

Manistee DDA Design Committee
May 16, 2019
Meeting Minutes
Chamber of Commerce

1. Call to Order

Meeting was called to order at 8:36am by Chair Barry Lind

Present: Lind, Shari Wild, Jeff Mikula (8:40), Dennis terHorst, Stacy Bytwork

Absent: Jeff Reau, Kyle Mosher, Janet Duchon

Also Present: Tom Kaminski

2. Approval of Agenda

Motion by Wild, support by terHorst to approve agenda as amended. M/C

3. Approval of Minutes

Motion by Wild, support by Bytwork to approve the meeting minutes from April 18, 2019. M/C

4. Public Comment: None

5. Reviewed status of FY 2018/19 projects

- **Parking Signage** – Mikula showed the committee a sample parking sign. It was agreed that it would be best to view the sign installed. Mikula was going to have DPW install the sign and let the committee know so that members could view the sign. Mikula will formalize a signage map for the committee to discuss. It was requested that Kaminski research the ownership of the parking lot behind PNC Bank, as there is conflicting information as to whether or not it is City owned.

- **MSU Project** – Lissette Reyes has submitted a grant application on behalf of the DDA/City to implement some of the recommendations from the final report, no feedback yet on this grant request.

- **Downtown Garbage** – Mikula gave an update on how this project (Garbage corals and associated changes) is moving forward within DPW/City: Design work has begun on the garbage corals, and it is intended that the design work run in parallel to any action by the City in updating the City Ordinance.

- **Facade Grants** – A new facade grant request has come in (action later under new business). It was also reported that Kaminski has worked with Reyes to submit a proposal for additional funding of this program from MEDC.

6. Reviewed status of other committee projects

- **Landscaping Contract** – The first walkthrough was conducted between the DDA and DPW. Overall very constructive dialog is occurring.

- **Blight** – Wild updated the committee on the events of the last HDC meeting with regards to the Rozmarek and Gordon properties. Wild is optimistic that progress will be made soon. Wild

presented a draft of a letter to Council / City Staff / Public Safety about our concerns over specific properties. After some discussion, Kaminski was directed to send out the letter as presented.

- 150th Banners

Lind gave an update on the bid process for the banners. CommuniCraft was the low bidder. The banner hardware has arrived. Discussed with Mikula timing of hardware installation and installation of the banners. It is planned to have the banner hardware installed ASAP with the banners themselves installed on Friday May 24th along with the flower baskets. Lind mentioned that a sample banner is currently installed in front of the Boyer Agency building.

- Flower Baskets

Duchon while not in attendance had emailed an update earlier that the baskets were to be delivered by Weesies on Thursday May 23.

7. Old Business

- FY 2019/20 Projects

Each item was reviewed.

- 1) Paver Leveling (\$20,000)
- 2) Purchase the "Art Park" (\$50,000)
- 3) Painting of the Trash Cans and Flower Planters within the district (\$3,400)
- 4) Create a Capital Improvement Plan for the Riverwalk (\$5,000)
- 5) Move the "American Cleaners" Project forward (\$28,000)
- 6) Facade Grant program (\$10,000)

- Adopted Flower Beds

Lind updated the committee that during the walkthrough with DPW water sources were identified for each flower bed. Duchon had indicated via email that she was working to get volunteers for each flower bed.

8. New Business

- Day of Serving

Bytwork asked if the committee knew of any projects that could be submitted for the upcoming Day of Serving. After discussion, it was recommended that Kaminski submit a project to tidy up the American Cleaner's parcel as it is a gateway to downtown.

- Facade Grant Application

A facade grant application from Spicer Group was reviewed. Since the application was submitted, additional project details were discussed with Kaminski who shared this information with the committee. Motion by Wild, support by Lind to approve the grant request in an amount up to \$5,000 at a 50% match per the terms of the Facade Grant program and recommend approval by the full DDA board at their next meeting. M/C

- Casino Shuttle

There was discussion on a notification from the Casino that they have discontinued the downtown pickup stop and were requesting that the sign be taken down. DPW will take down the sign. It was felt that this service is still important, but was poorly promoted by the DDA.

- Consumers Energy Testing

Kaminski shared with the committee a request from Consumers Energy to take samples of the river bed adjacent to DDA owned property. Motion by Lind, support by Wild to recommend Kaminski under his authority as Interim DDA Director to respond affirmatively to the Consumers Energy request. M/C

9. There being no further business to conduct, the meeting was adjourned at the call of the Chair at 10:10 am.
10. Next meeting Thursday, June 20th, 8:30 am at the Chamber