Manistee Main Street DDA
Board Meeting Minutes
January 13, 2016 @ City Hall

Call to Order

The Acting Chair called the meeting to order at 12:14pm

Present

Rachel Brooks, Jackie Gielczyk, Barry Lind, Todd Mohr, Valarie Bergstrom
Jeff Reau; Patrick Kay (Executive Director), Chelle Hrachovina (Executive Assistant)

Absent

Colleen Kenny, Brandon Ball, Sara Spore

Guests

Thad Taylor (Manistee City Manager), Denise Blakeslee

Approval of Agenda

There was a MOTION by Mr. Mohr, supported by Mrs. Bergstrom, to approve the agenda with the addition of adding under Other f. Main Street Report and g. TIF Planning Committee. MOTION CARRIED

Election of New Chair

Ms. Gielczyk nominated Mr. Reau who is interested but stated he feels he would need to step down from his position as Chair of the Design committee. He stated he would stay on as a member of the Design committee however. The issue was tabled for now with the understanding that Mr. Reau will continue to be the Acting Chair.

Public Comment

No public comment

Consent Agenda

There was a motion by Mr. Mohr, supported by Mrs. Bergstrom, to approve the consent agenda as presented. MOTION CARRIED

Other Business

a. Denise Blakeslee RRC& Downtown Master Plan Mrs. Blakeslee spoke to the Board about the Downtown Master Plan and the importance of getting everything complete so that the city can receive its certification with the RRC (Redevelopment Ready Community program). This certification will put Manistee at the top of the radar for developers. In order to complete this process, Mrs. Blakeslee needs the DDA to complete a downtown plan in which the projects they would like to complete are given ratings of high, medium or low priority. The Board agreed to address the priorities and projects at their Strategic Planning session on February 18, 2016. They will then give their information to Mrs. Blakeslee to include in the City's Master Plan. Since the City's Master Plan is a public document, Mrs. Blakeslee has agreed to include a place holder in the space for the DDA's documents until the Board meets next on February 18, 2016.

b. Annual Board Retreat Update Mr. Kay informed the Board that the Community Forum portion of the Annual Retreat will be on February 10, 2016. It will be from 5:00pm – 9:00pm and will include two different sessions for people to choose from. The first session will begin at 5:30pm and the second at 7:30pm. Announcements, informing the public of these sessions, will be sent out in the mail in

about a week, and an email to all members of the River Street Google Group will be sent out and it will be posted on the DDA's website. The Strategic Planning Session for the Board will be on February 18, 2016 at Blacker Airport. This will be an all-day session during which time projects for the year will be discussed. Mr. Taylor confirmed that the DDA will need to have their budget submitted to City Council prior to May 2016.

c. Advertising Ms. Brooks was wondering how advertising was included in the budget. Mr. Kay stated that if it's advertising for an event, the cost comes out of the event budget. Regular advertising is included in the general budget

d. North Channel Outlets Mr. Lind stated that, per the Brownfield Agreement, the DDA needs to be involved in the development process. Mr. Taylor stated he was not aware of this as the agreement was established prior to him being the City Manager. Mr. Taylor agreed to have Mr. Bradford, from the city, send Mr. Kay information on what is currently being discussed in regards to the development progress.

e. Hanging Baskets, Holiday Decorations, and Riverwalk Mr. Kay has met with Mr. Taylor, but they still need to figure out details on what the city is going to do and what the DDA is going to do.

f. Main Street Report the Main Street report was tabled until the retreat on February 18, 2016 because some of the Board members did not receive the emailed documents containing the Main Street Report findings. Mr. Kay will re-send these documents to the entire Board.

g. TIF Planning Committee Mr. Reau stated he feels there needs to be a TIF committee which should include 2 or 3 board members as well as Mr. Kay. Mr. Reau, Mr. Mohr and Mr. Lind all agreed to be on this committee. The new TIF plan needs to include clear documentation of which services the city will provide, which services the DDA will provide, along with which of those services will need reimbursing and which will be just expected to be done to better the downtown.

Public Comment

None

There was a MOTION by Mr. Mohr, supported by Ms. Gielczyk, that the next Board Meeting be at 9:00am on February 18, 2016, at Blacker Airport, prior to the Strategic Planning Session. MOTION CARRIED

At 12:48pm there was a MOTION by Ms. Gielczyk, supported by Mrs. Bergstrom, that the meeting be adjourned. MOTION CARRIED