

## Manistee DDA Meeting Minutes - February 8, 2017

**Present:** Mayor Jim Smith, Rachel Brooks, Barry Lind, Valarie Bergstrom, Jackie Gielczyk, Todd Mohr and Tyler Leppanen

**Absent:** Brandon Ball and Jeff Reau

**In Attendance:** Denise Blakeslee, Thad Taylor, Frank Greco, John Kaser, Shelley Doyne, Brandon David, Jeff Dontz

Agenda Item	Discussion	Decision or Recommendation
<b>Call to Order</b>	Brooks called the meeting to order at 12:02 pm	
<b>Approval of Agenda</b>	Lind moved; Gielczyk seconded	Approved
<b>Public Comment</b>	Shelley Doyne from Ideal Kitchen commented on proposed project at 400 River Street including the following issues: Affordable Housing component, Lack of Appropriate Number of Parking Spaces, All store fronts are on the lower level and would like guidelines on verandas	
<b>Approval Mtg Min</b>	Approval of January 11 meeting minutes; Gielczyk moved; Bergstrom seconded	Approved
<b>Financials for Year End</b>	Bergstrom reported that Leppanen and she had met with Dave Richards. Leppanen asked for comments on the financial reports noting that not all audit changes have been corrected. Previous check registers (October , 2016 – January 2017) were presented for approval. Lind moved, Gielczyk seconded. Bergstrom and Leppanen will continue to work with accountant on changes that allow Leppanen greater access to financials.	Check register Approved
<b>Committee &amp; Director Reports</b>	Reports from all four committees and Director discussed. Organization committee to work on downtown dollar promotion.	
<b><u>Old Business</u></b>		
<b>Sidewalk Policies</b>	The <i>Commercial Uses Permitted Within the City Right of Way GP - 47</i> was discussed. Motion by Smith; seconded by Lind to approve policy with date of permit extended to November 1 and correction of typographical errors.	Approved
<b>Proposed DDA Bylaws</b>	After discussion, it was recommended that a separate meeting with the city attorney to scheduled by Leppanen to review changes	
<b>Financial Policies</b>	Policy to be reviewed with marked upcharges included at special meeting.	
<b><u>New Business</u></b>		
<b>Riverwalk Railing Contract</b>	Leppanen updated board on additional charges for completion of project. Motion by Lind; seconded by Smith to approve \$28,002 only.	Approved
<b>TIF Subcommittee</b>	Motion by Lind; seconded by Gielczyk for Brooks to appoint a special board committee to work on TIF Renewal.	Approved
<b>Relocation Discussion</b>	Motion by Gielczyk; seconded by Mohr to approve.	Approved
<b>Chamber Items</b>	<u>Chamber Expo Booth</u> : The consensus was not to have a booth at the Chamber Expo this year due to not having appropriate items to display and timing; will review for 2018. <u>Chamber Leadership Project Request</u> : Brandon David, member of the Chamber Leadership Team briefly discussed. The proposal was for the City of Manistee and after discussion did not have support at this time. <u>Memo of Understanding -- Chamber to oversee Downtown Dollars Program</u> : This discussion was deferred to the Organization Committee.	
<b>Request for Director Travel and Training --Economic Development</b>	Motion by Bergstrom; seconded by Mohr to approve.	Approved
<b>Leakage Report</b>	The consensus was to place on the agenda for discussion at the next meeting.	

**Reduction of Vogue Theatre  
Installment Promissory Note --  
Dated June 17, 2011  
Public Comment**

Comments by Vogue President Greco indicated that the performance requirements of the installment loan were met. Motion to reduce by \$20,000 according to the terms of the loan by Mohr; seconded by Gielczyk.  
John Kaser commented on the following: Downtown Dollars need to be more aggressively promoted and that he expressed disappointment that he still had not seen financials of the 2016 Sleighbell Parade.  
Motion by Mohr; seconded by Bergstrom at 1:50 pm

Approved

**Adjournment**

Adjourned