

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES OF WEDNESDAY, JANUARY 10, 2024  
8:30 A.M., WSCC EDUCATION CENTER  
400 RIVER STREET, MEETING ROOM B**

PRESENT: Kyle Mosher, Bruce Allen, Bill Gambill, Karen Goodman, Deanna Marsh,  
Tyler Leppanen, Sammie Lukaskiewicz

ABSENT: Lindsey Swidorski

ALSO PRESENT: Marc Miller, Nicole Kaminski, Councilmember Pratt, James Beaudrie,  
Councilmember Grabowski, Barry Lind - PEG TV, and Sara Herberger

1. **CALL TO ORDER**

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

2. **APPROVAL OF AGENDA**

*MOTION* by Karen Goodman, second by Bill Gambill to adopt the agenda as presented.  
Voice vote—Motion approved.

Annie Jacobson has resigned from the DDA effective on January 5, 2024. Chair Mosher thanked Annie for her service to the DDA.

Chair Mosher welcomed Sammie Lukaskiewicz to the DDA Board.

Chair Mosher welcomed Nicole Kaminski, Economic Development Intern through the Manistee Area Chamber of Commerce.

3. **PUBLIC COMMENT**

**Councilmember Pratt:** Stated that business owners expressed concerns about the maintenance of increased trees and greenery on River Street. Wondered if there was a way to privatize the maintenance of the downtown streetscape. Pratt also raised concerns over out-of-placed pavers and the potential for trips and falls that may occur related to medical expenses and liabilities. Also, expressed concerns that he heard about the rerouting of traffic onto Pine from River Street. Has the DDA consulted business owners or explored the economic impact of making changes to River Street?

4. **APPROVAL OF MINUTES FROM THE PUBLIC HEARING**

*MOTION* by Karen Goodman, second by Deanna Marsh to approve the minutes from the December 13, 2023, public hearing.

5. **APPROVAL OF MINUTES FROM THE REGULAR MEETING**

*MOTION* by Karen Goodman, second by Deanna Marsh to approve the minutes from the December 13, 2023, annual meeting.

Voice vote—Motion approved.

A discussion was had about clarification on the proposed ordinance made by Tyler Leppanen. Gambill is questioning the minutes that were said at the meeting.

*MOTION* by Bill Gambill, second by Karen Goodman to table the minutes from the December 13, 2023, annual meeting.

Voice vote—Motion approved.

6. **APPROVAL OF FINANCIAL REPORTS**

*MOTION* by Karen Goodman, second by Bruce Allen to approve the December 2023 financials.

Voice vote—Motion approved

Received another invoice from Great American Insurance Co. for an amount of \$1,017.00 to protect the Board against allegations of mismanagement.

*MOTION* by Karen Goodman, second by Bruce Allen to approve the expense of \$1,017.00 for Great American Insurance.

Voice vote—Motion approved

7. **EXECUTIVE REPORTS**

- a. Eagle 101.5 Campaign summary was included in the board packet. DDA partnership investment of \$2,000 contributed to the total impact of the campaign of \$30,300.
- b. The County Land Bank submitted an application to the State Land Bank for a State Blight Elimination Program Grant. Letters of support were conducted on behalf of DDA, The Manistee Area Chamber of Commerce, Economic Development Council on three priorities including the Northern Hotel, the Ringo Oil Building on First Street (housing project), and the Waterworks building. The results of the application will be available in February 2024 from the State Land Bank.

- c. The Northern Hotel is currently working on a capital stack and some success from the MEDC which will allow them to get started with construction. Working on finding a commercial tenant for the Northern Hotel property.
- d. Letter of support for the Vogue. They applied for funds for an elevator and a third movie screen.
- e. The Outsider Restaurant is moving forward with the Downtown Redevelopment Liquor License.
- f. The Manistee Area Chamber of Commerce is involved with the Northern Michigan Chamber Alliance. Will be attending the State of the State Address next week down in Lansing. Lobbying efforts will be done to advocate dollars for the City, County, or the Downtown.

**8. REPORTS FROM AD HOC COMMITTEES**

1. Facade Grants:

- a. Received 4 of 5 Facade Grant quotes that will determine how much each project will cost. All projects exceed the amount we have budgeted plus the grant that was received. Another round of Facade Grants will likely not happen due to costs.
- b. The four recipients of the current 2023/2024 Facade Grant Cycle are - Spicer Group, The Bluefish, The Golden Stag, The Elks Lodge, and Dwelling Real Estate.
- c. Per the Board Chair, Mosher would like to revise the Facade Grant Program and look at how to tie it back into the historic district. Improvements are harder to do because of the historic buildings. Looking to create an ad hoc committee to review the specifications.

2. Social District / Events

- a. The committee joined together back in October to promote and encourage people to go through a process for events.
- b. How to facilitate events without using DPW staff time. The proposal included a block party trailer and the thought was to drop off the trailer with the event renter and they would have a policy.
- c. The DDA allocated \$20,000 for an event. The thought is to use the funding to create the opportunity for a block party trailer that would include items that would assist with the event such as a heat lamp, bluetooth speakers, tables, etc. Opportunity to wrap the trailer to help promote the DDA.
- d. Karen would like to see the trailer called an Event Trailer so it's not specific for Block Parties and all events in the DDA districts.
- e. Karen would like to see a packet put together on the website that can be visible. Would like the staff to put the packet together. There need to be rules in place for the event.
- f. The Manistee Tourism Authority has barricades available to rent that have guidelines in place.
- g. The goal is to make sure and understand what roles we have. We are here to provide the tools for those who would like to put on an event in the DDA district and for those who approach the board.

*MOTION* by Deanna Marsh, second by Bruce Allen to support the motion to move forward with the purchases of goods for the downtown Social District events in the amount up to \$20,000.

Voice vote—Motion approved

*MOTION* by Deanna Marsh, second by Bruce Allen to amend the previous motion to remove the budgetary amount up to \$20,000 from the original motion. The amended motion is to support and move forward with purchases of goods for the downtown Social District events.

Voice vote—Motion approved

9. **OLD BUSINESS**

1. Investment Policy

- a. Informational Item - Discussion about taking our budget dollars and investing them into money market funds to receive a higher rate of return. The city along with many communities do this to manage their funds. The discussion and suggestion from Ed Bradford to invest our funds and draw them out to pay bills.
- b. The goal was to cut the city agreement so that the DDA could do more and a simple way of doing that is to invest funds into the money market.

2. Streetscape

- a. Draft Streetscape Plan is available for review.
- b. City Feedback was quite extensive and the next step is to prioritize and focus on the short and long-term goals. A special meeting will be held at the beginning of February to discuss this further.
- c. K. Goodman would like to look into electrical findings as part of the streetscape plan.

10. **NEW BUSINESS**

None

11. **PUBLIC COMMENT**

None

12. **BOARD COMMENTS**

Sammie Sammie Lukaskiewicz: Pleasure to be a part of this board.

Deanna Marsh: Mark your calendars for the Frostbite Festival on February 17th, 2024.

13. ADJOURN

Next meeting is scheduled for Wednesday, February 14, 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 9:37 a.m.**

Carmen Kott  
Acting Recording Secretary