

Manistee Downtown Development Authority (DDA) Meeting Minutes

Monday, July 12, 2017

Present: Valarie Bergstrom, Rachel Brooks, Tamara DePonio, T Eftaxiadis, Jackie Gielczyk (departed at 1:00 p.m.), Barry Lind, Tyler Leppanen, Todd Mohr, Jeff Reau and Mayor Jim Smith (departed at 1:10 p.m.)

Absent: None

In Attendance: Thad Taylor, Nicole Knapp, Roger Zielinski

Agenda Item	Discussion	Decision/Recommendation
Call to Order	Meeting called to order at 12:02 p.m.	
Approval of Agenda	Motion by Smith; Second Eftaxiadis The Manistee DDA hereby approves the agenda of July 12, 2017 as presented.	Approved
Approval of June 14 Minutes	Motion by Gielczyk; Second Eftaxiadis The Manistee DDA hereby approves the Regular Meeting minutes of June 14, 2017 as presented.	Approved
Public Comment	Nicole Knapp gave an update on tgif Manistee and asked for support for this new event.	
Committee Reports	<u>Design Committee</u> : Jeff Reau gave a brief update. The DPD would like to take over the Riverwalk Maintenance next year and it was noted that it should be a consideration for next year. <u>Redevelopment Committee</u> : Meetings are monthly due to holiday. Minutes will be available at the next meeting. A brief update was given on the MSDA grant, north corridor mixed use plan and combined office space by Eftaxiadis. <u>Business Development Committee</u> : A brief overview of the meeting minutes were presented by Bergstrom	Design Committee is to consider DPD to take over Riverwalk Maintenance next year.
tgif Manistee	Motion: Eftaxiadis; Second Smith The Manistee DDA hereby approves the Marketing & Promotions Committee Request to hold events from 5 – 8 p.m. on August 11 and August 18 with approval for up to \$500 of expenses associated with coordinating the event.	Approved

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Financial Reports & Check Register	Motion by Smith; Second Gielczyk	Approved <ul style="list-style-type: none">• May financials should be added to the next agenda.• Gielczyk and Brooks will form a subcommittee to work on Downtown Dollars and how to write off unpaid liability.• Leppanen will make recommendation to the board on possible surplus dollars use in 2017 – 2018 plan year.
Director’s Report	Leppanen provided a written update including but not limited to highlighting the possibility of dog’s on the Riverwalk.	Design Committee to make recommendation on a new policy concerning dog’s on the Riverwalk.
<u>Old Business</u>		
Redevelopment Liquor License Policy #14	Motion by Lind; Second Mohr The Manistee DDA hereby approves the Redevelopment Liquor License Policy #14 to be sent to City Council with eliminations of the \$500 reimbursement fee and adding notification of the DDA board of each license.	Approved
<u>New Business</u>		
Election of Officers	Motion by Eftaxiadis; Second Mohr for the following DDA Officers for the 2017 – 2018 plan year: Chair – Brooks, Vice-Chair – Lind; Secretary/Treasurer – Bergstrom	Approved
Consider and Approve Michigan State University’s Sustainable Build Environment Initiative requiring a Budget Amendment Approval (See Below)	Motion by Reau; Second Mohr The Manistee DDA approves the agreement with Michigan State University Extension for services provided through the Sustainable Built Environment Initiative for \$7500 with clarification requiring a minimum of 5 renderings and detailed I-31/River Street project plan prior to signing designs and plans	Approved

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Budget Amendment 2017 – 2018 Motion by Lind; Second Mohr Approved
Plan Year #2 The Manistee DDA hereby approves Budget Amendment FY 17/18 – 02.

Agenda Item	Discussion	Decision/Recommendation
Authorize Executive & Economic Development Director to Submit Event Request Form for Midwest Gas & Brass	Motion by Reau; Second Lind The Manistee DDA hereby authorizes the Executive & Economic Development Director to submit an event request form for the Midwest Gas & Brass to City Council.	Approved
Public Comment	None	
Adjournment	Motion by DePonio; Second Bergstrom The Manistee DDA hereby adjourns at 1:41 p.m.	Approved