

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF WEDNESDAY, MAY 10, 2023
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM B

PRESENT: Kyle Mosher, Tamara DePonio, Bill Gambill, Bruce Allen, Karen Goodman, Kelly Greve, Annie Jacobson

ABSENT: Deanna Marsh

ALSO PRESENT: Marc Miller, Stacie Bytwork, Cassidy Jessup, Councilmember James Grabowski, Lucas Richardson, Reporter Kyle Kotecki

1. **CALL TO ORDER**

Meeting called to order by the Chair at 8:31 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 Tamara DePonio, second by Karen Goodman to approve the minutes from the April 12, 2023, regular meeting.
Voice vote—Motion approved.

5. **APPROVAL OF FINANCIAL REPORTS**

MOTION by Bruce Allen, second by Tamara DePonio to approve the April 2023 financials packet.
Voice vote—Motion approved.

a. Approval of Expenses: \$27,474.88

Currently working with Weesie's Brothers Farms, Inc on spring/summer downtown planters/flowers. While it was approved in the unpaid bills report in the April meeting, seeking for a motion to approve the overall plan.

a. Hanging Baskets will be going out the week of May 15th and planters will be out shortly after.

MOTION by Bruce Allen, second by Tamara DePonio to approve \$5,112,90 to Weesies Brothers Farms, Inc for Street Planters and hanging baskets.

Voice vote—Motion approved.

6. **EXECUTIVE REPORTS** – Marc Miller

- a. Working on redevelopment liquor licenses and requirements that are needed for those who are eligible to apply. A requirement to have over 6 million dollars invested in the district has been met. Currently working with Marty Spaulding - Milwaukee House on the legalities of the liquor licenses.
- b. Northern Hotel - Developer is moving forward however, the construction costs are causing issues. Manistee Chamber is working to bring in additional resources to keep moving forward with the end goal of bringing in 15 long-term apartments.
- c. Alpine Chocolat Haus - Currently working on inspection for the new place downtown. Worked with the owner from Gaylord in bringing them to Manistee along with Deanna Marsh who is managing the location.
- d. Gateway Project - Meeting is scheduled for today (5/9/23) to discuss the future plans and scope of the partnership.

7. **REPORTS FROM AD HOC COMMITTEES**

1. Facade Grants - Marc Miller

- a. Blue Fish
 - i. Making good Progress and currently working through construction issues that is causing delays. The low temperature have hindered progress.
 - ii. Connie Friberg, Owner of Blue Fish Kitchen is requesting consideration for a collective dumpster on that end of the block. Their waste can't be leased by the waste management company during the winter and will be working/communicating with the City to discuss a plan moving forward.
- b. Snyder's
 - i. Hoping to wrap up the project by the end of May/early June. The firm they are working with is very responsive. Snyder's is working with Tj's Pub regarding the outdoor dining platform and parking and construction equipment.
- c. MEDC Grant
 - i. Getting closer on getting the final word on if we are getting the funds from the application. We have increased our asking from \$118,000 to \$150,000.
 - ii. Asked all the applicants who did not receive the facade grant funds to re-quote to get up-t0-date numbers.
 - iii. Suggested that the DDA should consider putting the facade grant out in the next two months given the construction season and our fiscal year.

2. Streetscape Plans - Marc Miller

- a. Online Survey is being promoted to receive feedback from the business owners/general public. Survey is available until May 19th, 2023.
 - b. Traffic Analysis to be completed before the start of the detour
 - c. Engagement Event #2 will be scheduled for mid-July or early August.
3. District Businesses - no report
4. Beautification - Kelly Greve
- a. The 2023 Marina Project (Manistee Proud/Manistee Parks Commission) have raised ~~\$8,275.00~~ \$7,950 of the \$20,000 that was originally budgeted for. Project still needs patio furniture, bikes and paint.
 - b. Received a quote for \$3,000 for paint and will have done by Memorial Day weekend.
 - c. Harbor Commission did not have a budget to do anything for the 2023 marina project. Kelly Greve ~~and Liz Laskey~~ privately raised funds to make this project happen.
 - d. Requesting support for \$11,000 for the patio furniture.
 - e. Comments Included:
 - i. The marina is a huge enhancement and would benefit the City of Manistee and DDA
 - ii. Questions about a concept plan and liability - who is responsible.
 - iii. Plaque to recognize who has contributed to the 2023 Marina Project including the DDA.
 - iv. In working with the City, suggested that there be a 3-5 year written plan by the Marina Manager regarding donations, materials, items, etc. It must be spelled out including the structural plan of the Riverwalk.
 - v. \$7,625 will come out of the Design Project Fund line item. \$3,375 will come out of the event coordination line item as a donation towards the 2023 Marina Project. A total of \$11,000 will be donated.

MOTION by Bruce Allen, second by Annie Jacobson to approve the purchase of \$11,000 for the services/equipment for the 2023 Marina Project. Approved with the equipment attached. Voice vote—Motion approved.

DDA to have a memorandum of understanding about the management plan to have ready by the June 14, 2023 DDA meeting that includes the patio tables, paint and bike(s).

8. **OLD BUSINESS**

- 1. Advertising Budget
 - a. Social District expenses come out of this line item including cup labels, banners, ground stickers, etc.
 - b. Proposed additional signage to communicate that you are leaving the district to replace the ground stickers. Received two quotes, one of them is from Urban Vinyl at a cost of \$904.09 for 10 signs and installation. Still waiting on the second quote.

Discussion Included:

- i. Rebranding - color selection
- ii. Currently using Project Rising Tide logo
- iii. Rebranding will consist of purchasing all new materials and items to make the social district in compliance with the MLCC.

MOTION by Bill Gambill second by Bruce Allen to allocate the remaining funds in the Advertising budget line item for the social district signage introducing a new color palette.
Voice vote—Motion approved.

9:51 AM - Annie Jacobson left the meeting

2. Eagle 101.5 Proposal - Carmen Kott
 - a. Ask Mark Sandstedt to come to our next meeting to discuss the proposal.
3. Two-Way Traffic Proposal - Marc Miller
 - a. Working on scoping out and discussing with Fleis on what it would take to do a temporary 2-way traffic order. Would allow easy access for guests to get downtown. There are three basic components - someone to tell us where to put the signage, purchase the signage, and stripe the streets.
 - b. Good opportunity to test this out as a trial during the detour.
4. Gateway Project - No report.
5. 2023/2024 Budget Update - Kyle Mosher
 - a. City Council approved the budget.
 - b. Working on the services agreement between the DDA and the City of Manistee. Nothing further to report on at this time.
 - c. There will be a hearing at the next DDA meeting to approve the final budget.
6. Other
 - a. None.
9. **NEW BUSINESS**
 1. Update Social District Operations Plan - Bill Gambill
 - a. Introduced a Block Party Application for businesses that have a social district permit license. It is designed for small events where they would clean up on their own and events without a street closure.
 - b. Would like to work with the DDA to come up with a process that makes it easier for the business owners and allows them to maximize the social district opportunities.
 - c. Form is under further review and further discussions will be made.

MOTION by Bill Gambill second by Bruce Allen to expand the Social District that includes the North River Walk, North Channel Parking lot and entrance to the River Walk near 11 Cypress Building under the bridge, **west to Cross Street**.
Voice vote—Motion approved.

2. Other
 - a. None.

10. **PUBLIC COMMENT**

LUCAS RICHARDSON (SPICER GROUP) - COMMENT ABOUT THE SOCIAL DISTRICT AND THE RIVER WALK.

11. **BOARD COMMENTS**

KELLY GREVE: ASKED FOR RECOMMENDATION ON COLOR THEME FOR THE 2023 MARINA PROJECT. WANTED TO GET INPUT WHETHER THE THEME SHOULD BE COASTAL MEANING LIGHT COLORS, SEAGLASS, AQUA, ETC. OR TRANSITIONAL MEANING MODERN STYLE. IT WAS SUGGESTED TO GO WITH THE TRANSITIONAL COLOR PALETTE TO CATER TO ALL AND NOT JUST THE BOATERS.

12. **ADJOURN**

Next meeting is scheduled for Wednesday, June 14, 2023 at 8:30 a.m. in the WSCC Education Center, 400 River Street.

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

Carmen Kott
Acting Recording Secretary