

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
ANNUAL MEETING MINUTES – JULY 13, 2022
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM A**

PRESENT: Tamara DePonio, Bill Gambill, Karen Goodman, Bruce Allen, Annie Jacobson,
Kelly Greve, Deanna Marsh

EXCUSED ABSENCE: Kyle Mosher, Jodi Walter

ALSO PRESENT: Marc Miller, Councilmember Grabowski, Barry Lind – PEG

1.) **CALL TO ORDER.**

Meeting called to order by the Vice Chair at 8:34 a.m.

2.) **APPROVAL OF AGENDA.**

MOTION by Bruce Allen, second by Bill Gambill to adopt the agenda as presented.
Voice vote—Motion approved.

3.) **PUBLIC COMMENT.**

None

4.) **APPROVAL OF MINUTES.**

MOTION by Annie Jacobson, second by Bruce Allen to approve the minutes from the
June 6, 2022, regular meeting.
Voice vote—Motion approved.

5.) **APPROVAL OF FINANCIAL REPORTS.**

Holding off on approval until the August 10, 2022 meeting to make sure all invoices from
fiscal year 2022 have been submitted and paid. Specifically wrapping up two façade
grants; Gordan/Rozmerak and Fricano's.

6.) **ANNUAL ELECTION OF OFFICERS.**

a. Chairperson

MOTION by Bill Gambill, second by Kelly Greve to nominate Kyle Mosher as Chairperson. No other nominations were made.

Voice vote—Motion approved.

b. Vice Chairperson

MOTION by Kelly Greve, second by Deanna Marsh to nominate Karen Goodman as Vice Chairperson. No other nominations were made.

Voice vote—Motion approved.

c. Treasurer

MOTION by Bruce Allen, second by Bill Gambill to nominate Tamara DePonio as Treasurer. No other nominations were made.

Voice vote—Motion approved.

d. Secretary

MOTION by Deanna Marsh, second by Bruce Allen to nominate Jodi Walter as Secretary. No other nominations were made.

Voice vote—Motion approved.

7.) **ANNUAL REVIEW OF COMMITTEES.** – At the annual meeting, committees will be evaluated and reappointed or dissolved.

Currently no standing committees; they were dissolved at last year’s annual meeting. Historically, standing committees were formed as a Main Street requirement. City of Manistee DDA functions now with “as needed” ad hoc committees.

Consensus: Board will continue with current model.

8.) **ANNUAL REVIEW OF RULES GOVERNING THE MANISTEE MICHIGAN DOWNTOWN DEVELOPMENT AUTHORITY.** – The governing rules should be reviewed annually by the Board of Directors, and they may be altered, amended, or repealed, and new rules adopted, by a majority of members present at any regular meeting, to be effective upon approval of the Manistee City Council.

MOTION by Bruce Allen, second by Annie Jacobson to accept the current governing rules. Voice vote—Motion approved.

9.) **REPORTS FROM AD HOC COMMITTEES.**

a. Streetscape RFQ – Bill Gambill

- Received five (5) proposals.
- Would like to narrow to two (2) or three (3) options and set up interviews.
- Extending timeline out for ad hoc RFQ committee review and presentation of recommendations to the Board in August.
- Interviews to be scheduled after Board vote in August.
- Good interest and good proposals to choose from.

b. District Businesses – Deanna Marsh

- Excited about the positive momentum in the downtown district.
- Pleased with the signage at the Gateway site – does a good job communicating that downtown is open. Business owners getting positive feedback from customers.
- Would like to explore the possibility of putting together new business packets/guidelines. Board suggested creating a committee of the merchants to create guidelines – this must be merchant driven. DDA and City can contribute to the packets once merchants agree on the idea.
- Long term goal for downtown – directory to showcase businesses. Board discussed.
- Tuesday, July 19 at 8:30 a.m. is the next Downtown Connections meeting (formally known as the Merchant Meeting).

c. Beautification – Kelly Greve

- Would like to purchase two (2) Adirondack chairs for art park with DDA assistance.
- Tree garden and butterfly garden have both been redone by citizens – both look beautiful.
- Has landscaping proposal for three locations along the Riverwalk; \$8,000 from Larson’s Landscaping. Will discuss later in the meeting.
- Seeds helped out last year with work along the Riverwalk and are available again this year.
- Discussed flower planters on River Street.

10.) **EXECUTIVE REPORT.** – Marc Miller – Fricano’s Manistee River is scheduled to open on July 20. The marketing screens on the fencing around the Gateway construction site were a collaborative effort; thanked the County Visitor’s Bureau for getting the signs – very inviting to the downtown district. Gateway is moving forward; should have plans to the City Planning Commission in early fall. Demolition is going well – local contractor. Traffic lane patterns will change as the demo moves to the northside of the street. Anticipated 2023 construction. Continuing to work with downtown businesses and developers.

11.) **OLD BUSINESS.**

- a. DPW service contract.
- Let down with follow through
 - Planters
 - Priority list
 - Streetscape to include maintenance and asset management plan
 - Volunteer challenges

12.) **NEW BUSINESS.**

- a. Procedure for Appropriations
- Submit proposals to the DDA for discussion
 - Include costs, pertinent documentation, bylaw reference, appropriate budget line item (if known)
 - Will be included in the next scheduled meeting packet for Board discussion
 - Creates transparency

Consensus: Board agreed to procedure for appropriations.

9:45 a.m. – Bill Gambill and Deanna left the meeting.

- b. Timelines for 2022 Façade Grants
- Will send out a last call date for façade grant applications
 - Would review and vote at the next scheduled meeting
 - Possibility of an ad hoc committee

Consensus: Board agreed to creating a cutoff date for façade grant applications.

- c. Other
None

10:00 a.m. – Annie Jacobson left the meeting.

13.) **PUBLIC COMMENT.**

Madeleine Lamb – Spoke in favor of removing all on street parking on River Street and limiting traffic from Division Street to the fountain to encourage pedestrian traffic and alternative use of parking space.

Gordy Heidel – Artist friend coming to the area this month – asked about previously discussed public artwork (will discuss further with Marc Miller after meeting).

Barry Lind – DDA would do a spring and fall walk thru with the DPW when he was on the Board; follow through was always the challenge. Budget cycle typically starts in

February – share budget needs with City early. Keep refereeing back to the maintenance contract with the City to get things done.

14.) **BOARD COMMENT.**

Bruce Allen – Manistee looks so much better thanks to the volunteers.

15.) **ADJOURN.**

Next meeting is scheduled for Wednesday, August 10, 2022 at 8:30 a.m. in the WSCC Education Center, Meeting Room B, 400 River Street, Manistee, Michigan.

After miscellaneous discussion:

MOTION by Karen Goodman **to adjourn at 10:09 a.m.**



Kelly McColl
Acting Recording Secretary