

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF WEDNESDAY, MARCH 13, 2024
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM B**

PRESENT: Kyle Mosher, Bruce Allen, Bill Gambill, Deanna Marsh, Tyler Leppanen, Lindsey Swidorski, Ben Crowley

ABSENT: Karen Goodman, Sammie Lukaskiewicz

ALSO PRESENT: Stacie Bytwork, Andrew Stafford, Sara Herberger, Kyle Kotecki - Manistee News Advocate, Councilmember Grabowski, Councilmember Pratt, Barry Lind - PEG TV, and Shayne Machen

1. **CALL TO ORDER**

Meeting called to order by the Chair at 8:30 a.m.

2. **APPROVAL OF AGENDA**

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

3. **PUBLIC COMMENT**

Andrew Stafford - Introduced himself as the new Economic Development Director.

Chair Mosher introduces New Board Member, Ben Crowley to the DDA Board of Directors.

4. **APPROVAL OF MINUTES FROM THE MARCH 10TH, 2024 REGULAR MEETING**

MOTION by Tyler Leppanen, second by Lindsey Swidorski to approve the minutes from the March 10, 2024, Regular Meeting.

5. **APPROVAL OF FINANCIAL REPORTS**

MOTION by Tyler Leppanen, second by Bill Gambill to approve the March 2024 financials.
Voice vote—Motion approved

6. **EXECUTIVE REPORTS**

- a. Michigan Class application was submitted.
- b. Nicole Kaminski, our Economic Development Intern conducted Business Retention Visits with various businesses from a Chamber and DDA level to help with any connections to continue fostering growth in the community.

7. **REPORTS FROM AD HOC COMMITTEES**

1. Facade Grant
 - a. Working on Grant Agreements to communicate the allocation of funds to the five (5) recipients
2. Streetscape
 - a. Board Chair Mosher and Bill Gambill shared insights from their Midland streetscape trip, noting design elements including curbless streets, materials, and activated spaces that could inform Manistee's plans. Discussed the next steps of engaging utilities and contractors.
3. Social District / Events
 - a. Discussed the next steps and requirements for the proposed event trailer, including insurance, equipment, and financing options to propose to the board for an enjoyable community asset.

8. **Old Business**

1. Tax Increment Financing
 - a. Tyler Leppanen provided an update regarding a meeting that discussed creating an application guideline, administrative process, and meeting with property owners that might have projects that are being worked on that might be applicable and see how financing would impact their financial projections as well as local banks to get a lender's perspective of financing and the type of agreement.

9. **NEW BUSINESS**

1. Eagle Radio Advertisement Proposal
 - a. Advertising proposal was discussed, with viewpoints shared on messaging to residents and changing focus from bridge closures. A decision was tabled pending further discussion on content and funding.

10. **PUBLIC COMMENT**

Councilmember Seth Pratt

- Asked about the Streetscape Study and how he along with other citizens in the community can view the final plan.
- Concerns were raised about unclear enforcement of sign ordinances in the ongoing dispute. Discussed strengthening communication and examining ordinances to avoid future issues and support a welcoming business environment.

11. **BOARD COMMENTS**

Bill Gambill - Add social district signage on the North Riverwalk side.

12. **ADJOURN**

Next meeting is scheduled for Wednesday, April 10, 2024, at 8:30 a.m. in the WSCC Education Center, 400 River Street.

MOTION by Tyler Leppanen supported by Bruce Allen **to adjourn at 9:10 a.m.**

Carmen Kott
Acting Recording Secretary