

Manistee DDA Design Committee
January 14, 2020
Meeting Minutes
Chamber of Commerce

1. Call to Order

Meeting was called to order at 10:03am by Chair Barry Lind

Present: Lind, Jeff Mikula, Kyle Mosher, Dennis terHorst, Shari Wild, Jeff Reau

Absent: Janet Duchon, Stacy Bytwork

Also Present: Crystal Young

2. Approval of Agenda

Motion by Wild, support by Mosher to approve agenda with the following changes: Move item 8a WSCC Riverwalk Plaza to 4.1; move item 7b Discussion on River & Maple Signage to 4.2. M/C

3. Approval of Minutes

Motion by Mosher, support by Wild to approve the meeting minutes from December 10, 2019. M/C

4. Public Comment: None

4.1 WSCC Riverwalk Plaza – The committee and Crystal Young from WCSS engaged in a discussion on ideas for enhancing the riverwalk along the WCSS development at River and Maple Streets. Many ideas were discussed. The next step is for Crystal to work with the project's architect to produce one or more concepts based on the discussion and bring them back to a future meeting.

4.2 Discussion on River and Maple Signage – terHorst discussed his concerns over the aesthetics of the one-way signage at the intersection of River and Maple. He would like to DDA to formally approach recommend to the City some changes to the signage. After discussion, this item was tabled with terHorst and Wild agreeing to gather further information and bring it back to the committee.

5. Reviewed status of projects

a – 2018-19 Parking Signage (Mikula) – DPW ended up building posts in house and has started installation of the parking signs

b – 2018-19 Downtown Refuse (Mikula) – Mikula reported that bids for construction of the corrals were going out and that the changes to the ordinance were being started.

c – 2019-20 Project Bloom (Berard) – No update

d – 2019-20 American Cleaners (Leppanen) – No update

e – 2019-20 Garbage Can / Planter Painting (Mikula) – RFP is ready to go out

f – 2019-20 Riverwalk Capital Plan (Berard) – No update

g – 2019-20 Streetscape Repairs (Pavers/Sidewalks) (Mikula) – RFP is ready to go out

6. Other Committee Project Updates

a – Landscaping/Maintenance

i. City Master Agreement Update – Was approved by City Council. terHorst requested a copy be sent to all committee members.

b – Blight Concerns – The committee decided to remove this item from future agendas as there is no current activity occurring within the DDA on this item.

c – Summer Decorations (Baskets and Banners) – No update. Mikula informed the committee that DPW is looking at new US31 Holiday Lights.

d – Riverwalk Planters – No update still waiting for spring to install signs.

e – Downtown Bike Racks – Reau agreed to own this item going forward.

7. Old Business

a – New Brand/Logo Use within district – Lind gave an update on the status of the new Brand/Logo and it's current rollout within the City.

b – Consumers Energy Transformer Beautification – No update. Eric Gustad will present additional information at a future meeting.

8. New Business

a – FY 20-21 Budget – Discussed the timeline for the budget for the coming year and how the budget would likely need to be put together before the next committee meeting. The committee recommended that Facade Grant funds for the coming year be focused on the former Boathouse Grill property (both River St facade and deck/riverwalk), if there is new owner willing to work with the DDA.

b – Design Committee Structure – Lind gave an update to the committee on the recent DDA Board planning session where the role and structure of the DDA committees was discussed. It is expected that this will be a focus of the board in the coming year to evaluate the role and structure of it's committees.

9. Public Comment – None

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

11. Adjournment – Meeting adjourned at 12:08pm.

FY2019-2020 Design Committee Budget

Project	Budget	Spent	Remaining
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 - \$4,000	\$6,063
Holiday Decor	\$8,500		\$8,500
Landscaping	\$18,000	DPW – Landscaping - \$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