

**Manistee DDA Design Committee
June 20, 2019
Meeting Minutes
Chamber of Commerce**

1. Call to Order

Meeting was called to order at 8:35am by Chair Barry Lind

Present: Lind, Kyle Mosher, Janet Duchon, Jeff Mikula, Dennis terHorst, Stacy Bytwork

Absent: Jeff Reau, Shari Wild

Also Present: Caitlyn Berard

2. Approval of Agenda

Motion by terHorst, support by Mosher to approve agenda as presented. M/C

3. Approval of Minutes

Motion by terHorst, support by Bytwork to approve the meeting minutes from May 16, 2019. M/C

4. Public Comment: None

5. Reviewed status of projects

a – 2018-19 Parking Signage – Mikula indicated that the sample parking sign has been installed on Division. Lind agreed to put together a signage map for the Committee to review at the next meeting.

b – 2018-19 MSU Project – The grant that had been applied for was not received.

c – 2018-19 Downtown Garbage – Mikula gave a brief update on where DPW and the city are with rolling out changes.

d – 2018-19 Facade Grants – No word yet on additional funding from MEDC for this program.

e – 2019-20 Art Park – After discussion on how to proceed with this project, it was agreed that instead of procuring the services of a real estate agent, that we would ask the DDA Director to work with the City Attorney to put together an offer.

f – 2019-20 American Cleaners – Discussed the status of the property. If other options for the property do not materialize, we will work towards demolition of the existing buildings in the second half of the fiscal year.

g – 2019-20 Garbage Can/Planter Painting – Discussed the ability of DPW to undertake this task, and after feedback from Mikula, it was agreed to put out an RFQ for the project. Berard was going to work with Mikula on crafting the RFQ.

h – 2019-20 Riverwalk Capital Plan – Mikula informed the committee on a variety of ongoing efforts within DPW (past and present) around riverwalk infrastructure needs.

i – 2019-20 Streetscape Repairs – Berard will put together an RFQ for this project.

6. Reviewed status of other committee projects

a - Landscaping – Scheduled next walkthrough with DPW for Monday June 24th, 8am.

b - Blight – Discussed the letter sent to the city. Since no specific response was requested, that action is now completed.

c - 150th Banners - Lind thanked DPW for the last-minute efforts they put in, to get the banners and flowers put up before Memorial Day weekend.

d - Flower Baskets – See comment under c above.

e – Riverwalk Planters – Duchon indicated the need for plaques to recognize the volunteer groups agreeing to maintain each flower bed. We agreed that Duchon should procure plaques and we would get her reimbursed.

7. New Business

a – Downtown Bike Racks – This item was brought to the committee at the request of a new downtown merchant whose customers have requested bike racks. Mikula updated the committee on some of the efforts that have involved various city boards and commissions in the past to support and encourage biking in the city. The committee agreed to discuss this further at a future meeting.

8. Other Committee Member Discussions

Mosher mentioned a request he had received for golf carts being allowed in the downtown. After some discussion, it was concluded we would need more information about this request, as street legal golf carts are already allowed.

Mikula mentioned a grant for energy audits within the City. He indicated that there might be some opportunities to look at the downtown streetscape lighting.

9. There being no further business to conduct, the meeting was adjourned at the call of the Chair at 9:30 am.

10. Next meeting Thursday, July 18th, 8:30 am at the Chamber