

DOWNTOWNMANISTEE

— *michigan* —

DATE: February 9, 2018

TO: DDA Board

FROM: Tyler Leppanen

RE: DDA Board Regular Meeting: February 14, 2018

The DDA Board shall convene at 12:00 pm on Wednesday, February 14, 2018 in the council chambers of city hall.

If you have any other updates or new information before the meeting, please send it along to myself and the Board. You can call my office number at (231) 398-3262 or email me at tyler.leppanen@manisteedowntown.com with any questions or concerns you may have.

Manistee DDA
February 14, 2018 @ 12:00pm
City Hall

AGENDA

1. Call to order – Chair
2. Approval of Agenda
3. Public comment. (Limit 5 minutes per person.)
4. Approval of January 10, 2018 Regular Meeting Minutes
5. Approval of January 17, 2018 Special Meeting Minutes
6. Approval of January 24, 2018 Special Meeting Minutes
7. Committee Reports
 - a. Design – Barry Lind (5 minute limit)
 - b. Marketing and Promotions – Rachel Brooks (5 minute limit)
 - c. Business Development – Valarie Bergstrom (5 minute limit)
 - d. Redevelopment – T Eftaxiadis (5 minute limit)
 - e. TIF – Tyler Leppanen (5 minute limit)
8. Financial Report
9. Director’s Report
10. Old Business
 - a. Approval of 2018 Schedule of Events
 - b. Consider and Approve Façade Grant Application Process as Recommended by Design Committee
11. New Business
 - a. Review Audit and Accept Audit Findings
 - b. Review and Approve Discharge of the Vogue Promissory Note
 - c. Approval of Travel and Training Request
 - d. Consider Approval of Update to Strategic Plan
 - e. Review and Consider Accounting RFPs
 - f. Review of Authority to Address Blight
12. Communications
 - a. Memo from Board Chair regarding discussions with City and Chamber
 - b. Update on American Cleaners property
13. Public Comment. (Limit 5 minutes per person.)
14. Adjournment

**Manistee DDA
Regular Meeting
Resolutions**
Monday, February 14, 2018 at 12:00 p.m.
Council Chambers
Manistee, MI 49660

Resolution 180214-1

Motion: _____
Support: _____

The Manistee DDA hereby approves the agenda of February 14, 2018 as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180214-2

Motion: _____
Support: _____

The Manistee DDA hereby approves the Regular Meeting minutes of January 10, 2018 as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180214-3

Motion: _____
Support: _____

The Manistee DDA hereby approves the Special Meeting minutes of January 17, 2018 as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180214-4

Motion: _____

Support: _____

The Manistee DDA hereby approves the Special Meeting minutes of January 24, 2018 as presented.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 180214-5

Motion: _____

Support: _____

The Manistee DDA hereby approves the December 2017 Financial Statements.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 180214-6

Motion: _____

Support: _____

The Manistee DDA hereby approves the January 2018 Financial Statements.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 180214-7

Motion: _____

Support: _____

The Manistee DDA hereby approves the 2018 Schedule of Events as presented.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 180214-8

Motion: _____
Support: _____

The Manistee DDA hereby approves the Design Committee recommended changes to the façade grant application process by creating a balance sheet line item for façade grants and accept applications as funds are available.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180214-9

Motion: _____
Support: _____

The Manistee DDA hereby accepts the Fiscal Year 2016-2017 audit as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180214-10

Motion: _____
Support: _____

The Manistee DDA hereby authorizes the Executive Director to discharge the Vogue Promissory Note.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180214-11

Motion: _____
Support: _____

The Manistee DDA hereby approves the travel and training request as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180214-12

Motion: _____

Support: _____

The Manistee DDA hereby approves the updates to the Strategic Plan as presented.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 180214-13

Motion: _____

Support: _____

The Manistee DDA hereby approves the accepts the proposal for bookkeeping and accounting services from Connie M Tewes CPA LLC.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 180214-13

Motion: _____

Support: _____

The Manistee DDA hereby approves the accepts the proposal for bookkeeping and accounting services from Connie M Tewes CPA LLC.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 180214-14

Motion: _____

Support: _____

The Manistee DDA hereby adjourns at _____pm.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Name

Title

**MINUTES
REGULAR MEETING OF THE MANISTEE DDA
MANISTEE BLACKER AIRPORT
WEDNESDAY, JANUARY 10 – 8:00 A.M.**

CALL TO ORDER: Meeting called to order by Chairperson Brooks at 8:04 am

MEMBERS PRESENT: Valarie Bergstrom, Rachel Brooks, Tamara DePonio, T Eftaxiadis, Karen Goodman, Barry Lind, Todd Mohr, Jim Smith, Shari Wild

STAFF PRESENT: Tyler Leppanen

MEMBERS ABSENT: None.

OTHERS PRESENT: Roger Zielinski

APPROVAL OF AGENDA:

Motion by Eftaxiadis to approve the agenda moving item 7 Discussion on Economic Development to item 6. Motion supported by Wild and concurred by unanimous vote.

APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 13, 2017

Motion by Goodman to approve the minutes of December 13, 2017. Motion supported by Bergstrom and concurred by unanimous vote.

PUBLIC COMMENTS

None.

DISCUSSION ON ECONOMIC DEVELOPMENT:

It was decided that there would be a special meeting on January 17, 2018 at 8:30am at the Manistee Blacker Airport to continue discussions and identifying Board needs.

FINANCIAL REPORTS

December Financial Statements

Tabled until future meeting.

DIRECTOR REVIEW

Leppanen reviewed the strategic plan, measurables, and presented what has changed within the district during 2017.

REVIEW OF DDA BOARD STRATEGIC GOAL

Leppanen reviewed the DDA Board Strategic Goal and what progress has been made. Board directed Leppanen to identify functions and duties that are consuming time. Board to investigate what could be done to increase percentage of time focused on economic development.

MSU SUSTAINABLE BUILT ENVIRONMENT INITIATIVE

Leppanen reviewed MSU project and asked that if Board members that did not attend the visioning session to email comments prior to January 15. A meeting will be scheduled with MSU and Design Committee Chairperson and Redevelopment Committee Board members.

UPDATE ON REDEVELOPMENT COMMITTEE

Leppanen reviewed Redevelopment Committee activities. Eftaxiadis proposed two options to increase occupancy on upper stories. Redevelopment Committee is to investigate both options and prepare recommendations for the March Board meeting.

Eftaxiadis to put together RFPs for environmental due diligence regarding property under contract and receive proposals of work to present to Board.

Items 1 and 4 from Redevelopment strategies are to remain. Also, a list of sites the committee should be considering and why those sites were chosen and others were not.

UPDATE ON BUSINESS DEVELOPMENT COMMITTEE

Leppanen reviewed Business Development Committee activities. Brooks would like to see businesses that change ownership measured and tracked. Business Development Committee is to proceed with working on 5x5 business idea competition and present to Board in February, and recommending C-3 zoning changes.

UPDATE ON DESIGN COMMITTEE

Leppanen reviewed Design Committee activities. Design Committee is to begin working on improving parking signage, MSU project, and garbage removal options.

UPDATE ON MARKETING AND PROMOTIONS COMMITTEE

Leppanen reviewed Marketing and Promotions Committee activities. Marketing and Promotions Committee is to pull advertising out of specific event line items of the budget and move to one advertising line item. The Committee will put together a budget and bring back to the Board in February for discussion. The Committee will also discuss how the it should be re-organized to better meet the needs for events and general advertising and promotions.

CONTINUED DISCUSSION ON ECONOMIC DEVELOPMENT

There was continued discussion on economic development amongst the Board. Bergstrom was to gather proposals for bookkeeping and accounting services. Reiterated that Leppanen needed to provide a list of duties that were outside of economic development. It was also discussed whether the DDA could accept contracts to perform economic development outside of the district.

ADJOURNMENT

Meeting was adjourned at 1:10pm.

Valarie Bergstrom, Secretary

tl

Manistee Downtown Development Authority Special Meeting Minutes – January 17, 2018 at 8:30 a.m

Present: Valarie Bergstrom, Rachel Brooks, Tamara DePonio, Barry Lind, Tyler Leppanen, Todd Mohr, Mayor Jim Smith and Shari Wild
 Absent: T Eftaxiadis, Karen Goodman
 In Attendance: Roger Zielinski

Agenda Item	Discussion	Decision/Recommendation
Call to Order	Meeting called to order by R. Brooks at 8:31 a.m.	
Approval of Agenda	Motion by Lind; Second by Mohr The Manistee DDA hereby approves the agenda.	Approved
Public Comment:	None	
Discussion on Economic Development	<p>Leppanen provided a written summary of his responsibilities with a breakdown of his time and activities based on a 40-hour work week and 160- hour month.</p> <p>A discussion of possible ways that the board could support the Executive Director so that more of the responsibilities could be focused on economic development activities rather than events, and administrative functions including but not limited to accounting.</p> <p>Bergstrom recommended using interns to assist the Executive Director with those duties that were not economic development related. It was agreed that Bergstrom will work with the Executive Director to develop job responsibilities for possible interns and report back.</p> <p>Chairperson Brooks who also chairs the Marketing and Promotions Committee stated that she would remind the committee that those who chair an event are responsible for the event, not the Executive Director. It was agreed that the Executive Director did not need to attend the Marketing & Promotions committee meetings freeing up his time to focus on economic development.</p> <p>Chairperson Brooks reported that she had been contacted to meet with the City Manager and representatives from the Chamber of Commerce to meet about economic development. An email from Board member Goodman was reviewed by the committee in conjunction to this discussion.</p> <p>It was agreed that the board chair should meet with the City Manager and Manistee Chamber representatives to understand the economic development needs of both groups and report back to the board.</p>	
Next Special Meeting	<p>Wednesday, January 24, 2018 at the Manistee Blacker Airport Boardroom at 8:30 a.m.</p> <p>Board members could call into the special meeting by dialing 1.218.339.7816 Pin 4084860.</p>	
Public Comment	Mayor Pro-Tem Zielinski shared how he handles public questions and concerns.	
Adjournment	Motion by Smith; Second by Mohr The Manistee DDA meeting adjourned at 9:55 a.m.	Approved

Manistee Downtown Development Authority Special Meeting Minutes – January 24, 2018 at 8:30 a.m

Present: Tamara DePonio, Barry Lind, Tyler Leppanen, Todd Mohr, T Eftaxiadis, Karen Goodman, Mayor Jim Smith, and Shari Wild
 Phone: Valarie Bergstrom
 Absent: Rachel Brooks
 In Attendance: Roger Zielinski

Agenda Item	Discussion	Decision/Recommendation
Call to Order	Meeting called to order by B. Lind at 8:35 a.m.	
Approval of Agenda	Motion by T. Eftaxiadis; Second by Mohr The Manistee DDA hereby approves the agenda.	Approved
Public Comment:	None	
Discussion on Economic Development	T. Eftaxiadis provided a list of five functions of the Economic Development Executive Director to clarify the Board’s expectations of the position to help set expectations for the role. K. Goodman suggested that a development plan for the position would be a good idea. The importance of collaboration with other entities including the city, Manistee Chamber of Commerce and the Alliance for Economic Success was discussed. Mayor Smith mentioned that the DDA had authority to provide a notice to property owners with blighted property to make repairs within a reasonable timeline and take action if not completed. The Design Committee should make a recommendation on addressing blighted property to the Board. An update on the TIF plan was given by members of the committee. This item is key to the viability of the DDA and should be a discussion item at the next regular board meeting and a possible topic for a work session with City Council. The following items were requested to be put on the next agenda: blight and what the DDA’s authority is, the American Cleaners building, TIF update, Discussion with the Chamber and City.	
Next Special Meeting	It was agreed that another special meeting was not necessary prior to the regularly scheduled DDA meeting on Wednesday, February 14, 2018 at noon.	
Public Comment Adjournment	Mayor Pro-Tem Zielinski commented on Blight and the TIF Plan. Motion by Smith; Second by Mohr The Manistee DDA meeting adjourned at 9:50 a.m.	Approved

Design Committee

Barry Lind

Jeff Reau

Denise Blakeslee

Stacie Bytwork

Colleen Kenny

Jeff Mikula

Janet Duchon

Kyle Mosher

Time: 4th Thursday of the month at 8:00am

Location: Chamber

Manistee DDA Design Committee
January 25, 2018 @ 8:00am
Chamber of Commerce
Minutes

1. Call to order – Chair

Meeting was called to order at 8:05am by Barry Lind

Present: Lind, Jeff Mikula, Denise Blakeslee, Janet Duchon, DDA Director Tyler Leppanen

Absent: Colleen Kenny, Kyle Mosher, Jeff Reau, Stacie Bytwork

2. Approval of Agenda

Motion by Duchon supported by Blakeslee to approve agenda as presented. Approved.

3. Public comment. (Limit 5 minutes per person.)

4. Riverwalk Walkthrough Update

Committee was overall happy with the Riverwalk maintenance; overgrown bushes have been removed in the area of Manistee Inn and Marina. Discussion about contacting someone at either the high school or West Shore Community College to add art to the Riverwalk. Also discusses was to walkthrough in the spring with DPW and pick priority projects for improvement each year.

5. Façade Grant Cycle

Recommendation to have façade grant cycle open year round as a balance sheet item to the DDA Board.

6. Outdoor Dining Bump outs Update

Leppanen was to confirm the what is in the sidewalk policy.

7. MSU Project Update

- a. Leppanen to work with Mikula on cost estimates of projects, and either Amor or Rightside Design for the costs on the signage. Also, Leppanen was to look into whether Patronicity allows for improvements on leased property.

- b. Lind asked Leppanen to ask MSU to add food trucks to the image of the Art Park.

8. Adjournment

Meeting adjourned at 9am.

Marketing & Promotions Committee

Rachel Brooks

Chelsea Harvey

Carrie Mosher

Lindsey Swidorski

Nicole Knapp

Mary Nezki

Lee Trucks

Cherri Koblinski

Vicki Cooper

Shelley Doyen

Diana Wall

Time: 3rd Wednesday of the month at 8am

Location: The Fillmore

Business Development Committee Members

Valarie Bergstrom

Tamara Deponio

Stacie Bytwork

Brandon Ball

Denise Blakeslee

Darrell Burchfield

Simone Scarpace

Tom Hinman

Kathryn Kenny

Lisa Leedy

New members are indicated by *

Time: 4th Wednesday of the month at 8:30am

Location: Chamber

Business Development Committee Meeting Minutes
Monday, February 5, 2018
Manistee Chamber of Commerce
8:00 a.m.

Committee Members Present: Darrell Burchfield, Tamara DePonio, Simone Scarpace, Denise Blakeslee, Stacie Bytwork, Kathryn Kenny, Valarie Bergstrom & Tyler Leppanen

Absent: Lisa Leedy, Brandon Ball, & Tom Hinman

Agenda	Minutes
1. Welcome & Call to Order	Called to order at 8:03 a.m.
2. Approval of December Minutes	Motion by Blakeslee; Second by Bytwork. Approved
3. Approval of Agenda	Motion by Kenny; Second by Blakeslee Approved
4. Brief Update from other committees & Executive Director including current status of identified downtown properties and 2019 DDA Board Strategic Objectives	Leppanen presented an update on downtown properties.
5. Technology Infrastructure (Burchfield)	<ul style="list-style-type: none"> • Burchfield presented a technology chart detailing available downtown technology companies and the services offered. • The presentation is attached.
6. Creative Ways to support entrepreneurialism <ol style="list-style-type: none"> a. Volunteers for 5X5 Award Program for update at next meeting. b. Manistee SCORE update c. Other Areas including but not limited to retention, education and other support ideas 	<ol style="list-style-type: none"> a. The 5X5 committee members will remain Leppanen, Bytwork, Hinman and Bergstrom and will meet again this month. b. Bytwork stated the Manistee Chamber of Commerce Board did not support the chamber moving forward on the SCORE Chapter. AES will be contacted by Bergstrom to see if they can assist. c. Other retention ideas that were discussed to gather more information about the needs from current downtown businesses.
7. Zoning Ordinance Discussion <ol style="list-style-type: none"> a. Brief review of competitive data and identify other communities to review. b. Volunteers to evaluate competitive set to present at next meeting 	<ul style="list-style-type: none"> • Blakeslee presented a summary of downtown zoning ordinances among competing lakeshore communities. It was recommended that we add Charlevoix and Boyne City to the zoning summary chart. • Attached is a copy of the Zoning Summary information. • This zoning information gathered is only one step in the process so that the committee can make a recommendation on zoning to the full DDA board.
8. Other Business	None
9. Next Meeting Date	TBA
10. Adjournment	Meeting adjourned at 9:15 a.m.

(R=Use by Right; SLU=Use Permitted as Special Land Use; * Indicates Use Permitted as Special Land Use on Key Street Segment)

USES	Manistee	Pentwater	Ludington	Petoskey	Leelaneau	Frankfort	Boyne	Charlevoix
Accessory Bldg. with a footprint less than the principal structure	R	R					R	R
Accessory Bldg. with a footprint greater than the principal structure	SLU	R						
Accessory Uses, Related to uses permitted	R/SLU	R	R SITE PLAN					
Adaptive Reuse	SLU							
Adult Foster Care Facility				R		R	SLU	
Animal Grooming								
Assembly Operation								
Automobile Repair Facility		SLU	R		SLU			
Bed & Breakfast	SLU		SLU	R		R	R	R
Billboard								
Car Wash								
Cemetery								
Community Garden	R					R		
Contractor's Facility	SLU				SLU			
Convenience Store	R						SLU	R
Day Care, Commercial		R				R	R	
Day Care, Group								
Drive-through Establishment	SLU	SLU	R/SITE PLAN			SITE PLAN		
Duplex	SLU			R				
Dwelling - Accessory								
Dwelling – Multiple Unit	SLU			R		R/SITE PLAN	R	R
Dwelling – Single Unit				R			R	
Dwelling – Upper Story Accessory	R	SLU	R					
Eating and Drinking Establishment	R	R	R	R	SLU	R	R/SLU	R

USES	Manistee	Pentwater	Ludington	Petoskey	Leelaneau	Frankfort	Boyne	Charlevoix
Educational Facility		SLU		R			R	R/SLU
Financial Institution	R	R	R	R	R		R	R
Gallery or Museum	R		R	R		R	R	
Gasoline Station					SLU	SLU		
Golf Course								
Greenhouse and Nursery								
Home Based Business								
Home Occupation, Minor	R							
Home Occupation, Major	SLU							
Hotel	R	SLU	SLU	R	SLU	R	R	R
Laundry & Dry Cleaning Establishment	SLU	R	R		R/SLU		R	
Manufactured Housing Community								
Marina	SLU							
Medical or Dental Office	R	R		R	R	SITE PLAN	R	R
Mini/Self-Storage Facility								
Mine, Sand and Gravel								
Mixed-Use Development	R	SLU			SLU	R	R	
Mortuary						R	SLU	
Motel		SLU	SLU				R	R
Nursing Home or Convalescent Home				R				
Outdoor Recreation, Park	R	R				R	R	R
Outdoor Sales Facility			R (TEMP)		SLU(TEMP)		SLU	
Parking Facility	SLU	SLU			R	R/SITE PLAN	SLU	R
Personal Service Establishment	R	R	R	R	R		R	R
Place of Public Assembly – Large	SLU*	SLU	R	R	R	SITE PLAN	R	R
Place of Public Assembly – Small	R	SLU	R	R	R	SITE PLAN	R	R
Planned Unit Development	SLU							

USES	Manistee	Pentwater	Ludington	Petoskey	Leelaneau	Frankfort	Boyne	Charlevoix
Power Generating Facility								
Processing and Manufacturing				R				R
Professional Office	R	R	R	R	R	R	R	R
Professional Service Establishment	R						R	
Research, Testing and Laboratory								
Retail Business	R	R < 10,000 sf SLU > 10,000 sf	R	R	R/SLU	R	R	
Sand Excavation								
Sexually Oriented Business					SLU	SLU		
Shipping Facility								
Sports and Recreation Club	SLU*	R/SLU		R				R
Studio for Performing & Graphic Arts	R			R	R		R	
Subdivision, Plat or Condo. (of permitted uses)	R							
Tattoo Parlor								
Theater	R	SLU	R		R	R	R	R
Urgent Care Facility								R
Uses similar to uses permitted by right or as special land uses	R/SLU							SLU
Veterinary Clinic		R				R	R	
Warehouse, Public			SLU					
Wells, Extraction								
Wholesale Facility			SLU					
Wind Energy Conversion System								
Wind Energy Conversion System, Accessory Subject to <u>Section 515.G</u>	R							
Wireless Communication Facility			SLU					

Redevelopment Committee

T. Eftaxiadis

Todd Mohr

Brandon Ball

Thad Taylor

Lynda Beaton

Steve Brower

Time: 1st Monday of the month at 3pm

Location: Ramsdell Inn Lobby

TIF Committee

Barry Lind

T. Eftaxiadis

Jim Smith

Karen Goodman

Time: As needed.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Statement of Financial Position
December 31, 2017

	Dollars	General	Revolving	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
248-012 · Revolving Loan Checking - WSB	0.00	0.00	8,999.96	8,999.96
248-014 · Downtown Dollars Checking - WSB	15,801.77	0.00	0.00	15,801.77
248-010 · Petty Cash	0.00	1,000.00	0.00	1,000.00
248-008 · Money Market Account - WSB	0.00	19,309.44	0.00	19,309.44
248-000 · Checking - West Shore Bank	0.00	279,808.70	0.00	279,808.70
Total Checking/Savings	<u>15,801.77</u>	<u>300,118.14</u>	<u>8,999.96</u>	<u>324,919.87</u>
Accounts Receivable				
248-028 · Accounts Receivable	320.00	10,800.00	3,294.33	14,414.33
Total Accounts Receivable	<u>320.00</u>	<u>10,800.00</u>	<u>3,294.33</u>	<u>14,414.33</u>
Other Current Assets				
248-033 · Vogue Loan Receivable	0.00	100,000.00	0.00	100,000.00
12100 · Pre-Paid Expenses	0.00	1,147.50	0.00	1,147.50
248-031 · Nextworks Loan Receivable	0.00	2,499.94	0.00	2,499.94
Total Other Current Assets	<u>0.00</u>	<u>103,647.44</u>	<u>0.00</u>	<u>103,647.44</u>
Total Current Assets	<u>16,121.77</u>	<u>414,565.58</u>	<u>12,294.29</u>	<u>442,981.64</u>
Other Assets				
Revolving Loan				
RLB Boutique	0.00	0.00	8,226.41	8,226.41
Total Revolving Loan	<u>0.00</u>	<u>0.00</u>	<u>8,226.41</u>	<u>8,226.41</u>
Revolving Note Receivable	<u>0.00</u>	<u>0.00</u>	<u>13,373.12</u>	<u>13,373.12</u>
Total Other Assets	<u>0.00</u>	<u>0.00</u>	<u>21,599.53</u>	<u>21,599.53</u>
TOTAL ASSETS	<u><u>16,121.77</u></u>	<u><u>414,565.58</u></u>	<u><u>33,893.82</u></u>	<u><u>464,581.17</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
248-202 · Accounts Payable	0.00	3,988.70	0.00	3,988.70
Total Accounts Payable	<u>0.00</u>	<u>3,988.70</u>	<u>0.00</u>	<u>3,988.70</u>
Other Current Liabilities				
2017 · Downtown \$ Outstanding	6,367.00	0.00	0.00	6,367.00
248-210 · Payroll Liability				
248-212 · Michigan Withholding	0.00	194.80	0.00	194.80
Total 248-210 · Payroll Liability	<u>0.00</u>	<u>194.80</u>	<u>0.00</u>	<u>194.80</u>
Total Other Current Liabilities	<u>6,367.00</u>	<u>194.80</u>	<u>0.00</u>	<u>6,561.80</u>
Total Current Liabilities	<u>6,367.00</u>	<u>4,183.50</u>	<u>0.00</u>	<u>10,550.50</u>
Total Liabilities	<u>6,367.00</u>	<u>4,183.50</u>	<u>0.00</u>	<u>10,550.50</u>

Vanderwal, Spratto & Richards, P.C. provides no assurance on these financial statements.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Statement of Financial Position

December 31, 2017

	<u>Dollars</u>	<u>General</u>	<u>Revolving</u>	<u>TOTAL</u>
Equity				
248-392 · Designated Fund Balance				
248-393 · Land Acquisition .	0.00	78,544.99	0.00	78,544.99
Total 248-392 · Designated Fund Balance	0.00	78,544.99	0.00	78,544.99
248-390 · Fund Balance	9,819.41	297,836.36	33,750.01	341,405.78
Net Income	-64.64	34,000.73	143.81	34,079.90
Total Equity	<u>9,754.77</u>	<u>410,382.08</u>	<u>33,893.82</u>	<u>454,030.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>16,121.77</u></u>	<u><u>414,565.58</u></u>	<u><u>33,893.82</u></u>	<u><u>464,581.17</u></u>

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Statement of Activities
For the Six Months Ended December 31, 2017

	<u>Dollars</u>	<u>General</u>	<u>Revolving</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
248-666 · Facebook Advertising Income	0.00	75.00	0.00	75.00
573 · Local Comm Stabil Author Share	0.00	23,230.34	0.00	23,230.34
TIF Revenues				
248-401 · TIF Revenue	0.00	189,571.72	0.00	189,571.72
248-403 · Delinquent Taxes	0.00	0.00	0.00	0.00
Total TIF Revenues	0.00	189,571.72	0.00	189,571.72
Event Revenue				
248-280 · Event Revenues				
248-298 · TGIF Manistee	0.00	650.00	0.00	650.00
248-296 · Men's & Ladies Night	0.00	1,100.00	0.00	1,100.00
Frostbite				
248-295 · Frostbite Saturday Sponsorships	0.00	25.00	0.00	25.00
Total Frostbite	0.00	25.00	0.00	25.00
248-780 · Women's Wine & Chocolate Walk	0.00	104.00	0.00	104.00
248-290 · Boos, Brews & Brats				
248-292 · Boos, Brews & Brats Income	0.00	5,774.00	0.00	5,774.00
248-290 · Boos, Brews & Brats - Other	0.00	502.00	0.00	502.00
Total 248-290 · Boos, Brews & Brats	0.00	6,276.00	0.00	6,276.00
248-283 · Sleighbell				
248-286 · Sleighbell Sponsorships	0.00	1,300.00	0.00	1,300.00
248-283 · Sleighbell - Other	0.00	5,000.00	0.00	5,000.00
Total 248-283 · Sleighbell	0.00	6,300.00	0.00	6,300.00
248-281 · Hops & Props				
248-284 · Hops & Props Sponsors	0.00	13,170.00	0.00	13,170.00
248-281 · Hops & Props - Other	0.00	26,439.09	0.00	26,439.09
Total 248-281 · Hops & Props	0.00	39,609.09	0.00	39,609.09
248-280 · Event Revenues - Other	0.00	12,050.00	0.00	12,050.00
Total 248-280 · Event Revenues	0.00	66,114.09	0.00	66,114.09
Event Revenue - Other	0.00	2,000.00	0.00	2,000.00
Total Event Revenue	0.00	68,114.09	0.00	68,114.09
248-664 · Interest Income	1.36	134.42	143.81	279.59
248-642 · Miscellaneous Income	0.00	226.33	0.00	226.33
Total Income	1.36	281,351.90	143.81	281,497.07
Gross Profit	1.36	281,351.90	143.81	281,497.07

Vanderwal, Spratto & Richards, P.C. provides no assurance on these financial statements.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Statement of Activities

For the Six Months Ended December 31, 2017

	<u>Dollars</u>	<u>General</u>	<u>Revolving</u>	<u>TOTAL</u>
Expense				
Office Related Expenses				
248-619 · American Cleaners (283 River)	0.00	1,000.00	0.00	1,000.00
248-870 · Phone/Internet	0.00	4.52	0.00	4.52
248-847 · Advertising	0.00	0.00	0.00	0.00
248-868 · Insurance	0.00	657.00	0.00	657.00
248-861 · Credit Card Expense	0.00	0.00	0.00	0.00
248-466 · Interest Charge	0.00	13.87	0.00	13.87
248-865 · Training-Education-Conferences	0.00	625.00	0.00	625.00
248-859 · Printing & Reproduction	0.00	69.00	0.00	69.00
248-858 · Miscellaneous-Office Related	0.00	59.88	0.00	59.88
248-854 · Postage	0.00	0.00	0.00	0.00
248-853 · Office Equipment and Supplies	0.00	270.09	0.00	270.09
248-863 · Travel	0.00	254.91	0.00	254.91
Total Office Related Expenses	0.00	2,954.27	0.00	2,954.27
Personnel Related Expense				
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-705 · Federal 941 Company Expense	0.00	2,256.72	0.00	2,256.72
248-708 · StateWithholding	0.00	0.00	0.00	0.00
248-711 · Unemployment	0.00	0.00	0.00	0.00
248-718 · Gross Salary - Director - Other	0.00	29,499.96	0.00	29,499.96
Total 248-718 · Gross Salary - Director	0.00	31,756.68	0.00	31,756.68
Total Gross Salary - Director	0.00	31,756.68	0.00	31,756.68
Total Personnel Related Expense	0.00	31,756.68	0.00	31,756.68
Fee Related Expenses				
248-618 · Penalties and Interest	0.00	317.90	0.00	317.90
248-731 · Bank Service Charges	66.00	28.00	0.00	94.00
248-904 · Annual Audit	0.00	1,500.00	0.00	1,500.00
248-903 · 1999 Bond Payment-Streetscape	0.00	132,175.00	0.00	132,175.00
248-902 · Legal Fees	0.00	800.00	0.00	800.00
248-901 · Accounting	0.00	3,533.08	0.00	3,533.08
Total Fee Related Expenses	66.00	138,353.98	0.00	138,419.98

Vanderwal, Spratto & Richards, P.C. provides no assurance on these financial statements.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Statement of Activities

For the Six Months Ended December 31, 2017

	<u>Dollars</u>	<u>General</u>	<u>Revolving</u>	<u>TOTAL</u>
Design Committee RelatedExpense				
248-668 · MSU SBEI	0.00	2,803.32	0.00	2,803.32
Riverwalk				
248-659 · Riverwalk Landscaping	0.00	18,000.00	0.00	18,000.00
Total Riverwalk	0.00	18,000.00	0.00	18,000.00
Hanging Baskets				
248-665 · Watering Contract	0.00	5,775.00	0.00	5,775.00
Total Hanging Baskets	0.00	5,775.00	0.00	5,775.00
248-652 · Facade Grant Program	0.00	5,000.00	0.00	5,000.00
Total Design Committee RelatedExpense	0.00	31,578.32	0.00	31,578.32
Organization Committee				
248-602 · Downtown Dollars Program	0.00	205.00	0.00	205.00
248-600 · Main Street Program Newsletter	0.00	87.00	0.00	87.00
Total Organization Committee	0.00	292.00	0.00	292.00
Promotions Committee Expenses				
248-751 · Promotions Committee Expense				
248-749 · Facebook Business Advertising	0.00	71.34	0.00	71.34
248-783 · TGIF Manistee	0.00	702.05	0.00	702.05
248-775 · Boos, Brews & Brats	0.00	3,838.75	0.00	3,838.75
248-764 · Sleighbell Weekend	0.00	9,759.54	0.00	9,759.54
248-763 · Sidewalk Sales	0.00	354.00	0.00	354.00
248-759 · Mens & Ladies Nights	0.00	305.00	0.00	305.00
248-761 · Hops & Props on the River	0.00	27,385.24	0.00	27,385.24
Total 248-751 · Promotions Committee Expense	0.00	42,415.92	0.00	42,415.92
Total Promotions Committee Expenses	0.00	42,415.92	0.00	42,415.92
Total Expense	66.00	247,351.17	0.00	247,417.17
Net Ordinary Income	-64.64	34,000.73	143.81	34,079.90
Net Income	-64.64	34,000.73	143.81	34,079.90

Vanderwal, Spratto & Richards, P.C. provides no assurance on these financial statements.

Manistee Downtown Development Authority
Notes to Financial Statements
December 31, 2017

Note 1: Management had elected to omit substantially all of the disclosures required by the Generally Accepted Accounting Principles as issued by the U.S. Financial Accounting Standards Board. If the omitted disclosures were included in the financial statements, they might influence the user's conclusion about the company's financial position, results of operation and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matter.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
me/Expense				
66 - Facebook Advertising Income	75.00			
Local Comm Stabil Author Share	23,230.34			
Revenues				
Local Taxpayer Exemption	0.00	9,000.00	-9,000.00	0.0%
8-401 - TIF Revenue	189,571.72	129,538.50	60,033.22	146.3%
8-403 - Delinquent Taxes	0.00			
Other Revenues - Other	0.00	0.00	0.00	0.0%
Total TIF Revenues	189,571.72	138,538.50	51,033.22	136.8%
Event Revenue				
8-280 - Event Revenues				
248-298 - TGIF Manistee	650.00			
248-296 - Men's & Ladies Night	1,100.00	250.02	849.98	440.0%
Frostbite				
248-295 - Frostbite Saturday Sponsorships	25.00	500.04	-475.04	5.0%
Total Frostbite	25.00	500.04	-475.04	5.0%
Red, White and Blues				
248-293 - Sponsorships	0.00	0.00	0.00	0.0%
Red, White and Blues - Other	0.00	0.00	0.00	0.0%
Total Red, White and Blues	0.00	0.00	0.00	0.0%
248-780 - Women's Wine & Chocolate Walk	104.00	3,150.00	-3,046.00	3.3%
248-290 - Boos, Brews & Brats				
248-292 - Boos, Brews & Brats Income	5,774.00	0.00	5,774.00	100.0%
248-290 - Boos, Brews & Brats - Other	502.00	4,750.02	-4,248.02	10.6%
Total 248-290 - Boos, Brews & Brats	6,276.00	4,750.02	1,525.98	132.1%
248-283 - Sleighbell				
248-286 - Sleighbell Sponsorships	1,300.00	0.00	1,300.00	100.0%
248-283 - Sleighbell - Other	5,000.00	10,750.02	-5,750.02	46.5%
Total 248-283 - Sleighbell	6,300.00	10,750.02	-4,450.02	58.6%
248-281 - Hops & Props				
248-284 - Hops & Props Sponsors	13,170.00	0.00	13,170.00	100.0%
248-281 - Hops & Props - Other	26,439.09	16,750.02	9,689.07	157.8%
Total 248-281 - Hops & Props	39,609.09	16,750.02	22,859.07	236.5%
248-280 - Event Revenues - Other	12,050.00			
Total 248-280 - Event Revenues	66,114.09	36,150.12	29,963.97	182.9%
Event Revenue - Other	2,000.00			
Total Event Revenue	68,114.09	36,150.12	31,963.97	188.4%
664 - Interest Income	279.59	49.98	229.61	559.4%
642 - Miscellaneous Income	226.33			
Total Income	281,497.07	174,738.60	106,758.47	161.1%
Profit	281,497.07	174,738.60	106,758.47	161.1%
Expense				
555 - Strategic Plan Facilitation	0.00	0.00	0.00	0.0%
556 - Window Wraps	0.00	0.00	0.00	0.0%
Other Related Expenses				
48-619 - American Cleaners (283 River)	1,000.00			
48-700 - Office Space (Rent)	0.00	0.00	0.00	0.0%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
I8-870 · Phone/Internet	4.52	0.00	4.52	100.0%
I8-847 · Advertising	0.00	150.00	-150.00	0.0%
I8-868 · Insurance	657.00	900.00	-243.00	73.0%
I8-861 · Credit Card Expense	0.00	99.96	-99.96	0.0%
I8-466 · Interest Charge	13.87			
I8-865 · Training-Education-Conferences	625.00	625.02	-0.02	100.0%
I8-859 · Printing & Reproduction	69.00	125.04	-56.04	55.2%
I8-958 · Miscellaneous-Office Related	59.88	150.00	-90.12	39.9%
I8-857 · Membership Dues	0.00	215.04	-215.04	0.0%
I8-854 · Postage	0.00	175.02	-175.02	0.0%
I8-853 · Office Equipment and Supplies	270.09	500.04	-229.95	54.0%
I8-863 · Travel	254.91	500.04	-245.13	51.0%
I Office Related Expenses	2,954.27	3,440.16	-485.89	85.9%
Personnel Related Expense				
I8-717 · Training Expenses	0.00	0.00	0.00	0.0%
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-705 · Federal 941 Company Expense	2,256.72	0.00	2,256.72	100.0%
248-708 · StateWithholding	0.00	0.00	0.00	0.0%
248-711 · Unemployment	0.00	0.00	0.00	0.0%
248-718 · Gross Salary - Director - Other	29,499.96	32,500.02	-3,000.06	90.8%
Total 248-718 · Gross Salary - Director	31,756.68	32,500.02	-743.34	97.7%
Total Gross Salary - Director	31,756.68	32,500.02	-743.34	97.7%
I Personnel Related Expense	31,756.68	32,500.02	-743.34	97.7%
Fee Related Expenses				
I8-618 · Penalties and Interest	317.90			
I8-731 · Bank Service Charges	94.00			
I8-804 · Annual Audit	1,500.00	875.04	624.96	171.4%
I8-903 · 1999 Bond Payment-Streetscape	132,175.00	70,000.02	62,174.98	188.8%
I8-902 · Legal Fees	800.00	500.04	299.96	160.0%
I8-901 · Accounting	3,533.08	1,500.00	2,033.08	235.5%
I Fee Related Expenses	138,419.98	72,875.10	65,544.88	189.9%
Design Committee Related Expense				
I8-668 · MSU SBEI	2,803.32			
Riverwalk				
248-659 · Riverwalk Landscaping	18,000.00	9,000.00	9,000.00	200.0%
Total Riverwalk	18,000.00	9,000.00	9,000.00	200.0%
Hanging Baskets				
248-649 · Flowers	0.00	2,500.02	-2,500.02	0.0%
248-665 · Watering Contract	5,775.00	4,000.02	1,774.98	144.4%
Total Hanging Baskets	5,775.00	6,500.04	-725.04	88.8%
I8-653 · Holiday Decorations	0.00	4,000.02	-4,000.02	0.0%
I8-652 · Facade Grant Program	5,000.00	5,000.04	-0.04	100.0%
I8-651 · City Maintenance in DDA	0.00	11,000.04	-11,000.04	0.0%
I Design Committee Related Expense	31,578.32	35,500.14	-3,921.82	89.0%
Thematic Restructuring Committee				
I8-624 · Grant Consulting	0.00	250.02	-250.02	0.0%
101 Educational Series	0.00	250.02	-250.02	0.0%
I8-625 · Business Assistance				
248-827 · Business Recruitment	0.00	0.00	0.00	0.0%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
 July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
total 248-625 · Business Assistance	0.00	0.00	0.00	0.0%
Loan Expenses				
248-631 · Revolving Loan	0.00	0.00	0.00	0.0%
total Loan Expenses	0.00	0.00	0.00	0.0%
18-634 · Developer Day	0.00	0.00	0.00	0.0%
I Economic Restructuring Committee	0.00	500.04	-500.04	0.0%
Organization Committee				
ed, White and Blues	0.00	0.00	0.00	0.0%
18-604 · MSDDA Website (hosting)	0.00	500.04	-500.04	0.0%
18-603 · Annual Dinner Event	0.00	0.00	0.00	0.0%
18-602 · Downtown Dollars Program	205.00	450.00	-245.00	45.6%
18-600 · Main Street Program Newsletter	87.00	150.00	-63.00	58.0%
I Organization Committee	292.00	1,100.04	-808.04	26.5%
notions Committee Expenses				
18-751 · Promotions Committee Expense				
248-749 · Facebook Business Advertising	71.34			
248-783 · TGIF Manistee	702.05			
248-855 · Advertising	0.00	1,550.04	-1,550.04	0.0%
248-607 · Website Redevelopment	0.00	0.00	0.00	0.0%
248-782 · Women's Wine & Chocolate Walk	0.00	2,164.50	-2,164.50	0.0%
248-775 · Boos, Brews & Brats	3,838.75	3,250.02	588.73	118.1%
248-764 · Steighbell Weekend	9,759.54	10,000.02	-240.48	97.6%
248-763 · Sidewalk Sales	354.00	41.67	312.33	849.5%
248-759 · Mens & Ladies Nights	305.00	150.00	155.00	203.3%
248-774 · Frostbite Saturday	0.00	330.00	-330.00	0.0%
248-761 · Hops & Props on the River	27,385.24	10,750.02	16,635.22	254.7%
248-751 · Promotions Committee Expense - Other	0.00	0.00	0.00	0.0%
total 248-751 · Promotions Committee Expense	42,415.92	28,236.27	14,179.65	150.2%
I Promotions Committee Expenses	42,415.92	28,236.27	14,179.65	150.2%
Expense	247,417.17	174,151.77	73,265.40	142.1%
Income	34,079.90	586.83	33,493.07	5,807.5%
	34,079.90	586.83	33,493.07	5,807.5%

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MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

01/10/18

Transaction Detail By Account

Accrual Basis

December 2017

Type	Date	Memo	Clr	Debit	Credit	Balance
573 · Local Comm Stabil Author Share						
Deposit	12/01/2017	PPT Reimbursement			23,230.34	23,230.34
Total 573 · Local Comm Stabil Author Share				0.00	23,230.34	23,230.34
TIF Revenues						
248-401 · TIF Revenue						
Deposit	12/01/2017	Summer TIF			219.64	219.64
Deposit	12/22/2017	TIF Revenue			243.10	462.74
Total 248-401 · TIF Revenue				0.00	462.74	462.74
Total TIF Revenues				0.00	462.74	462.74
Event Revenue						
248-280 · Event Revenues						
Frostbite						
248-295 · Frostbite Saturday Sponsorships						
Deposit	12/22/2017	\$25 Entry fee for Frostbite			25.00	25.00
Total 248-295 · Frostbite Saturday Sponsorships				0.00	25.00	25.00
Total Frostbite				0.00	25.00	25.00
248-290 · Boos, Brews & Brats						
Deposit	12/01/2017	Reimbursement from Alliance BBB			452.00	452.00
Total 248-290 · Boos, Brews & Brats				0.00	452.00	452.00
248-283 · Sleighbell						
Deposit	12/01/2017	DTE Sponsor			5,000.00	5,000.00
Total 248-283 · Sleighbell				0.00	5,000.00	5,000.00
Total 248-280 · Event Revenues				0.00	5,477.00	5,477.00
Total Event Revenue				0.00	5,477.00	5,477.00
248-664 · Interest Income						
Deposit	12/31/2017	Interest			0.38	0.38
Deposit	12/31/2017	Interest			1.23	1.61
Deposit	12/31/2017	Interest			0.37	1.98
Deposit	12/31/2017	Interest			24.63	26.61
Total 248-664 · Interest Income				0.00	26.61	26.61
248-642 · Miscellaneous Income						
Deposit	12/01/2017	Reimbursement from US Dept of Treasury			126.00	126.00
Deposit	12/22/2017	IRS Reimbursement			100.33	226.33
Total 248-642 · Miscellaneous Income				0.00	226.33	226.33
Office Related Expenses						
248-868 · Insurance						
Bill	12/28/2017	Insurance		357.00		-357.00
Total 248-868 · Insurance				357.00	0.00	-357.00
248-853 · Office Equipment and Supplies						
Bill	12/28/2017	Constant Contact		45.00		-45.00
Total 248-853 · Office Equipment and Supplies				45.00	0.00	-45.00
Total Office Related Expenses				402.00	0.00	-402.00
Personnel Related Expense						
Gross Salary - Director						
248-718 · Gross Salary - Director						
248-705 · Federal 941 Company Expense						
Paycheck	12/15/2017			188.06		-188.06
Paycheck	12/29/2017			188.06		-376.12
Total 248-705 · Federal 941 Company Expense				376.12	0.00	-376.12
248-711 · Unemployment						
Paycheck	12/15/2017			0.00		0.00
Paycheck	12/29/2017			0.00		0.00
Total 248-711 · Unemployment				0.00	0.00	0.00

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MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Transaction Detail By Account

01/10/18

December 2017

Accrual Basis

Type	Date	Memo	Cir	Debit	Credit	Balance
Paycheck	12/29/2017			2,458.33		-4,916.66
		Total 248-718 · Gross Salary - Director - Other		4,916.66	0.00	-4,916.66
		Total 248-718 · Gross Salary - Director		5,292.78	0.00	-5,292.78
		Total Gross Salary - Director		5,292.78	0.00	-5,292.78
		Total Personnel Related Expense		5,292.78	0.00	-5,292.78
Fee Related Expenses						
248-731 · Bank Service Charges						
Check	12/11/2017			11.00		-11.00
Check	12/31/2017	Service Charge		7.00		-18.00
		Total 248-731 · Bank Service Charges		18.00	0.00	-18.00
248-901 · Accounting						
Bill	12/15/2017	Accounting Services		570.00		-570.00
		Total 248-901 · Accounting		570.00	0.00	-570.00
		Total Fee Related Expenses		588.00	0.00	-588.00
Organization Committee						
248-602 · Downtown Dollars Program						
Bill	12/28/2017	Printing 2018 Downtown Dollars		205.00		-205.00
		Total 248-602 · Downtown Dollars Program		205.00	0.00	-205.00
		Total Organization Committee		205.00	0.00	-205.00
Promotions Committee Expenses						
248-751 · Promotions Committee Expense						
248-764 · Sleighbell Weekend						
Bill	12/15/2017	Santa's Headquarters		350.00		-350.00
Bill	12/15/2017	Santa's Headquarters		192.00		-542.00
Bill	12/15/2017	Sleighbell Banner		534.00		-1,076.00
Bill	12/15/2017	Video Services for Sleighbell		1,035.00		-2,111.00
Bill	12/28/2017	-MULTIPLE-		1,725.00		-3,836.00
Bill	12/28/2017	Materials for Soup Cook Off		239.76		-4,075.76
		Total 248-764 · Sleighbell Weekend		4,075.76	0.00	-4,075.76
248-759 · Mens & Ladies Nights						
Bill	12/15/2017	Men's and Ladies' night		147.00		-147.00
Bill	12/15/2017	Men's and Ladies' Night advertising		48.00		-195.00
		Total 248-759 · Mens & Ladies Nights		195.00	0.00	-195.00
248-761 · Hops & Props on the River						
Bill	12/28/2017	HCI lost the last check. Old check voided.	X	0.00		0.00
		Total 248-761 · Hops & Props on the River		0.00	0.00	0.00
		Total 248-751 · Promotions Committee Expense		4,270.76	0.00	-4,270.76
		Total Promotions Committee Expenses		4,270.76	0.00	-4,270.76
TOTAL				10,758.54	29,423.02	18,664.48

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Statement of Financial Position
January 31, 2018

	Dollars	General	Revolving	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
248-012 · Revolving Loan Checking - WSB	0.00	0.00	9,350.34	9,350.34
248-014 · Downtown Dollars Checking - WSB	12,768.50	0.00	0.00	12,768.50
248-010 · Petty Cash	0.00	1,000.00	0.00	1,000.00
248-008 · Money Market Account - WSB	0.00	19,303.67	0.00	19,303.67
248-000 · Checking - West Shore Bank	0.00	243,299.91	0.00	243,299.91
Total Checking/Savings	12,768.50	263,603.58	9,350.34	285,722.42
Accounts Receivable				
248-028 · Accounts Receivable	0.00	9,600.00	7,124.89	16,724.89
Total Accounts Receivable	0.00	9,600.00	7,124.89	16,724.89
Other Current Assets				
248-033 · Vogue Loan Receivable	0.00	100,000.00	0.00	100,000.00
12100 · Pre-Paid Expenses	0.00	1,147.50	0.00	1,147.50
248-031 · Nextworks Loan Receivable	0.00	2,499.94	0.00	2,499.94
Total Other Current Assets	0.00	103,647.44	0.00	103,647.44
Total Current Assets	12,768.50	376,851.02	16,475.23	406,094.75
Other Assets				
Revolving Loan				
RLB Boutique	0.00	0.00	8,226.41	8,226.41
Total Revolving Loan	0.00	0.00	8,226.41	8,226.41
Revolving Note Receivable				
	0.00	0.00	9,333.15	9,333.15
Total Other Assets	0.00	0.00	17,559.56	17,559.56
TOTAL ASSETS	12,768.50	376,851.02	34,034.79	423,654.31
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
248-202 · Accounts Payable	0.00	3,988.70	0.00	3,988.70
Total Accounts Payable	0.00	3,988.70	0.00	3,988.70
Other Current Liabilities				
2018 Downtown \$ Outstanding	-5,295.00	0.00	0.00	-5,295.00
2017 · Downtown \$ Outstanding	8,342.00	0.00	0.00	8,342.00
248-210 · Payroll Liability				
248-212 · Michigan Withholding	0.00	194.80	0.00	194.80
Total 248-210 · Payroll Liability	0.00	194.80	0.00	194.80
Total Other Current Liabilities	3,047.00	194.80	0.00	3,241.80
Total Current Liabilities	3,047.00	4,183.50	0.00	7,230.50
Total Liabilities	3,047.00	4,183.50	0.00	7,230.50

Vanderwal, Spratto & Richards, P.C. provides no assurance on these financial statements.

See accompanying note

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Statement of Financial Position

January 31, 2018

	Dollars	General	Revolving	TOTAL
Equity				
248-392 · Designated Fund Balance				
248-393 · Land Acquisition .	0.00	78,544.99	0.00	78,544.99
Total 248-392 · Designated Fund Balance	0.00	78,544.99	0.00	78,544.99
248-390 · Fund Balance	9,819.41	297,836.36	33,750.01	341,405.78
Net Income	-97.91	-3,713.83	284.78	-3,526.96
Total Equity	9,721.50	372,667.52	34,034.79	416,423.81
TOTAL LIABILITIES & EQUITY	12,768.50	376,851.02	34,034.79	423,654.31

Vanderwal, Spratto & Richards, P.C. provides no assurance on these financial statements.

See accompanying note

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Statement of Activities

For the Seven Months Ended January 31, 2018

	<u>Dollars</u>	<u>General</u>	<u>Revolving</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
248-666 · Facebook Advertising Income	0.00	75.00	0.00	75.00
573 · Local Comm Stabil Author Share	0.00	23,230.34	0.00	23,230.34
TIF Revenues				
248-401 · TIF Revenue	0.00	201,349.75	0.00	201,349.75
248-403 · Delinquent Taxes	0.00	0.00	0.00	0.00
Total TIF Revenues	0.00	201,349.75	0.00	201,349.75
Event Revenue				
248-280 · Event Revenues				
248-298 · TGIF Manistee	0.00	650.00	0.00	650.00
248-296 · Men's & Ladies Night	0.00	1,100.00	0.00	1,100.00
Frostbite				
248-295 · Frostbite Saturday Sponsorships	0.00	450.00	0.00	450.00
Total Frostbite	0.00	450.00	0.00	450.00
248-780 · Women's Wine & Chocolate Walk	0.00	104.00	0.00	104.00
248-290 · Boos, Brews & Brats				
248-292 · Boos, Brews & Brats Income	0.00	5,774.00	0.00	5,774.00
248-290 · Boos, Brews & Brats - Other	0.00	502.00	0.00	502.00
Total 248-290 · Boos, Brews & Brats	0.00	6,276.00	0.00	6,276.00
248-283 · Sleighbell				
248-286 · Sleighbell Sponsorships	0.00	1,300.00	0.00	1,300.00
248-283 · Sleighbell - Other	0.00	5,000.00	0.00	5,000.00
Total 248-283 · Sleighbell	0.00	6,300.00	0.00	6,300.00
248-281 · Hops & Props				
248-284 · Hops & Props Sponsors	0.00	13,170.00	0.00	13,170.00
248-281 · Hops & Props - Other	0.00	26,439.09	0.00	26,439.09
Total 248-281 · Hops & Props	0.00	39,609.09	0.00	39,609.09
248-280 · Event Revenues - Other	0.00	12,050.00	0.00	12,050.00
Total 248-280 · Event Revenues	0.00	66,539.09	0.00	66,539.09
Event Revenue - Other	0.00	2,000.00	0.00	2,000.00
Total Event Revenue	0.00	68,539.09	0.00	68,539.09
248-664 · Interest Income	1.92	159.45	284.78	446.15
248-642 · Miscellaneous Income	0.00	326.33	0.00	326.33
Total Income	1.92	293,679.96	284.78	293,966.66
Gross Profit	1.92	293,679.96	284.78	293,966.66

Vanderwal, Spratto & Richards, P.C. provides no assurance on these financial statements.

See accompanying note

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Statement of Activities

For the Seven Months Ended January 31, 2018

Expense	<u>Dollars</u>	<u>General</u>	<u>Revolving</u>	<u>TOTAL</u>
Office Related Expenses				
248-619 · American Cleaners (283 River)	0.00	1,000.00	0.00	1,000.00
248-870 · Phone/Internet	0.00	4.52	0.00	4.52
248-847 · Advertising	0.00	0.00	0.00	0.00
248-868 · Insurance	0.00	942.60	0.00	942.60
248-861 · Credit Card Expense	0.00	0.00	0.00	0.00
248-466 · Interest Charge	0.00	13.87	0.00	13.87
248-865 · Training-Education-Conferences	0.00	625.00	0.00	625.00
248-859 · Printing & Reproduction	0.00	69.00	0.00	69.00
248-858 · Miscellaneous-Office Related	0.00	412.97	0.00	412.97
248-854 · Postage	0.00	0.00	0.00	0.00
248-853 · Office Equipment and Supplies	0.00	315.09	0.00	315.09
248-863 · Travel	0.00	254.91	0.00	254.91
Total Office Related Expenses	0.00	3,637.96	0.00	3,637.96
Personnel Related Expense				
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-705 · Federal 941 Company Expense	0.00	2,632.84	0.00	2,632.84
248-708 · StateWithholding	0.00	0.00	0.00	0.00
248-711 · Unemployment	0.00	0.00	0.00	0.00
248-718 · Gross Salary - Director - Other	0.00	34,416.62	0.00	34,416.62
Total 248-718 · Gross Salary - Director	0.00	37,049.46	0.00	37,049.46
Total Gross Salary - Director	0.00	37,049.46	0.00	37,049.46
Total Personnel Related Expense	0.00	37,049.46	0.00	37,049.46
Fee Related Expenses				
248-618 · Penalties and Interest	0.00	317.90	0.00	317.90
248-731 · Bank Service Charges	99.83	35.00	0.00	134.83
248-904 · Annual Audit	0.00	1,500.00	0.00	1,500.00
248-903 · 1999 Bond Payment-Streetscape	0.00	132,175.00	0.00	132,175.00
248-902 · Legal Fees	0.00	800.00	0.00	800.00
248-901 · Accounting	0.00	3,943.08	0.00	3,943.08
Total Fee Related Expenses	99.83	138,770.98	0.00	138,870.81
Design Committee Related Expense				
248-668 · MSU SBEI	0.00	2,803.32	0.00	2,803.32
Riverwalk				
248-659 · Riverwalk Landscaping	0.00	36,000.00	0.00	36,000.00
Total Riverwalk	0.00	36,000.00	0.00	36,000.00

Vanderwal, Spratto & Richards, P.C. provides no assurance on these financial statements.

See accompanying note

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Statement of Activities

For the Seven Months Ended January 31, 2018

	Dollars	General	Revolving	TOTAL
Hanging Baskets				
248-665 · Watering Contract	0.00	5,775.00	0.00	5,775.00
Total Hanging Baskets	0.00	5,775.00	0.00	5,775.00
248-652 · Facade Grant Program	0.00	5,000.00	0.00	5,000.00
248-651 · City Maintenance in DDA	0.00	22,000.00	0.00	22,000.00
Total Design Committee Related Expense	0.00	71,578.32	0.00	71,578.32
Organization Committee				
248-602 · Downtown Dollars Program	0.00	205.00	0.00	205.00
248-600 · Main Street Program Newsletter	0.00	87.00	0.00	87.00
Total Organization Committee	0.00	292.00	0.00	292.00
Promotions Committee Expenses				
248-751 · Promotions Committee Expense				
248-749 · Facebook Business Advertising	0.00	71.34	0.00	71.34
248-783 · TGIF Manistee	0.00	702.05	0.00	702.05
248-775 · Boos, Brews & Brats	0.00	3,838.75	0.00	3,838.75
248-764 · Sleighbell Weekend	0.00	11,784.54	0.00	11,784.54
248-763 · Sidewalk Sales	0.00	354.00	0.00	354.00
248-759 · Mens & Ladies Nights	0.00	844.00	0.00	844.00
248-761 · Hops & Props on the River	0.00	28,470.39	0.00	28,470.39
Total 248-751 · Promotions Committee Expense	0.00	46,065.07	0.00	46,065.07
Total Promotions Committee Expenses	0.00	46,065.07	0.00	46,065.07
Total Expense	99.83	297,393.79	0.00	297,493.62
Net Ordinary Income	-97.91	-3,713.83	284.78	-3,526.96
Net Income	-97.91	-3,713.83	284.78	-3,526.96

Vanderwal, Spratto & Richards, P.C. provides no assurance on these financial statements.

See accompanying note

Manistee Downtown Development Authority
Notes to Financial Statements
January 31, 2018

Note 1: Management had elected to omit substantially all of the disclosures required by the Generally Accepted Accounting Principles as issued by the U.S. Financial Accounting Standards Board. If the omitted disclosures were included in the financial statements, they might influence the user's conclusion about the company's financial position, results of operation and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matter.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

Accrual Basis

July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
248-668 - Facebook Advertising Income	75.00			
573 - Local Comm Stabil Author Share	23,230.34			
TIF Revenues				
Small Taxpayer Exemption	0.00	10,500.00	-10,500.00	0.0%
248-401 - TIF Revenue	201,349.75	151,128.25	50,221.50	133.2%
248-403 - Delinquent Taxes	0.00			
TIF Revenues - Other	0.00	0.00	0.00	0.0%
Total TIF Revenues	201,349.75	161,628.25	39,721.50	124.6%
Event Revenue				
248-280 - Event Revenues				
248-298 - TGIF Manistee	650.00			
248-296 - Men's & Ladies Night Frostbite	1,100.00	291.69	808.31	377.1%
248-295 - Frostbite Saturday Sponsorships	450.00	583.38	-133.38	77.1%
Total Frostbite	450.00	583.38	-133.38	77.1%
Red, White and Blues				
248-293 - Sponsorships	0.00	0.00	0.00	0.0%
Red, White and Blues - Other	0.00	0.00	0.00	0.0%
Total Red, White and Blues	0.00	0.00	0.00	0.0%
248-780 - Women's Wine & Chocolate Walk	104.00	3,675.00	-3,571.00	2.8%
248-290 - Boos, Brews & Brats				
248-292 - Boos, Brews & Brats Income	5,774.00	0.00	5,774.00	100.0%
248-290 - Boos, Brews & Brats - Other	502.00	5,541.69	-5,039.69	9.1%
Total 248-290 - Boos, Brews & Brats	6,276.00	5,541.69	734.31	113.3%
248-283 - Sleighbell				
248-286 - Sleighbell Sponsorships	1,300.00	0.00	1,300.00	100.0%
248-283 - Sleighbell - Other	5,000.00	12,541.69	-7,541.69	39.9%
Total 248-283 - Sleighbell	6,300.00	12,541.69	-6,241.69	50.2%
248-281 - Hops & Props				
248-284 - Hops & Props Sponsors	13,170.00	0.00	13,170.00	100.0%
248-281 - Hops & Props - Other	26,439.09	19,541.69	8,897.40	135.3%
Total 248-281 - Hops & Props	39,609.09	19,541.69	20,067.40	202.7%
248-280 - Event Revenues - Other	12,050.00			
Total 248-280 - Event Revenues	68,539.09	42,175.14	26,363.95	162.5%
Event Revenue - Other	2,000.00			
Total Event Revenue	68,539.09	42,175.14	26,363.95	162.5%
248-664 - Interest Income	448.15	58.31	389.84	785.1%
248-642 - Miscellaneous Income	328.33			
Total Income	293,968.68	203,861.70	90,106.98	144.2%
Gross Profit	293,968.68	203,861.70	90,106.98	144.2%
Expense				
248-656 - Strategic Plan Facilitation	0.00	0.00	0.00	0.0%
248-656 - Window Wraps	0.00	0.00	0.00	0.0%
Office Related Expenses				
248-619 - American Cleaners (283 River)	1,000.00			
248-700 - Office Space (Rent)	0.00	0.00	0.00	0.0%
248-670 - Phone/Internet	4.52	0.00	4.52	100.0%
248-647 - Advertising	0.00	175.00	-175.00	0.0%
248-668 - Insurance	942.60	1,050.00	-107.40	89.8%
248-661 - Credit Card Expense	0.00	116.62	-116.62	0.0%
248-466 - Interest Charge	13.87			
248-665 - Training-Education-Conferences	625.00	729.19	-104.19	85.7%
248-659 - Printing & Reproduction	69.00	145.88	-76.88	47.3%
248-658 - Miscellaneous-Office Related	412.97	175.00	237.97	236.0%
248-667 - Membership Dues	0.00	250.88	-250.88	0.0%
248-664 - Postage	0.00	204.19	-204.19	0.0%
248-653 - Office Equipment and Supplies	315.09	583.38	-268.29	54.0%
248-663 - Travel	254.91	583.38	-328.47	43.7%
Total Office Related Expenses	3,637.98	4,013.52	-375.56	90.6%
Personnel Related Expense				
248-717 - Training Expenses	0.00	0.00	0.00	0.0%
Gross Salary - Director				
248-718 - Gross Salary - Director				
248-705 - Federal 941 Company Expense	2,632.84	0.00	2,632.84	100.0%
248-708 - StateWithholding	0.00	0.00	0.00	0.0%
248-711 - Unemployment	0.00	0.00	0.00	0.0%
248-716 - Gross Salary - Director - Other	34,416.62	37,916.69	-3,500.07	90.8%
Total 248-718 - Gross Salary - Director	37,049.46	37,916.69	-867.23	97.7%
Total Gross Salary - Director	37,049.46	37,916.69	-867.23	97.7%
Total Personnel Related Expense	37,049.46	37,916.69	-867.23	97.7%
Fee Related Expenses				
248-618 - Penalties and Interest	317.90			
248-731 - Bank Service Charges	134.83			
248-904 - Annual Audit	1,500.00	1,020.88	479.12	146.9%
248-903 - 1999 Bond Payment-Streetscape	132,175.00	81,666.69	50,508.31	161.8%
248-902 - Legal Fees	800.00	583.38	216.62	137.1%
248-801 - Accounting	3,943.08	1,750.00	2,193.08	225.3%
Total Fee Related Expenses	138,870.81	85,020.95	53,849.86	183.3%
Design Committee Related Expense				
248-668 - MSU SBEI	2,803.32			
Riverwalk				
248-669 - Riverwalk Landscaping	36,000.00	10,500.00	25,500.00	342.9%
Total Riverwalk	36,000.00	10,500.00	25,500.00	342.9%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Hanging Baskets				
248-649 - Flowers	0.00	2,916.69	-2,916.69	0.0%
248-665 - Watering Contract	5,775.00	4,866.69	1,108.31	123.7%
Total Hanging Baskets	5,775.00	7,583.38	-1,808.38	78.2%
248-653 - Holiday Decorations	0.00	4,666.69	-4,666.69	0.0%
248-652 - Facade Grant Program	5,000.00	5,833.38	-833.38	85.7%
248-651 - City Maintenance in DDA	22,000.00	12,833.38	9,166.62	171.4%
Total Design Committee Related Expense	71,578.32	41,416.83	30,161.49	172.8%
Economic Restructuring Committee				
248-624 - Grant Consulting	0.00	281.69	-281.69	0.0%
Biz 101 Educational Series	0.00	281.69	-281.69	0.0%
248-626 - Business Assistance				
248-627 - Business Recruitment	0.00	0.00	0.00	0.0%
Total 248-626 - Business Assistance	0.00	0.00	0.00	0.0%
Loan Expenses				
248-631 - Revolving Loan	0.00	0.00	0.00	0.0%
Total Loan Expenses	0.00	0.00	0.00	0.0%
248-634 - Developer Day	0.00	0.00	0.00	0.0%
Total Economic Restructuring Committee	0.00	583.38	-583.38	0.0%
Organization Committee				
Red, White and Blues	0.00	0.00	0.00	0.0%
248-604 - MSDDA Website (hosting)	0.00	583.38	-583.38	0.0%
248-603 - Annual Dinner Event	0.00	0.00	0.00	0.0%
248-602 - Downtown Dollars Program	205.00	525.00	-320.00	39.0%
248-600 - Main Street Program Newsletter	87.00	175.00	-88.00	48.7%
Total Organization Committee	292.00	1,283.38	-991.38	22.8%
Promotions Committee Expenses				
248-751 - Promotions Committee Expense				
248-749 - Facebook Business Advertising	71.34			
248-783 - TGIF Manistee	702.05			
248-855 - Advertising	0.00	1,808.38	-1,808.38	0.0%
248-607 - Website Redevelopment	0.00	0.00	0.00	0.0%
248-782 - Women's Wine & Chocolate Walk	0.00	2,525.25	-2,525.25	0.0%
248-775 - Boos, Brews & Brats	3,838.75	3,791.69	47.06	101.2%
248-764 - Sleighbell Weekend	11,784.54	11,666.69	117.85	101.0%
248-763 - Sidewalk Sales	354.00	41.67	312.33	849.5%
248-769 - Mens & Ladies Nights	844.00	175.00	669.00	482.3%
248-774 - Frostbite Saturday	0.00	385.00	-385.00	0.0%
248-761 - Hops & Props on the River	28,470.39	12,541.69	15,928.70	227.0%
248-751 - Promotions Committee Expense - Other	0.00	0.00	0.00	0.0%
Total 248-751 - Promotions Committee Expense	48,065.07	32,935.37	13,129.70	139.9%
Total Promotions Committee Expenses	48,065.07	32,935.37	13,129.70	139.9%
Total Expense	297,493.62	203,170.12	94,323.50	146.4%
Net Ordinary Income	-3,526.96	691.58	-4,218.54	-510.0%
Net Income	-3,526.96	691.58	-4,218.54	-510.0%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

2/5/2018 2:44 PM

Register: 248-000 · Checking - West Shore Bank

From 01/01/2018 through 01/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/01/2018	3798	Home City Ice Comp...	Promotions Committee...		1,022.75	X		278,785.95
01/12/2018	eft	INTERNAL REVEN...	-split-	80-0322654	627.12	X		278,158.83
01/12/2018	3785	Tyler Leppanen	-split-		1,921.87	X		276,236.96
01/18/2018	eft	Deluxe Business Syte...	Office Related Expense...		353.13	X		275,883.83
01/25/2018	3800	Cardmember Service	248-202 · Accounts Pa...		245.00			275,638.83
01/25/2018	3801	City of Manistee	248-202 · Accounts Pa...		40,000.00			235,638.83
01/25/2018	3802	CNA INSURANCE	248-202 · Accounts Pa...		285.60			235,353.23
01/25/2018	3803	Ludington Daily News	248-202 · Accounts Pa...		147.00	X		235,206.23
01/25/2018	3804	RIGHTside design L...	248-202 · Accounts Pa...	VOID:		X		235,206.23
01/25/2018	3805	Sports Ink Screen Pri...	248-202 · Accounts Pa...	T Shirts for Ho...	62.40			235,143.83
01/25/2018	3806	The Pioneer Group	248-202 · Accounts Pa...		192.00	X		234,951.83
01/25/2018	3807	Tittabawassee Valley...	248-202 · Accounts Pa...	Sleighbell Entry	300.00	X		234,651.83
01/25/2018	3808	Vanderwal, Spratto ...	248-202 · Accounts Pa...	Accounting	410.00	X		234,241.83
01/25/2018	3809	RIGHTside design L...	248-202 · Accounts Pa...		1,725.00			232,516.83
01/29/2018			-split-	Deposit		X	12,303.03	244,819.86
01/30/2018			-split-	Deposit		X	1,200.00	246,019.86
01/31/2018			248-664 · Interest Inco...	Interest		X	23.80	246,043.66
01/31/2018	eft	INTERNAL REVEN...	-split-	80-0322654	627.12	X		245,416.54
01/31/2018	3786	Tyler Leppanen	-split-		1,921.87			243,494.67
01/31/2018	VSR02052		248-210 · Payroll Liabi...	To record Dece...	194.76	X		243,299.91

DOWNTOWNMANISTEE

— michigan —

DDA Director's Report February 14, 2018

- I have been in contact with 6 potential businesses in the last month. Three were businesses that have been considering locating in Manistee and I have had multiple interactions with them. Finding a location is the issue for all of them. One was a lead given to me by the Visitor's Bureau but they are not very far along in their business planning.
- There was a merchant meeting on February 2 with Nicole Knapp from the Fillmore about buying local and using the local supply chain for their businesses.
- I also wanted to make the Board aware of my changes to how I will administer the Downtown Facebook page. In the past we tried picking random businesses to pay for a boost on the page as to avoid businesses becoming upset if we share one business more than the other, this ended up taking up too much of my time chasing business owners around to get a post up. From now on, if a business holds an event and requests the DDA page to "co-host" an event I will share the event. If the business requests to cross-post a video I will share the video. If the business requests to pay for a boost on the page I will. And, if one or more downtown businesses do an event together, I will share and contribute a small boost to the post. This way there are clear guidelines for businesses to use Facebook, encourage the use of social media, encourage more business partnerships, and put the responsibility on the business owners.
- RFPs were sent out for environmental due diligence on the American Cleaners property, but there were some suggested language changes that needed to be reviewed by our attorney, so the deadline was extended. We will most likely need a special meeting to accept a proposal and move forward in a timely manner.

DOWNTOWNMANISTEE

— *michigan* —

DATE: February 7, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: 2018 Schedule of Events

I would like more clarity from the Board as to which events will occur this calendar year. This needs to move forward so that we can finalize and send out the sponsorship packets. Below is a list of the DDA events with the chair for each event.

Wine and Chocolate Walk – May 12, 2018 – Chair:
Sidewalk Sales – August 10 – 11, 2018 – Chair: Carrie Mosher
Hops & Props on the River – September 15, 2018 – Co Chairs: Carrie Mosher and Chelsea Harvey
TGIF – June 15 and August 10, 2018 – Chair: Nicole Knapp
Boos, Brews, and Brats – October 27, 2018 – Chair:
Sleighbell – December 6-9, 2018 – Chair: Rachel Brooks
Ladies Night – December 11, 2018 – Chair: Carrie Mosher
Men's Night – December 13, 2018 – Chair: Carrie Mosher

As of right now we do not have confirmed chairs for Wine and Chocolate Walk or Boos, Brew, and Brats.

DOWNTOWNMANISTEE

— *michigan* —

DATE: February 9, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Façade Grant Application Period

The Design Committee recommends to change the façade grant application period to make it easier for property owners to comply with requirements and DDA budgeting. Currently, applications are due by May 5th. The proposal from the Design Committee is to have the façade grant a balance sheet item that carries any unused funds to the next year. Applications would be accepted through out the year and on a first come, first serve basis as long as the application follows the standard scoring process. This would allow more flexibility in the program and run into less conflicts with the Historic District Commission approving applications.

Either the Board needs to approve the change or we need to move forward with opening the application window for May, as has been the case in the past, in order to get applications moving forward.

DOWNTOWNMANISTEE

————— *michigan* —————

DATE: February 7, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Fiscal Year 2016/2017 Audit

I attached the audit separately due to the size of the file. The auditor has been requested to give a presentation.

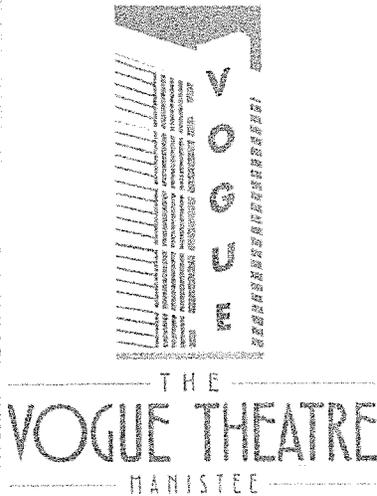
DOWNTOWNMANISTEE

————— *michigan* —————

DATE: February 9, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Vogue Promissory Note

The DDA made two separate loans to the Vogue. One loan was for \$200,000, which \$100,000 plus interest in the amount of \$12,000 was paid back to the DDA in June 2016 and the DDA Board extended repayment of the remaining \$100,000 with no interest for two years.

The request here is to satisfy a separate \$100,000 loan. I have included the letter I received from the Vogue and the Installment Promissory Note between the DDA and the Vogue. If the Vogue met certain performance measures as described in the Note, then the loan was considered satisfied.



The Historic Vogue Theatre of Manistee

P.O. Box 291

383 River Street

Manistee MI 49660

info@voguetheatremanistee.org

231 222 5199

January 25, 2018

Tyler Leppanen
Executive & Economic Development Director
Downtown Development Authority
70 Maple Street
Manistee, MI 49660

RE: Vogue Theatre

Dear Mr. Leppanen:

As you know, when Manistee Mainstreet Downtown Development Authority transferred the Vogue theatre building to The Historic Vogue Theatre of Manistee, the nonprofit corporation that renovated and operates the theatre, the Vogue gave a promissory note for the \$100,000 purchase price.

Under the agreement between DDA and the Vogue, the balance owing by the Vogue was to be reduced by \$20,000 each year that the Vogue met certain performance goals. Those reductions were made for 2013, 2014, 2015, and 2016. For the 5th year, the standard is that the reduction will be made if the Vogue presents movies or other performances on at least 150 days during the year. During 2017 the Vogue screened movies each day of the year, obviously meeting the performance requirement. So I am requesting that the DDA Board acknowledge the Vogue's having met the 2017 performance standard and reduce the balance owing by \$20,000, which will reduce the balance to zero.

The promissory note was secured by a purchase money mortgage on the theatre property (recorded in the Manistee County Register of Deeds office as Document No. 2011R003483). Since the 2017 balance reduction completely satisfies the Vogue's obligation under the

Tyler Leppanen
January 25, 2018
Page 2

promissory note, the Vogue would request that DDA prepare a discharge of the mortgage for recording.

I or another member of the Vogue Board of Directors will attend the DDA Board meeting at which this request is considered to answer any questions that the Board may have.

Please contact me if you need any further information at this point.

Sincerely,

A handwritten signature in cursive script that reads "Mary Russell". The signature is written in black ink and is positioned above the typed name.

Mary Russell
President
The Historic Vogue Theatre of Manistee

INSTALLMENT PROMISSORY NOTE

Manistee, Michigan
June 17, 2011

For value received, **The Historic Vogue Theatre of Manistee, a Michigan nonprofit corporation**, of P.O. Box 291, Manistee, MI 49660, referred to as "maker," promises to pay to the order of the **Manistee Downtown Development Authority, a public body corporate authority of the City of Manistee**, of 11 Cypress Street, Manistee, MI 49660, its successors and assigns, referred to as "holder," the sum of One Hundred Thousand Dollars (\$100,000.00), with interest of zero per cent (0%) per annum, in installments as follows:

1. Payment One (1):\$20,000 on or before December 31, 2012;
2. Payment Two (2):\$20,000 on or before December 31, 2013;
3. Payment Three (3):\$20,000 on or before December 31, 2014;
4. Payment Four (4):\$20,000 on or before December 31, 2015;
5. The remaining principal balance owing on or before December 31, 2016.

Notwithstanding the payments provided for above, payments owing under the above schedule shall be considered satisfied in accordance with the following:

1. Should the Vogue Theatre Property (which is the subject of the parties sale) be open to the public for commercial performances of cinematic content, live music, art or other cultural performance, at least 30 days during the 2012 calendar year, Payment One (1) as provided for above shall be considered to have been satisfied;
2. Should the Vogue Theatre Property be open to the public for commercial performances of cinematic content, live music, art or other cultural performance, at least 60 days during the 2013 calendar year, Payment Two (2) as provided for above shall be considered to have been satisfied;
3. Should the Vogue Theatre Property be open to the public for commercial performances of cinematic content, live music, art or other cultural performance, at least 90 days during the 2014 calendar year, Payment Three (3) as provided for above shall be considered to have been satisfied;
4. Should the Vogue Theatre Property be open to the public for commercial performances of cinematic content, live music, art or other cultural performance, at least 120 days during the 2015 calendar year, Payment Four (4) as provided for above shall be considered to have been satisfied;
5. Should the Vogue Theatre Property be open to the public for commercial performances of cinematic content, live music, art or other cultural performance, at least 150 days during the 2016 calendar year, Payment Five (5) as provided for above shall be considered to have been satisfied;

Section One
Acceleration of Maturity

In the event of default in the payment of any of the installments when due as provided in this note, time being of the essence, holder may, after providing notice of thirty days (30) to Maker of the default with the opportunity to cure, declare the entire principal sum then unpaid immediately due and payable. Further, if maker should at any time fail in business or become insolvent, or commit an act of bankruptcy, or if any writ of execution, garnishment, attachment, or other legal process is issued against any deposit account or other property of maker, or if any assessment for taxes against maker, other than taxes on real property, is made by the federal or state government, or any department or agency of the federal or state government, or if maker fails to notify holder of any material change in its financial condition, or if Maker assigns/transfers/sells the real estate which is security for the debt under the terms of a mortgage executed contemporaneously herewith (including any and all extensions thereof) all of the obligations of maker will, at the option of holder, become due and payable immediately without demand or notice.

Section Two
Modification of Terms

Holder may, with or without notice to maker, cause additional parties to be added to this note, or release any party, or revise, extend, or renew the note, or extend the time for making any installment provided for in this note, or accept any installment in advance, all without affecting the liability of maker.

Section Three
Attorney's Fees

If suit is commenced on this note, maker will pay holder's reasonable attorney's fees and costs.

Section Four
Waiver of Rights by Maker

Maker waives (a) presentment, demand, protest, notice of dishonor and/or protest, and notice of nonpayment; (b) the right, if any, to the benefit of, or to direct the application of, any security hypothecated to holder until all indebtedness of maker to holder, however arising, will have been paid; and (c) the right to require holder to proceed against any party to this note, or to pursue any other remedy in holder's power. Holder may proceed against maker directly and independently of any other party to this note, and the cessation of the liability of any other party or any reason other than full payment, or any revision, renewal, extension, forbearance, change of rate of interest, or acceptance, release, or substitution of security, or any impairment or suspension of holder's remedies or rights against any other party, will not in any way affect the liability of maker.

HOLDER AND MAKER IRREVOCABLY AND UNCONDITIONALLY WAIVE THEIR RIGHT TO A TRIAL BY JURY IN ANY ACTION, INCLUDING ANY CLAIM, COUNTERCLAIM, CROSS-CLAIM OR THIRD-PARTY CLAIM ("CLAIM"), THAT IS BASED UPON, ARISES OUT OF, OR RELATES TO THIS NOTE OR THE INDEBTEDNESS EVIDENCED BY IT, INCLUDING, WITHOUT LIMITATION, ANY CLAIM BASED UPON, ARISING OUT OF, OR RELATING TO ANY ACTION OR INACTION OF HOLDER IN CONNECTION WITH ANY ACCELERATION, ENFORCEMENT, OR COLLECTION OF THIS NOTE OR SUCH INDEBTEDNESS.

**The Historic Vogue Theatre of Manistee,
Maker**

By: 

James R. Draze, Vice President

Prepared by:
GOCKERMAN, WILSON, SAYLOR &
HESSLIN, P.C.
By: George V. Saylor, III (P37146)
Attorneys at Law
414 Water Street
Manistee, MI 49660
(231) 723-8333
h:\data2_n\gvs\la-i\city of manistee\dda\pn.doc

DISCHARGE OF MORTGAGE

KNOW ALL MEN BY THESE PRESENTS, That **Manistee Downtown Development Authority**, a public body corporate authority of the City of Manistee, whose address is 70 Maple Street, Manistee, MI 49660, DOES HEREBY CERTIFY That a certain Indenture of Mortgage bearing date the 17th day of June, 2011, made and executed by Mortgagor, **The Historic Vogue Theatre of Manistee**, a Michigan nonprofit corporation, whose address is 383 River Street, P.O. Box 291, Manistee, MI 49660, to **Manistee Downtown Development Authority**, whose address is 70 Maple Street, Manistee, MI 49660, Mortgagee, and recorded in the Register of Deeds Office for the County of Manistee, State of Michigan, in Document No. 2011R003483, Manistee County Records, is fully paid, and satisfied and discharged.

The property to which the above-referenced mortgage relates, in the City of Manistee, County of Manistee, State of Michigan, and further described as follows:

Lot 7 and the East 19/40 of Lot 6, Block 1, and a part of Block 3, described as: Beginning at the Northeast corner thereof, thence South 103.5 feet, West 42.58 feet, North 3.5 feet, West 37.42 feet, North to the North line of Block 3, Northeasterly to point of beginning, Green's Addition to the City of Manistee according to the plat thereof as recorded in Liber 3 of Deeds, Page 22, Manistee County Records, together with an easement and right-of-way for alley purposes and ingress and egress to the aforesaid land and the right to maintain, operate, repair, construct, and replace a sewer or drain in said easement and alley beneath the surface thereof; said easement and alley to be over the following described property: Commencing at a point 100 feet South to the Northeast corner of said Block 3; thence South along the East line of said Block 3, 18.7 feet; thence West parallel with the South line of said Block 3, 80 feet; thence North parallel with the East line of said Block 3, 18.7 feet; thence East 80 feet to the East line of said Block 3. Property Tax ID#: 51-51-453-701-12

IN WITNESS WHEREOF, I hereunto set my hand.

Dated: February ___, 2018

Tyler Leppanen, Executive Director
Manistee Downtown Development Authority

STATE OF MICHIGAN)
) SS.
COUNTY OF MANISTEE)

On this ____ day of February, 2018, before me appeared Tyler Leppanen, to me known to be the Executive Director of the Manistee Downtown Development Authority described in and who executed the foregoing instrument and acknowledged that he executed the same as the free act and deed of the Authority.

_____, Notary Public
Manistee County, State of MI
My commission expires: _____

Prepared by:
Mika Meyers PLC
By: George V. Saylor, III
Attorneys at Law
414 Water Street
Manistee, MI 49660
(231) 723-8333

DOWNTOWNMANISTEE

michigan

DATE: February 7, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Travel and Training Request

The following Travel and Training Request form for the Board's approval is for an elective course "Managing Economic Development Organizations" through the Michigan Economic Developer's Association. This course will allow me to meet all elective course requirements. I still need to complete 3 more core courses to be eligible to apply to take the certification exam. The cost includes the course and hotel stay at the Quality Inn in East Lansing.

Travel & Training Request

Information

Name: Tyler Heppanen

Other Attendees: _____

Location: East Lansing

Sponsoring Organization: Michigan Economic Developers Association

Dates of Travel: From: April 12 To April 13

Type of Travel Requested:

- Meeting Conference Overnight
 Training Personal Car Air Travel

Estimated Expense: \$580

Purpose for Travel or Training:

Completes Elective Courses for Economic Developers
Certifications. 3 more courses to apply for exam. Includes
hotel cost

DDA Board Approval

- Approved
 Rejected

Comments:

DDA Board of Director - Chair

Date

DOWNTOWNMANISTEE

michigan

DATE: February 7, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Strategic Plan Updates

The Strategic Plan Update document includes each committee's action items. I would suggest that for each committee report that the committee chairs reports to the Board how the committee is working towards those objectives. Once those objectives are completed the Board should assign new objectives.

I also included the list that T suggested as economic development functions for the Director. I can work on changing the format of the Director's Report to address how I am working on these areas or I can create a new report. I would like to point out that I am already currently working on most, if not all of these, and they are addressed in the Director's Report and/or in the project report I send out.

DOWNTOWN MANISTEE

michigan

Strategic Plan Updates 2018



DDA Board Members

Rachel Brooks.....Chairperson

Barry Lind.....Vice Chairperson

Valarie Bergstrom.....Treasurer

Tamara Deponio

T. Eftaxiadis

Todd Mohr

Jim Smith

Karen Goodman

Shari Wild

Staff

Tyler Leppanen.....Executive & Economic Development Director

Introduction

Downtown Manistee is brimming with opportunity for the creation of thriving businesses (and the resulting jobs), recreational destinations, attractive landscapes and housing to support the needs of a growing workforce, retirees and visitors. Downtown development is at a critical juncture where decisions made now will define and influence our city and the surrounding region for many years to come. The work of the Manistee Downtown Development Authority (DDA) is more critical than ever and thus, the importance of this strategic plan.

The DDA Board presents this plan as a blueprint for the work it will pursue over the next three years. Our primary goal is to position the DDA to more aggressively lead development that results in a thriving downtown area that meets the needs of residents, businesses and visitors for many years to come.

This plan has been organized into four main areas of focus; each of which will be led by a committee comprised of DDA Board members and community representatives. We invite you to join us in our work as move forward.

Mission

The mission of the Manistee Downtown Development Authority is to foster the development and promotion of an identifiable and attractive downtown area that will strengthen business and a sense of community ownership.

Strategic Vision

Downtown Manistee is the hub of activity in Manistee County. The historic, traditional, core downtown is a year-round destination for shopping, dining and entertainment for area residents and visitors alike.

Those who experience downtown Manistee are engaged by an aesthetically-pleasing physical environment where the classic Victorian architecture is well preserved, making residents and visitors alike feel like they are someplace special. The bend in River street meanders as the river flows, inviting pedestrians to explore further. Public spaces, such as the band shell and art garden, are centers of activity during the day and into the evening.

Manistee's downtown commercial mix is led by an entrepreneurial spirit and a can-do attitude, with many new businesses complimenting the veteran merchants of the district. Small, independent retail and service businesses attract customers seeking authenticity, selection, top-notch service and value. Storefronts are popping with attractive displays in large panoramic windows, and merchandise spills out onto the sidewalks to entice shoppers inside.

Proprietors continue to cooperate to promote the downtown marketplace to maximize consumer interest and generate sales. Store hours have been expanded to cater to the customer, which has also contributed to a growing night-life scene in downtown Manistee. A

young couple can enjoy an Asian-inspired seafood dinner, catch a film at the Vogue Theatre, and meet friends for drinks at one of the multiple local establishments featuring live music.

While retail and high-traffic service businesses dominate the street-level, upper floors of downtown buildings house a variety of professional offices and residential spaces. The effective rehabilitation of upper-story rental units as well as owner-occupied spaces provide a built-in customer base that continuously patronizes downtown businesses.

The downtown Riverwalk is a destination in itself, and is utilized by early-morning joggers and tourists alike. Street vendors and entertainers set up shop along the river walk, creating a pedestrian-only entertainment corridor unique to Manistee.

Special events are a calling card for downtown Manistee, with several festivals attracting tens of thousands of visitors all times of the year.

Strategic Goal, 2017 to 2020

Reposition the Manistee Downtown Development Authority as the leader in Manistee downtown development.

Focus Areas, 2017 to 2020

Focus Area 1: Lead and promote the development of under-utilized buildings and spaces in the downtown core. *Led by Re-Development Committee.*

Focus Area 2: Increase occupancy in existing buildings. *Led by Business Development Committee.*

Focus Area 3: Continue to sponsor community events while continuously refining their return-on-investment and economic impact. *Led by Marketing and Promotions Committee.*

Focus Area 4: Continue to improve the physical aesthetics and leverage the historic character of the downtown area. *Led by the Design Committee.*

Success Measures, 2017 to 2020

- Occupancy rate downtown buildings
- Number of new businesses attracted to downtown
- Number of jobs added
- Development projects that are in active planning
- Percentage of projects that DDA was notified and involved in early in the process

Implementation Plan

The DDA Board and Chairperson will appoint Board Members as the Committee Chairs and approve of the committee membership. The Board will also assign priorities and continuously ensure that the committees are working towards reaching the DDA's goals and objectives. Any action of the standing committees should be a recommendation to the Board, unless specifically budgeted for by the Board. The DDA Executive & Economic Development Director will work with Committee Chairs to implement, delegate responsibilities and carry out committee strategies. At the Strategic Planning Session, each year the committees will report their progress and the Board will consider priorities for the next year and update the Strategic Plan.

Strategic Goal: Reposition the Manistee Downtown Development Authority as the leader in Manistee downtown development – Led by the DDA Board			
Strategy	Timing	Status	Measurable
Dissolve current committees and create new ones in their place. The four new committees will be Redevelopment, Business Development, Design, and Marketing and Promotions. Appoint Board Chairs	May 2017	Completed	Occupancy rate of downtown, number of new businesses, number of jobs added, development projects that are in active planning, capital investment in the downtown, percentage of projects that the DDA was notified and involved in early in the process
Define priorities for each committee. Identify 2 to 3 projects for each committee to begin working on.	May 2017	Completed. January 2018.	
Identify 1 or 2 highly visible development projects at the entrance of River St and/or another marquee project to attract visitors. Authorize Director to begin working on projects.	May 2017	The DDA currently has a purchase agreement on a property at the intersection of US 31 and River St.	
Support Director to increase amount of time working on economic development.	June 2018	Board is exploring new options for accounting, possible interns, and more responsibility of the volunteers on Marketing and Promotions committee.	

Re-Development Committee

T. Eftaxiadis.....Chair

Focus Area 1 - 2018: Lead and promote the development of under-utilized buildings and spaces in the downtown core.		
Strategy	Timing	Status
Explore options for DDA Board to consider to assist small or inexperienced developers and promoting use of tax abatement and grant opportunities to redevelop vacant upper stories.	Options should be presented to the Board by March 14, 2018.	
Solicit requests for proposals for the American Cleaners property.	Proposals should be presented to the Board by February 14, 2018.	
Facilitate a smooth process for developers to work through approval process with the City and other relevant agencies.	Ongoing.	
Prioritize sites the committee will focus on.	Prioritized list should be presented to the Board by March 14, 2018.	

Business Development Committee

Valarie Bergstrom.....Chair

Focus Area 2 - 2018: Increase business occupancy in existing buildings and retain or expand current businesses.		
Strategy	Timing	Status
Recommend zoning changes to C-3 District to encourage more types of use.	Committee should submit recommendations to Board by March 14, 2018	Review comparison table to other communities' zoning.
Create 5x5 business idea competition to encourage entrepreneurs.	Committee should present guidelines and how the competition would work by March 14, 2018.	Guidelines have been created.
Explore options to assist small business owners or start-ups to open their business through S.C.O.R.E. or other similar		

programs.		
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Design Committee

Barry Lind.....Chair

Focus Area 3 - 2018: Continue to improve the physical aesthetics and leverage the historic character of the downtown area.		
Strategy	Timing	Status
Improve Parking Signage	Fall 2018	
MSU SBEI Project Follow Through	Final presentation is in April 2018.	Working on obtaining cost estimates for projects identified in MSU project.
Garbage Removal		

Marketing & Promotions Committee

Rachel Brooks.....Chair

Focus Area 4 - 2018: Sell the image of Downtown Manistee to visitors, shoppers, and potential new businesses.		
Strategy	Timing	Status
Reorganize and propose marketing and promotions budget.	March 14, 2018	
Reorganize Committee structure	March 14, 2018	

Economic Development Functions for DDA Director

1. Facilitate creation of increased market rate and workforce residential housing density in underutilized upper floors of existing buildings
 - a. Maintain/update space inventory
 - b. Promote MEDC Rental Rehab grant opportunities for property owners
 - c. Promote use of Historic Redevelopment Tax Credits
 - d. Research and communicate to property owners of currently private and public funding availability
2. Identify, prioritize, update and promote redevelopment of large vacant/underutilized properties
 - a. DDA lead sites

- i. Identify tenants/buyers/users
 - ii. Plan all development aspects
 - iii. Identify funding/financing sources
 - iv. Procure planning, architectural and engineering services
 - b. Private developer sites
 - i. Maintain close contact with prospective and potential developers
 - ii. Participate in development discussions and negotiations
 - iii. Research and communicate current availability of public funding sources
 - iv. Facilitate development approvals
- 3. Facilitate maintaining occupancy in existing commercial spaces
 - a. Identify needs and challenges of current business owners
 - b. Improve physical aesthetics of the downtown area
- 4. Recruit targeted businesses in existing vacant and underutilized commercial spaces
- 5. Develop economic development skills
 - a. Continued training
 - b. Cultivate local and state-wide relationships
 - c. Visit projects and programs

Manistee Downtown Development Authority Request for Accounting Proposal

Three bookkeeping or accountants responded to the Request for Proposal sent in January 2018 for Manistee Downtown Development (DDA) Services. The following is a summary of the services, costs and recommendation.

Organizations	Overview	Services Provided	Costs
<p>Connie M. Tewes CPA LLC</p>	<p>Ms. Tewes is the owner and sole licensed practitioner who employs two part-time staff. She works with individuals and small business in a range of industries providing payroll and monthly bookkeeping, QuickBooks work, income tax preparation and financial statement review. She has been in business since 2009 and has 7 years prior experience with two local CPA firms</p>	<p><u>Accounts Payable & Receivables</u> – Based on an average of 25 checks and 15 invoices per month.</p> <p><u>Payroll, Liabilities and Reporting</u></p> <p><u>Monthly Checking, Credit Card Reconciliation and Check Register Summary</u></p> <p><u>Financial Statements and Budget to Actual Comparison Report in correct format</u></p> <p>Weekly delivery and pick up time is included in the services.</p>	<p>4 hours per month at \$50 per hour</p> <p>1 hour per month</p> <p>1 hour per month including quarterly & annual reporting</p> <p>1.5 hours per month</p> <p>Total Monthly Estimate: \$400</p>
<p>Tammi Redman Page Accounting & Tax Service</p>	<p>Graduate of CMU with Bachelors in Elementary Education. Working on a Master's Degree from Davenport University and has CEUs from MSU.</p>	<p><u>Accounts Receivable and Accounts Payable</u></p> <p><u>Payroll</u></p> <p><u>Monthly & EOY Financial Statements with reporting</u></p>	<p>2 hours per month at \$75 per hour</p> <p>1 hour per month</p> <p>3 hours per month</p> <p>Total Monthly Estimate: \$450</p>
<p>Sandy Wilton Forest Area Services, LLC</p>	<p>Forest Services offers a variety of services including Business Payroll Services, Bookkeeping, QuickBooks online, ACH Transactions and Land Contract Collections.</p> <p>Note: Provider uses QuickBooks Online at a monthly cost of \$30 per month. This organization is outside Manistee County. All checks would need to be printed by the Executive Director.</p>	<p><u>Accounts Payable & Receivable including reporting</u></p> <p><u>Payroll</u></p> <p><u>Work with Auditors, Attend Meetings and Completion of any additional forms</u></p>	<p>3 hours per month at \$75 per hour</p> <p>\$24.39 per pay period or \$634.14 annually or \$52.85 per month</p> <p>\$75 per hour as needed to work with auditors</p> <p>\$30 monthly for QuickBooks</p>

Organizations	Overview	Services Provided	Costs
			Total Monthly Estimate: \$308 (Cost includes QuickBooks Online cost)

Recommendation: We recommend that we use Connie Tewes, CPA LLC for our bookkeeping and accounting services of those companies that responded to our Request for Proposal for the following reasons:

- CPA level services would be provided at approximately \$258 less per month than our current accounting firm for an annual savings of \$3,096 per year. Connie Tewes is local and plans to make check deliveries to the Executive Director reducing the time spend on accounting issues. Very favorable references were also provided during the review process.
- Page Accounting is more expensive than Tewes and the staff does not include a CPA.
- Forest Area Services has bid the bookkeeping services at less than the recommended provider. Forest Area Services is not in the Manistee County district and a CPA does not appear to be on staff. In addition, checks would have to be run, signatures completed and then mailed by the Executive Director using QuickBooks on his computer. As a result, the Executive Director would be required to spend more time printing checks weekly and his computer would be unavailable when data entry occurred increasing administrative responsibilities and possibly reducing productivity.

With board approval, we will notify our current provider and make all necessary arrangements with Connie Tewes, CPA LLC.

Connie M Tewes CPA LLC
7720 6 Mile Bridge Road
Manistee, MI 49660

Manistee Downtown Development Authority
Mr. Tyler Leppanen
70 Maple Street
Manistee, MI 49660

January 28, 2018

RE: Proposal for Bookkeeping & Accounting Services

Mr. Leppanen:

I appreciate the opportunity to provide an estimate of accounting services to the Manistee Downtown Development Authority. To ensure a complete understanding between us, this letter describes the scope and limitations of the services for which this estimate has been prepared.

As noted in your Request for Proposal, I am submitting an estimate of the amount of time and the cost to perform the following services for the Downtown Development Authority:

Accounts Payable & Receivable: Based on an average of 25 checks and an average of 15 invoices per month, I estimate 4 hours per month at \$50/hour.

Payroll, Liabilities and Reporting: Taking into consideration that most payroll reports are prepared quarterly rather than on a bi-weekly basis like the payroll preparation, the average cost for payroll services allocated per month is estimated to be one hour per month at \$50. (This eliminates a higher cost 4 times per year for quarterly reporting and the annual reporting.)

Monthly Checking & Credit Card Reconciliation, Check Register Summary: In looking at your July 31, 2017 Statement of Financial Position posted on your website, the estimate for these services is based on three checking accounts and one credit card account. Time per month for these services is estimated at 1.5 hours per month at \$50/hour.

Financial Statements and Budget to Actual Comparison Report in correct format: 1 hour per month at \$75/hour.

Weekly delivery and pick-up time is factored into the above services.

Total Monthly Estimated Cost:

A/R & A/P	\$200
Payroll	\$ 50
Monthly Work	\$ 75
Financial Reports	\$ 75
Total	<u>\$400 per month</u>

My Responsibility

I will preserve the confidentiality of the DDA's business information regardless of whether such information is designated as "Confidential Information" at the time of its disclosure. This includes QuickBooks files, Microsoft Office Documents, financial statements, current or future business plans.

My engagement cannot be relied upon to disclose errors, fraud or illegal acts. However, I will inform the DDA board of any evidence or information that comes to my attention during the performance of my services that fraud may have occurred.

Your Responsibility

To perform my services, I will need to obtain information on a timely and periodic basis from the Manistee Downtown Development Authority. These items include bank and credit card statements, vendor information and invoices, customer information and invoices, payroll information and any other information required for the services to be completed. These items and any other information I obtain from you will be used without further verification or investigation on my part.

Regards,

Cornia M. Tewes, CPA

REQUESTED BUSINESS INFORMATION

Business Overview:

Connie M Tewes CPA LLC is a single member LLC of which I am the owner and sole licensed practitioner. My business focuses on providing a range of accounting services to individuals and small businesses in a range of industries. These include several restaurants, contractors, a health care clinic, a day care provider, small non-profit organizations and others. Accounting and tax services run the gamut from payroll and monthly bookkeeping, QuickBooks work, income tax preparation and financial statement review engagements. I currently employ two part-time staff.

I have operated my own business since late 2009 and worked for two local CPA firms from 2002-2009. Prior to that I worked as the staff accountant at Portage Health System in Hancock, MI, from 1995 to 2002.

I work with West Shore Community College to present QuickBooks training sessions annually for a Business Community Education class.

Business References:

Carl Eskridge, General Manager for North Channel Brewing Co LLC
276-623-3945

Ryan Kieskowski, Oak Grove Cremation Center
231-510-7733

Barbara Rishel, Stronach Township Clerk
231-398-9025



FOREST AREA SERVICES, LLC

638 Boyd St. PO Box 59
Fife Lake, MI 49633
(231) 879-3864

January 31, 2018

Board of Directors
Manistee Downtown Development Authority
70 Maple Street
Manistee MI 49660

Dear Board of Directors,

We are pleased to provide a bid for our services for Manistee Downtown Development Authority.

Our hourly charge for bookkeeping services is \$75.0 per hour. From the amount of information we are aware of at this time regarding the number of transactions per month, the time required each month should be between two to three hours.

The cost of our payroll services based on one (1) employee paid biweekly is \$24.39 per pay period. Included in our fee is the monthly, quarterly and annual payroll tax returns. There is an additional charge for W-2 forms that include mailing envelopes at the end of the year.

Utilizing QuickBooks Online would allow Manistee DDA management access to any and all reports at any time, while allowing us to perform the required data entry and ensure the accuracy of the financial data. As we are QuickBooks ProAdvisors, your monthly cost for QBO is only \$30.00 per month.

At your request, we will also work with your auditors, attend meetings and complete any additional forms that may be required. The hourly fee remains at \$75.00.

We do not add charges for phone call or emails. There may be an exception to that rule if a massive amount of time is required.

We hope to be of service to Manistee Downtown Development Authority. Please feel free to contact me with any additional questions you may have and I look forward to hearing from you.

Sincerely,

Sandra Wilton
& Staff

The following references are being provided to you with their consent:

Safe Harbor Credit Union
Kyle Gurzynski, CUDE
1200 E Tinkham Ave
Ludington MI 49431
(231) 843-2323 Ext. 231

Manistee Area Chamber of Commerce
Stacie Bytwork, Executive Director
11 Cypress St
Manistee MI 49660
(231) 723-2575

Filer Credit Union
Kaci Kamaloski, CFO
PO Box 375
Manistee MI 49660
(231) 723-3400 Ext. 112

Located in the Fife Lake Office of Forest Area Federal Credit Union, Forest Area Services, LLC. is what's known as a Credit Union Services Organization, or CUSO. Able to serve both members and non-members of Forest Area Federal Credit Union. Forest Area Services offers a variety of financial services that complement those of the credit union.

Forest Area Services offers a variety of services including business Payroll Services, Bookkeeping Services, QuickBooks Online, ACH Transactions and Land Contract collection. Plus, it's all offered at a cost well below what you might expect.

Forest Area Services LLC was established in 2002.

[Print](#) | [Close Window](#)

Subject: Proposal

From: Tammi <tamredman2@yahoo.com>

Date: Wed, Jan 31, 2018 4:13 pm

To: vabergstrom@outlook.com, tyler.leppanen@manisteedowntown.com

>
> Page Accounting is a family owned business established in 1978. David Page, my father, earned his Bachelor of Business Administration from Western Michigan University. He spent many successful years preparing a variety of income tax returns of all levels of complexity, as well as bookkeeping and payroll for many local businesses and nonprofit organizations. Our family also spent many years volunteering for the Irons Area Tourist Association.
> I officially joined the family business in 2002. I graduated from Central Michigan University with a Bachelor of Elementary Education and taught at Kaleva Norman Dickson Schools until the unfavorable turn in the economy left me with no class to teach. Since my transition to Page Accounting, I have worked on a Masters degree from Davenport University as well as many qualifying hours of continued education from Michigan State University. I have assumed all payroll, bookkeeping, and income tax return preparation during the last 15 years. I am confident I have the experience to accomplish the needs of the organization.
> My husband and I have also spent the previous 3 years on the board of the Manistee County Little League program. We are still currently on the board as we merge with the MRA this year to continue to grow the program for the youth of Manistee County.
>
> Business References:
> 1. Shane & Alicia Cook, Wellston Lube and Repair, 1037 S. Seaman Rd, Wellston, MI 49689 231-848-7177
> 2. Melissa Wade, Mel's Country Kitchen, 9113 N. Kaderabek Trl, Irons, MI 49644 231-848-4444 3. Joe Stevens, Irons Cafe, 5408 W. 10 1/2 Mike Rd, Irons, MI 49644 231-266-5770.
>
> I estimate the Accounts Receivable and Accounts Payable tasks to take 1-2 hours, depending on the occurrence of events. Payroll responsibilities should take a monthly average of an hour. Monthly and year end financial reports with reconciliations should take approximately 2 hours monthly and reporting could take about an hour per month on average. This totals an estimate of 6 hours monthly at a cost of \$75/hr.
> Thank you for the opportunity to take part in the selection process and I look forward to potentially working together.
>
> Tammi Redman
> Page Accounting & Tax Service
> PO Box 156
> Irons, MI 49644
> Pageacct@wmis.net
> Voice: 231-266-5317
> Fax: 231-266-6007
>
> **Please note this email was sent from my personal email account as I attempted several times from my work email and it would not go through**

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DOWNTOWNMANISTEE

— michigan —

DATE: January 24, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Blight

After reviewing the DDA Act, I do not believe there is anything that empowers the DDA to take control of a property, make improvements, and put a lien on the property. Concurrently, the City does have an anti-blight ordinance, however, since work has been ongoing I do not believe this applies as well. The properties in question do have an open permit with the Historic District until July 31, 2018. My opinion there is nothing that could be legally done to enforce action on the subject properties, until and unless there are no active permits and work has stopped. Furthermore, that power resides with the City and the Historic District Commission. If the Board would like me to seek outside legal consultation regarding my interpretation of the situation we may do so. Below are the powers granted to the DDA by the DDA Act and the City's Anti-Blight Ordinance:

DOWNTOWN DEVELOPMENT AUTHORITY (EXCERPT) **Act 197 of 1975**

125.1657 Powers of board; creation, operation, or funding of retail business incubator.

Sec. 7.

(1) The board may:

- (a) Prepare an analysis of economic changes taking place in the downtown district.
- (b) Study and analyze the impact of metropolitan growth upon the downtown district.
- (c) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.
- (d) Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code

promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

(e) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.

(f) Implement any plan of development in the downtown district necessary to achieve the purposes of this act, in accordance with the powers of the authority as granted by this act.

(g) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.

(h) Acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property, which the authority determines is reasonably necessary to achieve the purposes of this act, and to grant or acquire licenses, easements, and options with respect to that property.

(i) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to that property, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination of them.

(j) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.

(k) Lease any building or property under its control, or any part of a building or property.

(l) Accept grants and donations of property, labor, or other things of value from a public or private source.

(m) Acquire and construct public facilities.

(n) Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the downtown district.

(o) Contract for broadband service and wireless technology service in the downtown district.

(p) Operate and perform all duties and exercise all responsibilities described in this section in a qualified township if the qualified township has entered into an agreement with the municipality under section 3(7).

(q) Create, operate, and fund a loan program to fund improvements for existing buildings located in a downtown district to make them marketable for sale or lease. The board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the board.

(r) Create, operate, and fund retail business incubators in the downtown district.

(2) If it is the express determination of the board to create, operate, or fund a retail business incubator in the downtown district, the board shall give preference to tenants who will provide goods or services that are not available or that are underserved in the downtown area. If the board creates, operates, or funds retail business incubators in the downtown district, the board and each tenant who leases space in a retail business incubator shall enter into a written contract that includes, but is not limited to, all of the following:

(a) The lease or rental rate that may be below the fair market rate as determined by the board.

(b) The requirement that a tenant may lease space in the retail business incubator for a period not to exceed 18 months.

(c) The terms of a joint operating plan with 1 or more other businesses located in the downtown district.

(d) A copy of the business plan of the tenant that contains measurable goals and objectives.

(e) The requirement that the tenant participate in basic management classes, business seminars, or other business education programs offered by the authority, the local chamber of commerce, local community colleges, or institutions of higher education, as determined by the board.

City of Manistee Anti-Blight Ordinance Chapter 650:

A. Blighted Structure. Any dwelling, garage, or outbuilding, or any factory, shop, store, office building, warehouse, or other structure or part of a structure which: 1. Because of fire, wind, other natural disaster, or physical deterioration, cannot be occupied as a dwelling, does not have adequate heating, plumbing or electrical systems, or cannot be used for its intended purpose; or (Ord. No. 11-05, Adopted 5-4-11) 2. Is partially completed and which is not presently being constructed under an existing, valid building permit issued by or under the authority of the City of Manistee; or 3. Is not structurally sound, weather-tight, waterproof or vermin-proof; or 4. Is not covered by a water resistant paint or other waterproof covering so as to protect said structure from the adverse effects of the elements or from physical deterioration.

B. Enforcement Officer. Enforcement Officer means the Manistee City Building Inspector, any Manistee City Police Officer, or any other person designated by the Manistee City Council to enforce the provisions of this Ordinance.

Costs of prosecution and/or enforcement and/or repair, alteration or razing may be assessed to anyone, jointly and severally, in violation of this Section. Said costs may be added to the tax roll for the property where the violation occurred as a special assessment or a lien against the property as may otherwise be provided in law. In addition to all other penalties, the City of Manistee may bring an action for costs of enforcement and prosecution expense upon any person(s), corporation(s) and/or firm(s) that have violated this Ordinance. The cost of enforcement and prosecution shall be the actual amount of attorney fees and out-of-pocket expense for enforcement of the ordinance. An itemized list of fees and costs shall be given under oath and shall be prima facie evidence of the fees and costs.

DOWNTOWNMANISTEE

— *michigan* —

DATE: February 8, 2018
TO: DDA Board
FROM: Rachel Brooks, Chair
RE: City, DDA, and Chamber

I met with Thad Taylor from the city and Stacie Bytwork, chamber executive director and Jeff Reau, chamber board member. The chamber proposed Tyler to work for the them and the DDA pay a contract fee to the chamber. I asked if they would be willing to contract with the DDA for economic development services but I don't think this was well received. There was not any solid proposal from either party so at this time there is not much to report on.

DOWNTOWNMANISTEE

— *michigan* —

DATE: February 8, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: American Cleaners Property

The DDA entered into a purchase agreement with the property owners at 283/285 River St on September 20, 2017 with a six month period before closing. I was working with the Michigan Economic Development Corporation (MEDC) to secure funding for pre-development work, including environmental due diligence, architectural, and cost estimating services.

After many months of the MEDC changing how the program was going to operate, from the community development division of MEDC to the Redevelopment Ready division and finally has landed with the Michigan Municipal League controlling the funding, there is not enough time to wait for them to fund the environmental due diligence. At the strategic planning session, it was agreed that Board member Eftaxiadis and myself would send RFPs out to procure services for environmental due diligence. It is possible that these funds may be reimbursed through a brownfield plan if a project occurs at the location.

The next step would be for the Board to approve one of the proposals to move forward with environmental testing. I would work with our realtor, Dwelling Realty, to schedule the testing and the results would hopefully be returned prior to the March 14, 2018 meeting. At that time the Board could authorize the Director to close on the property.

Recent communication from the Michigan Municipal League leads me to believe that they are interested in building off of the MSU SBEI project at the intersection and assisting with architectural and cost estimation services that are needed. At that time, we would need to meet again with the interested parties to discuss what their needs are for space in the development. If the parties that had previously expressed interest in a development are no longer interested, the DDA would need to either find new partners or look to sell the property.