

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF WEDNESDAY, FEBRUARY 28, 2024
1:30 P.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM B

PRESENT: Kyle Mosher, Karen Goodman, Bruce Allen, Bill Gambill, Deanna Marsh,
Tyler Leppanen, Lindsey Swidorski

ABSENT: Sammie Lukaskiewicz

ALSO PRESENT: Nicole Kaminski, Sara Herberger, and Kyle Kotecki - Manistee News
Advocate

1. Call to Order
Meeting called to order by the Chair at 1:30 p.m.

2. Approval of Agenda

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

3. Public Comment
None

4. DDA Streetscape Priorities
- a. General discussion on streetscape thoughts and priorities.
 - b. Further takeaways included:
 - i. General agreement on focusing on basic infrastructure - streets, sidewalks, crosswalks
 - ii. Further analysis is needed on traffic flow changes, especially River Street becoming 2-way
 - iii. Key to identifying the city's contribution and what enhancements DDA can fund
 - iv. Look at other timelines for other projects that will happen in the future such as Washington Street and US -31
 - v. Get cost estimates from the engineering firm once the scoop is defined
 - c. Establish a process for working with this. There will be a series of conversations and meetings and what does it look like moving forward
 - d. Tiff Plan discussion - look at the priorities and make sure it doesn't cross over with any of the streetscape priorities
 - e. Follow-Ups Include:
 - i. Board members to rank streetscape priorities individually

- ii. Meet with the City on base infrastructure projects and timeline
- iii. develop a scope for an engineering firm to provide costs
- 5. Budget (FY July 1, 2024 - June 30, 2025)
 - a. Discussion included a walkthrough of the budget:
 - i. Ed Bradford recommended a 4% increase to the TIFF Revenue line item. The board would like to see funds to be in line with the current actual revenue.
 - ii. Create a separate line item for investment interest income and Facade Grant Income from MEDC match
 - iii. Enhanced City Services - Chair Mosher and Bill Gambill have worked out an agreement of \$32,500.
 - iv. Combine the DDS Design Project Fund and Downtown Decorations line items. Increased to \$40,000
 - v. Remove Housing Project line item
 - vi. Annual Audit - The city of Manistee Signed an agreement for the next five years with Anderson and Tackman Firm. Increased the budget to \$2,000.
 - vii. Downtown Dollars will expire in 2025 - leave in budget
 - viii. Riverwalk Plaza: Easements submitted and permits are in place. Recommended to budget the full \$240,000.
 - ix. Discussion on DDA to contribute with an activity during Sleighbell. This would fall under projects including the event trailer. Added \$10,000 for contribution.
 - x. When planning an event trailer, it's important to determine the size and equipment needs strategically. Allocate \$20,000 initially and reassess each year. This item falls under projects.

MOTION by Tyler Leppanen, second by Karen Goodman to approve the FY 2024/2024 Draft Budget.

Voice vote—Motion approved.

6. Public Comment
None

7. Board Comments
None

8. Adjourn
Next meeting is scheduled for Wednesday, March 13, 2024, at 8:30 a.m. in the WSCC Education Center, 400 River Street.

MOTION by Deanna Marsh supported by Bruce Allen to adjourn at 2:52 p.m.

Carmen Kott
Acting Recording Secretary