

**Manistee DDA Design Committee  
December 10, 2019  
Meeting Minutes  
Chamber of Commerce**

**1. Call to Order**

Meeting was called to order at 10:05am by Chair Barry Lind

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

Absent: Shari Wild, Jeff Reau, Janet Duchon

Also Present: Caitlyn Berard, Eric Gustad

**2. Approval of Agenda**

Motion by Mosher, support by terHorst to approve agenda with the discussion with Eric Gustad from Consumers Energy moved to item 4.1 after public comment. M/C

**3. Approval of Minutes**

Motion by Mosher, support by terHorst to approve the meeting minutes from September 26, 2019. M/C

**4. Public Comment: None**

- 4.1 Consumers Energy Transformer Beautification** – Eric Gustad talked about a desire by Consumers Energy to work with the DDA on a project to improve the appearance of the Consumers owned equipment along the riverwalk. Two action items for Gustad were to provide a list of Consumers owned transformers along the riverwalk (as currently, no one really knows which are Consumers, which are privately owned, and which are telco boxes). Gustad was also requested to provide the DDA with a cost to repaint the boxes. That cost could then be used as a baseline cost for other projects that could improve the appearance more than a basic paint job. Gustad will be invited back to a future meeting to continue the discussion.

**5. Reviewed status of projects**

**a – 2018-19 Parking Signage** – DPW is waiting on arrival of sign poles.

**b – 2018-19 Downtown Refuse** – Lind and Mosher provided feedback on location and construction elements of the design, the final decisions are in the hands of DPW and the City.

**c – 2018-19 Facade Grants** – It is believed that the MEDC grant still may happen, but until it does this item will be removed from future agendas as an inactive project.

**d – 2019-20 Project Bloom** – The property owners have declined selling the property. After discussion, it was recommended that we continue to pursue the property and work to develop concept drawing of the two sites.

**e – 2019-20 American Cleaners** – No update. However the committee recommended reallocating FY funding for this project to be used for other MSU study improvements.

**f – 2019-20 Garbage Can / Planter Painting** – RFP almost complete.

**g – 2019-20 Riverwalk Capital Plan** – No update.

**h – 2019-20 Streetscape Repairs (Pavers/Sidewalks)** – RFP is almost complete. The specs in the RFP are for no more than a 1/8" departure from level for the reset pavers.

## **6. Other Committee Project Updates**

**a – Landscaping/Maintenance** – No update.

**b – Blight Concerns** – No update.

**c – 150<sup>th</sup> Anniversary Banners** – Discussion was to reuse the banners for the coming season for one final time. But to replace the non-historic banners (the ones that just had the 150<sup>th</sup> anniversary logo) with a new design and/or designs. Ideas on new designs included incorporating the new city logo, promoting events, etc.

**d – Flower Baskets** – There was discussion on the fall flower baskets. While it was generally felt they were a good addition, there was a recommendation to work with Weesies next year on other options that are still fall hardy, but may look nicer in the baskets. It was also discussed to stay with Weesies for another year for providing the baskets.

**e – Riverwalk Planters** – No update.

**f – Downtown Bike Racks** – There was discussion on moving forward with this project. Ideas included contacting Blue Cross Blue Shield (Bytwork to followup) for a possible partnership, as well as utilizing "bike shaped" racks as a design idea.

## **8. Old Business**

**a – Community Foundation Mini-Grant** – The grant application was not funded.

**b – New Brand/Logo Use within district** – It was discussed that the two logical uses would be on the River St banners (discussed previously in the meeting) as well as updating the US31 DDA sign.

**c – Holiday Decorations** – It was confirmed that all the holiday decorations were installed and within budget.

**d – Blight Letter for Gordon/Rozmarek Properties** – No further action needed given HDCs actions.

**e – River and Maple Signage** – Item was tabled

## **9. New Business**

**a – WSCC Riverwalk Plaza** – Crystal Young from WSCC was unable to attend, but plans to attend next month.

**b – Consumers Energy Transformer Beautification** – Item moved to earlier in the agenda.

**10. Public Comment** – None

**11. Next Meeting** – Tuesday February 11, 10:00am @ Chamber

**12. Adjournment** – Motion by Mosher, support by Lind to adjourn at 12:01pm. M/C

FY2019-2020 Design Committee Budget

<b>Project</b>	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>
Dumpster Corals	\$80,000		\$80,000
Parking Signage	\$4,500		\$4,500
Downtown Decor	\$13,000	Weesies – Summer Baskets – 7/29/19 - \$2936.95 DPW – Watering – Bill Pending - \$4,000	\$6,063
Holiday Decor	\$8,500		\$8,500
Landscaping	\$18,000	DPW – Landscaping – Bill Pending - \$18,000	\$0
City Maintenance	\$22,000		\$22,000
Facade Grants	\$15,000	Spicer Grant – 8/26/19 - \$5,000 Elks Grant In Process \$10,000	\$0
Sidewalk/Paver Work	\$20,000		\$20,000
Riverwalk Capital Plan	\$5,000		\$5,000
Garbage Can/Planter Painting	\$3,500		\$3,500
Project Bloom	\$50,000		\$50,000
American Cleaners	\$28,000		\$28,000