

**Manistee DDA
June 13, 2018 @ 12:00pm
City Hall**

AGENDA

1. Call to order – Chair
2. Approval of Agenda
3. Public Hearing on FY 2018/2019 Budget
4. Public comment. (Limit 5 minutes per person.)
5. Approval of May 9, 2018 Regular Meeting Minutes
6. 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)
 - f. Food Truck – Tyler Leppanen (5 minute limit)
7. Financial Report
8. Director’s Report
9. Old Business
10. New Business
 - a. Adopt Fiscal Year 2018/2019 Budget
 - b. Consider and Approve Draft Tax Increment Financing Plan
 - c. Discussion on Garbage Removal from River Street
 - d. Executive and Economic Development Director Performance Review
11. Public Comment. (Limit 5 minutes per person.)
12. Adjournment

DOWNTOWNMANISTEE

— *michigan* —

DATE: June 8, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: DDA Board Regular Meeting: June 13, 2018

The DDA Board shall convene at 12:00 pm on Wednesday, June 13, 2018 in the council chambers of city hall.

Some background regarding the public hearing and item of New Business to adopt the fiscal year 2018/2019 budget. There have been disagreements as to the process in which the DDA budget should be approved. Last year the City required us to have a special meeting with a public hearing after we had adopted our budget. This year I had pointed out that I believe the process should be that the City includes our budget with the City budget and hold one public hearing for both budgets and then the DDA may adopt the budget once approved by City Council. Since our budget was not included with the City's budget we must hold a public hearing. Additionally, the DDA budget must be adopted after the City Council approves our budget according to the DDA Act.

125.1678 Budget; cost of handling and auditing funds.

Sec. 28. (1) The director of the authority shall prepare and submit for the approval of the board a budget for the operation of the authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the board, it shall be approved by the governing body of the municipality. Funds of the municipality shall not be included in the budget of the authority except those funds authorized in this act or by the governing body of the municipality.

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
Regular Meeting
Resolutions**

Wednesday, June 13, 2018 at 12:00 p.m.
Council Chambers
Manistee, MI 49660

Resolution 180613-1

Motion: _____
Support: _____

The Manistee DDA hereby approves the agenda of June 13, 2018 as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Public Hearing on FY 2018/2019 Budget

Resolution 180613-2

Motion: _____
Support: _____

The Manistee DDA hereby approves the Regular Meeting minutes of May 9, 2018 as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180613-3

Motion: _____
Support: _____

The Manistee DDA hereby approves the May 2018 Financial Statements.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180613-4

Motion: _____

Support: _____

The Manistee DDA hereby adopts the Fiscal Year 2018/2019 Budget.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 180613-5

Motion: _____

Support: _____

The Manistee DDA hereby approves the draft Tax Increment Financing Plan as presented.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 180613-6

Motion: _____

Support: _____

The Manistee DDA hereby adjourns at _____pm.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Name

Title

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
70 Maple St
MANISTEE, MICHIGAN 49660
(231) 398-3262
NOTICE OF PUBLIC HEARING

To comply with the Michigan Open Meetings Act of 1976 and Budget Hearings of Local Governments Act 43 of 1963, notice is hereby given that the Manistee Downtown Development Authority will conduct a public hearing on Wednesday, June 13, 2018 at 12:00 p.m. in the Manistee City Hall Council Chambers, 70 Maple Street, Manistee, Michigan for the purpose of considering the Manistee DDA's FY 2018-2019 Budget. Drafts of the budget are available in the DDA Office. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

Tyler Leppanen
DDA Executive & Economic Development Director
(231) 398-3262

Manistee Downtown Development Authority Board Meeting Minutes – May 9, 2018

Present: Valarie Bergstrom, Tamara DePonio, Karen Goodman, Barry Lind, Tyler Leppanen, Todd Mohr, and Mayor Jim Smith

Absent: Rachel Brooks, T Eftaxiadis and Shari Wild

Others Present: Connie Tewes and Denise Blakeslee

Agenda Item	Discussion	Decision/ Recommendation
Call to Order	Meeting called to order by Barry Lind at 12:05 p.m.	
Approval of Agenda	Motion by Mohr; Second by Smith The Manistee DDA hereby approves the agenda.	Approved
Public Comment:	None	
Approval of the April 11, 2018 Regular Meeting Minutes	Tewes, the DDA CPA appeared to notify the board that she was doing additional research to correct the negative balance with the Downtown Dollars liability account and the issue with the revolving loan amortization schedule. Motion by Goodman; Second by Smith The Manistee DDA hereby approves the Regular Meeting Minutes of April 11, 2018 as presented.	Approved
Committee & Director Reports	The committee chairs and executive director did a brief review of the committee minutes included in the board packet.	
Financial Statements	Motion by Smith; Second by Goodman The Manistee DDA hereby approves the April 2018 Financial Statements including the April expenditure report. The March expenditure report that was previously excluded in error in the March 2018 board packet will be included in the June Board meeting packet for approval.	Approved
Fiscal Year 2017/2018 Amended Budget Approval	Motion by Smith; Second by Bergstrom The Manistee DDA hereby approves the amended Fiscal Year 2017/2018 Budget.	Approved Bergstrom – Aye DePonio-- Aye; Goodman – Aye; Lind—Aye Mohr – Aye Smith – Aye
C-3 Zoning Change Recommendations Approval	Motion by DePonio; Second by Mohr The Manistee DDA hereby approves the Business Development Committee recommendation to request changes to the C-3 Zoning District and that Leppanen formally request that the zoning amendment fee be waived by City Council and attend the council meeting as part of the approval process.	Approved

Manistee Downtown Development Authority Board Meeting Minutes – May 9, 2018

Adjournment

Motion by Smith; Second by Mohr

Approved

The Manistee DDA meeting adjourned at 1:30 p.m.

Signature/Date

Design Committee

Barry Lind

Jeff Reau

Denise Blakeslee

Stacie Bytwork

Colleen Kenny

Jeff Mikula

Janet Duchon

Kyle Mosher

Shari Wild

Time: 3rd Thursday of the month at 8:00am

Location: Chamber

*Indicates new members

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	Need to determine where these will be placed.
MSU SBEI Project Follow Through		Working on obtaining cost estimates for projects identified in MSU project. Committee is looking into options for the art park.
Garbage Removal		Suggested to change pick up days from Monday and Thursday to Tuesday and Friday so trash is not out over the weekend.
Update Façade Grant Process	Complete	Complete

Manistee DDA Design Committee
May 17, 2018
Chamber of Commerce
Minutes

1. Call to order – Chair

Meeting was called to order at 8 am by Barry Lind

Present: Lind, Jeff Reau, Denise Blakeslee, Colleen Kenny, Kyle Mosher, Shari Wild, Tyler Leppanen

Absent: Stacie Bytwork, Jeff Mikula

2. Approval of Agenda Kyle, Denise

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

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

4. Projects Update

a. Parking Signage

Lind updated everyone that the DDA budgeted funds for parking signs but that we will wait until a later time. Blakeslee stated that branding may be part of the Rising Tide Program and that we may be able to tie into the signage.

b. MSU Project

Leppanen updated the group that the next steps would be to get exact designs, costs, and identify how to fund the improvements. There was discussion on the Art Park.

c. Downtown Garbage

Leppanen said that he had talked to Republic about changing the dates of pick up to Tuesday and Friday. Republic would like to meet to discuss any changes. It was recommended that Leppanen meets with Republic, City Manager, and Department of Public Works Director, Mosher offered to be part of the meeting.

d. Facade Grants

Leppanen updated group on what properties are planning to apply.

5. Other Committee Projects Update

a. Landscaping Contract

Leppanen has sent the contract to Mikula for his review and we are waiting to hear back.

b. Blight Concerns

6. Old Business

a. Spring Riverwalk Walkthrough/Blighted Parcels

Walk through scheduled for Tuesday, May 22 at 7:30am. Blight walk through scheduled for June 5 at 8am.

7. New Business

a. MEDC Facade Grant

Leppanen updated the group on the requirements for the MEDC façade grant program. Discussion about which buildings to include in the program.

8. Other

a. Wild asked what we need to do to get trees on River St. Discussion of trees on River St.

9. Adjournment

Meeting adjourned at 9am.

10. Next Meeting Thursday June 21st, 8am @ Chamber.

11. Adjournment

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

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.	Complete	Event chairs were asked to provide revenue and expenses by the next committee meeting.
Reorganize Committee structure	Complete	Events are to be planned and executed by the chairs of the respective events. The Marketing and Promotions Committee will get updates from the event chairs but the meetings will be more focused on marketing.

Other: The Committee is working on a plan to have co-op advertising similar to what was done in the past.

Marketing & Promotions Meeting

16 May 2018 / 8:30 AM / FILLMORE

Attendees

Vicki Cooper, Tyler Leppanen, Cathy Lakos, Cherri K, Teresa Kieffer (Guest Speaker), Rachel Brooks, Carrie Mosher, Mary Neski

Agenda

Last Meeting Follow-up

- 1.
- 2.

Notes

- Digital Marketing Co-op/Advertising for Downtown
 - Teresa passed out a calendar with the broadcasting dates (red political windows)
 - 6 month campaign on TV & Digital; 9&10, Fox 32, CW
 - Finalizing all the data and everything on Friday, which will provide a final
 - If we are targeting second homes; target Mid October through December all the way through half of April with digital marketing in the summer and filming during the summer to provide a more picturesque view (i.e. people are around, the flower baskets are out, etc.)
 - Teresa said they are flexible and can do that, she suggested to keep the digital running the whole way through (midway through July digital) and she would have more data come August on better rates, etc.
 - The digital is very specific targeting; starts with picking your audience geographically, then age and what their interests are. Social media is her suggestion, as the demographic is still on Facebook. Enticing pop ups is an example.
 - Digital will be starting in July, with the rest of the commercials beginning mid October.
 - June 1st Teresa and Ashley will be at the Outpost for their marketing planning, Teresa said to stop by to give an example of what the process is.

- Targeted demographic from a previous meeting was 50+, Teresa mentioned the 35+ may not have the disposable income but they have the credit cards.
- 27 counties from Mt. Pleasant to Canada is 9&10s coverage, Digital can go everywhere. She can send some more specific coverage if desired.
- 2 hour drive is the key demographic, they'll be willing to go about that far for sales and shopping.
- Currently the price per person/business is 200 a month for the campaign. With more people involved the price will go down, and the DDA would pay a portion per business involved.
- Mary put forth that other merchants are most likely going to ask "why should I invest in the commercial?" because if it is a blanket commercial for just the downtown, they may not be prone to paying for it and just 'ride the coattails'. Everyone who pays the amount will get a small blurb (testimonials, small spots of their inside, etc.) of like 3 seconds.
- Teresa's goal is over 20 businesses involved in the commercial. Currently 5 or 6 are interested but still have to confirm based on Teresa's info. Rachel's first goal is to focus on primarily retail stores to be featured to show off what we have downtown for sales, the suggestion was made though to not exclude any business within the Downtown District.
- An example: Shelley has advertising from the winter months, and they actually go black during January just because the way the holidays have already fallen and people are spent from Christmas.

Action Items

- 1.

**Notes are current to 8:58 am, had to leave the meeting to open the Chamber office.*

Business Development Committee Members

Valarie Bergstrom

Tamara Deponio

Stacie Bytwork

Denise Blakeslee

Darrell Burchfield

Simone Scarpace

Tom Hinman

Kathryn Kenny

Lisa Leedy

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

Location: Chamber

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.	Fall of 2018	Need to request City to waive fee for zoning amendments, will be on second meeting in June.
Spark Manistee Business Competition	September 15	Currently accepting submissions. Two submissions have been completed. I know of two more that will be submitting.
Explore options to assist small business owners or start-ups to open their business through S.C.O.R.E. or other similar programs.		A meeting for mentors is scheduled for June 8.

Business Development Committee Meeting Minutes

Wednesday, May 30 at 8:30 a.m.

Manistee Chamber of Commerce

Committee Members Present: Simone Scarpace, Stacie Bytwork, Valarie Bergstrom, and Tyler Leppanen

Committee Members Absent: Darrell Burchfield, Tamara DePonio, Denise Blakeslee, Kathryn Kenny, Valarie Bergstrom, Lisa Leedy, Brandon Ball (resigned) and Tom Hinman

Agenda	Notes
1. Welcome & Call to Order & Approval of Minutes	Meeting called to order at 8:30 a.m.
2. Approval of Agenda	Approved as presented
3. Brief Update from other committees & Executive Director including current status of identified downtown properties and 2018 DDA Board Strategic Objectives	Tyler updated the committee on the MSU projects and reviewed the downtown new businesses and the properties available for lease, for sale and under construction (not currently available).
4. Progress of Zoning Ordinance Recommendations	The committee was updated that their recommendations has been approved by the DDA Board and we reviewed the next steps.
5. Update on SCORE (Introductory Meeting scheduled for June 8)	We reviewed the current list of attendees for the SCORE meeting scheduled for Friday, June 8 th at noon at the AES office and encouraged the committee to solicit additional possible mentors.
6. Update on Spark Manistee and Committee Next Steps	<p>http://manisteedowntown.com/spark/ September 15, 2019 from 11 a.m. – 1:00 p.m.</p> <ul style="list-style-type: none">• The committee was notified that the downtown development website has been updated including SPARK.• The SPARK title sponsor is West Shore Bank, a \$500 sponsorship from Reimer Eye and \$500 or more of services from 2 attorneys, two marketing companies, and architectural services available to the Spark winner.• A Logo is being designed as a sponsorship.• Possible locations for the event were discussed. Tyler to contact the Ramsdell Theatre.• Stacie Bytwork volunteered to have the new intern draft a press release for the event.• The committee was asked to volunteer at the event and assist with additional sponsorships.
7. Other Business	None
8. Next Meeting Date	Wednesday, June 27, 2019
9. Adjournment	Adjourned at 9:05 a.m.

Redevelopment Committee

T. Eftaxiadis

Todd Mohr

Thad Taylor

Lynda Beaton

Steve Brower

Time: 1st Monday of the month at 3pm

Location: Ramsdell Inn Lobby

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.	Eftaxiadis is working on an RFP for cost sharing conceptual architectural services.
Solicit requests for proposals for the American Cleaners property.	Complete	All environmental assessment work is completed.
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.	

TIF Committee

Barry Lind

T. Eftaxiadis

Jim Smith

Karen Goodman

Time: As needed.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2017 through June 2018

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
TIF Revenues				
248-405 · Small Taxpayer Exemption	0.00	18,000.00	-18,000.00	0.0%
248-401 · TIF Revenue	217,595.45	259,077.00	-41,481.55	83.99%
Total TIF Revenues	<u>217,595.45</u>	<u>277,077.00</u>	<u>-59,481.55</u>	<u>78.53%</u>
248-573 · Local Comm Stabilizaton Authority Share	23,230.34			
Downtown Dollars Revenue				
248-261 · Downtown Dollars Discount	-1,078.00			
Event Revenue				
248-298 · TGIF Manistee	650.00			
248-296 · Men's & Ladies Night	1,100.00	500.04	599.96	219.98%
248-295 · Frostbite Saturday Sponsorships	600.00	1,000.08	-400.08	60.0%
248-780 · Women's Wine & Chocolate Walk	4,169.09	6,300.00	-2,130.91	66.18%
248-290 · Boos, Brews & Brats	6,276.00	9,500.04	-3,224.04	66.06%
248-286 · Sleighbell Sponsorships	17,850.00	21,500.04	-3,650.04	83.02%
248-281 · Hops & Props				
248-284 · Hops & Props Sponsors	13,045.00	0.00	13,045.00	100.0%
248-281 · Hops & Props - Other	29,461.84	33,500.04	-4,038.20	87.95%
Total 248-281 · Hops & Props	<u>42,506.84</u>	<u>33,500.04</u>	<u>9,006.80</u>	<u>126.89%</u>
Total Event Revenue	<u>73,151.93</u>	<u>72,300.24</u>	<u>851.69</u>	<u>101.18%</u>
248-642 · Miscellaneous Income				
248-638 · Downtown Brochure Ads	1,750.00			
248-664 · Interest Income	472.01	99.96	372.05	472.2%
248-666 · Facebook Advertising Income	75.00			
248-642 · Miscellaneous Income - Other	200.33			
Total 248-642 · Miscellaneous Income	<u>2,497.34</u>			
Total Income	<u>315,397.06</u>	<u>349,477.20</u>	<u>-34,080.14</u>	<u>90.25%</u>
Gross Profit	<u>315,397.06</u>	<u>349,477.20</u>	<u>-34,080.14</u>	<u>90.25%</u>
Expense				
Office Related Expenses				
248-870 · Phone/Internet	4.52	0.00	4.52	100.0%
248-847 · Advertising	0.00	300.00	-300.00	0.0%
248-868 · Insurance	1,812.60	1,800.00	12.60	100.7%
248-861 · Credit Card Expense	22.56	199.92	-177.36	11.29%
248-466 · Interest Charge	13.87			
248-865 · Training-Education-Conferences	1,115.00	1,250.04	-135.04	89.2%
248-859 · Printing & Reproduction	109.56	250.08	-140.52	43.81%
248-858 · Miscellaneous-Office Related	466.72	300.00	166.72	155.57%
248-857 · Membership Dues	290.00	430.08	-140.08	67.43%
248-854 · Postage	0.00	350.04	-350.04	0.0%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2017 through June 2018

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
248-853 · Office Equipment and Supplies	429.74	1,000.08	-570.34	42.97%
248-863 · Travel	348.52	1,000.08	-651.56	34.85%
Total Office Related Expenses	4,613.09	6,880.32	-2,267.23	67.05%
Personnel Related Expense				
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-705 · Federal 941 Company Expense	4,325.41	0.00	4,325.41	100.0%
248-711 · Unemployment	133.85	0.00	133.85	100.0%
248-718 · Gross Salary - Director - Other	54,083.26	65,000.04	-10,916.78	83.21%
Total 248-718 · Gross Salary - Director	58,542.52	65,000.04	-6,457.52	90.07%
Total Gross Salary - Director	58,542.52	65,000.04	-6,457.52	90.07%
Total Personnel Related Expense	58,542.52	65,000.04	-6,457.52	90.07%
Fee Related Expenses				
248-618 · Penalties and Interest	230.66			
248-731 · Bank Service Charges	119.65			
248-904 · Annual Audit	1,750.00	1,750.08	-0.08	100.0%
248-903 · 1999 Bond Payment-Streetscape	137,475.00	140,000.04	-2,525.04	98.2%
248-902 · Legal Fees	1,075.00	1,000.08	74.92	107.49%
248-901 · Accounting	6,428.08	3,000.00	3,428.08	214.27%
Total Fee Related Expenses	147,078.39	145,750.20	1,328.19	100.91%
Design Committee Related Expense				
248-668 · MSU SBEI	5,303.32			
Riverwalk				
248-659 · Riverwalk Landscaping	18,000.00	18,000.00	0.00	100.0%
Total Riverwalk	18,000.00	18,000.00	0.00	100.0%
Hanging Baskets				
248-649 · Flowers	0.00	5,000.04	-5,000.04	0.0%
248-665 · Watering Contract	7,525.00	8,000.04	-475.04	94.06%
Total Hanging Baskets	7,525.00	13,000.08	-5,475.08	57.88%
248-653 · Holiday Decorations	9,045.75	8,000.04	1,045.71	113.07%
248-652 · Facade Grant Program	5,000.00	10,000.08	-5,000.08	50.0%
248-651 · City Maintenance in DDA	22,000.00	22,000.08	-0.08	100.0%
Total Design Committee RelatedExpense	66,874.07	71,000.28	-4,126.21	94.19%
Economic RestructuringCommittee				
248-624 · Grant Consulting	0.00	500.04	-500.04	0.0%
Biz 101 Educational Series	0.00	500.04	-500.04	0.0%
248-621 · ERCommittee Expenses	500.00			
Total Economic RestructuringCommittee	500.00	1,000.08	-500.08	50.0%
Organization Committee				
248-604 · MSDDA Website (hosting)	0.00	1,000.08	-1,000.08	0.0%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2017 through June 2018

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
248-602 · Downtown Dollars Program	205.00	900.00	-695.00	22.78%
248-600 · Main Street Program Newsletter	87.00	300.00	-213.00	29.0%
Total Organization Committee	<u>292.00</u>	<u>2,200.08</u>	<u>-1,908.08</u>	<u>13.27%</u>
Promotions Committee Expenses				
248-751 · Promotions Committee Expense				
248-749 · Facebook Business Advertising	71.34			
248-783 · TGIF Manistee	702.05			
248-855 · Advertising	3,224.00	3,100.08	123.92	104.0%
248-782 · Women's Wine & Chocolate Walk	1,433.83	4,329.00	-2,895.17	33.12%
248-775 · Boos, Brews & Brats	3,838.75	6,500.04	-2,661.29	59.06%
248-764 · Sleighbell Weekend	10,241.54	20,000.04	-9,758.50	51.21%
248-763 · Sidewalk Sales	354.00	41.67	312.33	849.53%
248-759 · Mens & Ladies Nights	844.00	300.00	544.00	281.33%
248-774 · Frostbite Saturday	961.31	660.00	301.31	145.65%
248-761 · Hops & Props on the River	26,206.69	21,500.04	4,706.65	121.89%
248-751 · Promotions Committee Expense - Ot	300.00	0.00	300.00	100.0%
Total 248-751 · Promotions Committee Expense	<u>48,177.51</u>	<u>56,430.87</u>	<u>-8,253.36</u>	<u>85.37%</u>
Total Expense	<u>326,077.58</u>	<u>348,261.87</u>	<u>-22,184.29</u>	<u>93.63%</u>
Net Ordinary Income	-10,680.52	1,215.33	-11,895.85	-878.82%
Other Income/Expense				
Prior Period Expenses	13,327.90			
Net Income	<u><u>-24,008.42</u></u>	<u><u>1,215.33</u></u>	<u><u>-25,223.75</u></u>	<u><u>-1,975.47%</u></u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN DOLLARS
BALANCE SHEET**

ASSETS	<u>May 31, 2018</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking	3,833.46
Accounts Receivable	
248-2028 · Accounts Receivable	<u>40.00</u>
TOTAL ASSETS	<u><u>3,873.46</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	<u>3,727.52</u>
Total Liabilities	<u>3,727.52</u>
Equity	
248-390 · Fund Balance	9,797.41
Net Income	<u>-9,651.47</u>
Total Equity	<u>145.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,873.46</u></u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN ACCOUNT
BALANCE SHEET**

ASSETS	<u>May 31, 2018</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	10,277.27
Total Current Assets	<u>10,277.27</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	7,917.15
Mitten Media	5,445.03
Duchon Insurance	4,744.91
Total Other Assets	<u>18,107.09</u>
TOTAL ASSETS	<u><u>28,384.36</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	33,850.01
Net Income	-5,465.65
Total Equity	<u>28,384.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>28,384.36</u></u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
GENERAL FUND
BALANCE SHEET**

ASSETS	<u>May 31, 2018</u>
Current Assets	
Checking/Savings	
248-010 · Petty Cash	1,000.00
248-008 · Money Market Account - WSB	19,283.42
248-000 · Checking - West Shore Bank	157,620.88
Total Checking/Savings	<u>177,904.30</u>
248-028 · Accounts Receivable	15,319.33
248-033 · Vogue Loan Receivable	100,000.00
12100 · Pre-Paid Expenses	1,147.50
Total Current Assets	<u>294,371.13</u>
Other Assets	
248-182 · Investment - Amer Cleaners Prop	<u>81,878.00</u>
TOTAL ASSETS	<u><u>376,249.13</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
248-202 · Accounts Payable	38.76
248-210 · Payroll Liabilities	
248-212 · Michigan Withholding	779.20
248-211 · 941 Liability	1,413.63
Total 248-210 · Payroll Liability	<u>2,192.83</u>
Unearned Revenue	<u>6,500.00</u>
Total Liabilities	<u>8,731.59</u>
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,544.99
Total 248-392 · Designated Fund Balance	<u>78,544.99</u>
248-390 · Fund Balance	297,863.85
Net Income	-8,891.30
Total Equity	<u>367,517.54</u>
TOTAL LIABILITIES & EQUITY	<u><u>376,249.13</u></u>

DOWNTOWNMANISTEE

— *michigan* —

DATE: June 8, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Adopt Fiscal Year 2018/2019 Budget

This is the same budget that was approved at the April Board meeting. The DDA Board must adopt the budget once approved by City Council according to the DDA Act.

**Manistee City
DDA 2018-2019 Proposed Budget**

	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
TIF Revenue	\$ 271,622.00	\$ 259,077.00	\$ 262,667.00
Delinquent Personal Property Taxes			
Delinquent Taxes			
Total TIF Revenue	\$ 271,622.00	\$ 259,077.00	\$ 262,667.00
Small Taxpayer Exemption on Personal Property	\$ 18,560.00	\$ 18,000.00	\$ 20,000.00
<u>Misc. Rev</u>			
Interest Income	\$ 115.00	\$ 100.00	\$ 100.00
Event Merchandise	\$ -	\$ -	\$ -
Misc. Income	\$ -	\$ -	\$ 2,000.00
Loan Application Fees	\$ -	\$ -	\$ -
Hanging Baskets Sponsors	\$ -	\$ -	\$ -
Tree Sponsors	\$ -	\$ -	\$ -
Holiday Decoration Sponsors	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -
Fund Balance	\$ -	\$ -	\$ -
Total Misc. Revenue	\$ 115.00	\$ 100.00	\$ 2,100.00
Total Revenue	\$ 290,297.00	\$ 277,177.00	\$ 284,767.00

<u>Required Expenditures</u>			
Payroll	\$ (80,655.00)	\$ 65,000.00	\$ 65,000.00
Relocation	\$ -	\$ -	\$ -
Admin	\$ -	\$ -	\$ -
Bond Payment	\$ (139,750.00)	\$ 140,000.00	\$ 140,000.00
Insurance	\$ (1,800.00)	\$ 1,800.00	\$ 1,800.00
Bank Service Charge	\$ -	\$ 100.00	\$ 100.00
Total Required	\$ (222,205.00)	\$ 206,900.00	\$ 206,900.00

<u>Office Related</u>			
Phone	\$ (1,200.00)	\$ -	\$ -
Meeting Refreshment	\$ -	\$ -	\$ -
Credit Card	\$ (200.00)	\$ 200.00	\$ 200.00
Training	\$ (500.00)	\$ 1,250.00	\$ 1,250.00
Printing & Reproduc	\$ (250.00)	\$ 250.00	\$ 250.00
Misc	\$ (300.00)	\$ 300.00	\$ 300.00
Membership due	\$ (750.00)	\$ 430.00	\$ 430.00
Advertising	\$ (300.00)	\$ 300.00	\$ 300.00
Rent	\$ (6,000.00)	\$ -	\$ -
Postage	\$ (350.00)	\$ 350.00	\$ 350.00
Office Supplies / Equip	\$ (1,500.00)	\$ 1,000.00	\$ 1,000.00
Travel	\$ (1,000.00)	\$ 1,000.00	\$ 1,000.00
Business Expo	\$ -	\$ -	\$ -
Total Office Expenditures	\$ (12,350.00)	\$ 5,080.00	\$ 5,080.00

<u>Prof. Services</u>			
Accounting		\$ 3,000.00	\$ 5,000.00

Manistee City
DDA 2018-2019 Proposed Budget

	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
TIF Plan Redevelop		\$ 500.00	\$ -
Annual Audit	\$ (1,500.00)	\$ 1,750.00	\$ 1,500.00
Local Banks (\$25,000 Loan)		\$ -	\$ -
IRP Loan Program	\$ -	\$ -	\$ -
Revolving loan Fund	\$ (250.00)	\$ -	\$ -
Legal Fees	\$ (750.00)	\$ 1,000.00	\$ 750.00
Total Professional Services	\$ (2,500.00)	\$ 6,250.00	\$ 7,250.00
<u>Maintenance</u>			
City Allocation	\$ (10,000.00)	\$ 22,000.00	\$ 22,000.00
Cross Walks	\$ -	\$ -	\$ -
Downtown Maint	\$ -	\$ -	\$ -
Total Maintenance	\$ (10,000.00)	\$ 22,000.00	\$ 22,000.00
<u>Beautification</u>			
Trees	\$ -	\$ -	\$ -
Hanging Baskets + Watering	\$ (8,000.00)	\$ 13,000.00	\$ 13,000.00
Landscaping	\$ (18,000.00)	\$ 18,000.00	\$ 18,000.00
Holiday Decorations	\$ (10,000.00)	\$ 8,000.00	\$ 8,000.00
Façade Grant	\$ (8,000.00)	\$ 10,000.00	\$ 10,000.00
Flowers	\$ -	\$ -	\$ -
Total Beautification	\$ (44,000.00)	\$ 49,000.00	\$ 49,000.00
<u>Projects</u>			
Loop Signage		\$ -	\$ -
Parking Signage	-	-	\$ 800.00
Downtown Map	-	-	\$ 2,000.00
Window Wraps	\$ (3,000.00)	\$ -	\$ -
Historic Tour Plaques			
Redevelopment Liquor Licenses	\$ (375.00)		
Marketing & Incentivizing Residential Space	\$ (500.00)		
Revitalize LLC Contract		\$ 500.00	
Educational Series	\$ (500.00)	\$ 500.00	\$ -
Recruitment Team	\$ (1,000.00)	\$ -	\$ -
Business Assistance - other			
Property Acquisitions	\$ -	\$ -	\$ -
Contribution Farmer's Market	\$ -	\$ -	\$ -
Downtown Dollars	\$ (900.00)	\$ 900.00	\$ 400.00
Total Projects	\$ (6,275.00)	\$ 1,900.00	\$ 3,200.00
<u>Volunteers</u>			
Volunteer Appreciation	\$ 1,000.00		\$ -
Volunteer Recruitment	\$ -	\$ -	\$ -
Total Volunteer Expenditures	\$ 1,000.00	\$ -	\$ -
<u>Advertising</u>			
Revenue Co-Op	\$ -	\$ -	\$ -
Promo Expense Pass Through	\$ -	\$ -	\$ -

Manistee City
DDA 2018-2019 Proposed Budget

	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
Co-Op Advertising	\$ -	\$ -	\$ -
Database	\$ -	\$ -	\$ -
Promotions PSA's	\$ -	\$ -	\$ -
PR	\$ -	\$ -	\$ -
Advertising	\$ (4,000.00)	\$ 3,100.00	\$ 7,500.00
Newsletter + Mailing	\$ (1,300.00)	\$ 300.00	\$ 300.00
Retainer for Rightside Design (promotions)	\$ (5,000.00)	-	\$ -
Website Redevelopment	\$ (500.00)	\$ 1,000.00	\$ -
MSDDA Website (hosting)	\$ (100.00)	\$ -	\$ -
Downtown brochure	\$ -		\$ -
Total Advertising	\$ (10,900.00)	\$ 4,400.00	\$ 7,800.00
Total Expenditures	\$ (307,230.00)	\$ 295,530.00	\$ 301,230.00
Income/Loss before Events	\$ (16,933.00)	\$ (18,353.00)	\$ (16,463.00)
Events			
Wine & Chocolate Walk Rev	\$ 8,500.00	\$ 6,300.00	\$ 6,300.00
Wine & Chocolate Walk Exp	\$ (5,700.00)	\$ (4,329.00)	\$ (4,300.00)
	\$ 2,800.00	\$ 1,971.00	\$ 2,000.00
Frostbite Sponsorships	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
Frostbite Saturday Exp	\$ (2,500.00)	\$ (660.00)	\$ (1,000.00)
	\$ (1,000.00)	\$ 340.00	\$ -
Side Walk Sales Rev	\$ -	\$ -	\$ -
Sidewalk Sales Exp	\$ (500.00)	\$ (500.00)	\$ (500.00)
	\$ (500.00)	\$ (500.00)	\$ (500.00)
Hops & Props Rev	\$ 33,000.00	\$ 33,500.00	\$ 33,500.00
Hops & Props Exp	\$ (25,000.00)	\$ (21,500.00)	\$ (21,500.00)
	\$ 8,000.00	\$ 12,000.00	\$ 12,000.00
Boos, Brews & Brats Rev	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00
Boos, Brews & Brats Exp	\$ (6,500.00)	\$ (6,500.00)	\$ (6,500.00)
	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Sleighbell Weekend Rev	\$ 21,500.00	\$ 21,500.00	\$ 21,500.00
Sleighbell Weekend Exp	\$ (20,000.00)	\$ (20,000.00)	\$ (21,500.00)
	\$ 1,500.00	\$ 1,500.00	\$ -
TGIF Manistee Rev	-	\$ 650.00	\$ 5,000.00
TGIF Manistee Exp	-	\$ (700.00)	\$ (5,000.00)
	\$ -	\$ (50.00)	\$ -
Men's & Ladies Night Rev	\$ (1,700.00)	\$ 500.00	\$ 1,100.00
Men's & Ladies Night Exp	\$ -	\$ (300.00)	\$ (1,100.00)
Other Event	\$ (1,700.00)	\$ 200.00	\$ -

Manistee City
DDA 2018-2019 Proposed Budget

	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
Event Income/(Loss)	\$ 12,100.00	\$ 18,461.00	\$ 16,500.00
Total Income/(Loss)	\$ (4,833.00)	\$ 108.00	\$ 37.00

DOWNTOWNMANISTEE

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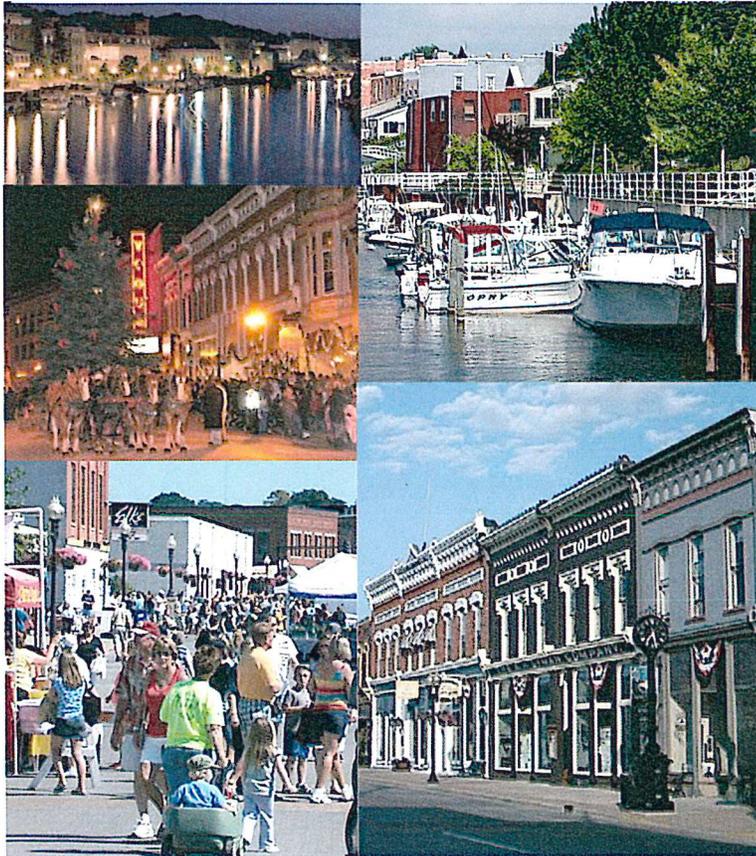
DATE: June 8, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: TIF Plan

After the last TIF Committee meeting, the TIF committee decided to have the DDA Board approve the draft TIF Plan and have it placed on a City Council Work Session to begin discussing priorities of the TIF Plan with City Council. This would still be a draft as it may change once there is dialogue with the City Council.

DOWNTOWNMANISTEE

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Amended and Restated Development Plan and Tax Increment Financing Plan



City of Manistee
Manistee County, Michigan
Manistee Downtown Development Authority

Adopted

DATE

DOWNTOWNMANISTEE
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City of Manistee
Manistee County, Michigan
Downtown Development Authority

AMENDED and RESTATED
DEVELOPMENT PLAN and TAX INCREMENT FINANCING PLAN

Adopted XX-XX-XXXX

City Council

James Smith, Mayor
Roger Zielinski, Mayor Pro-Tem
Mark Wittleff
Lynda Beaton
Chip Coodspeed
Erin Pontiac
Dale Cooper

Thad Taylor, City Manager
Edward Bradford, Chief Financial Officer

Manistee Downtown Development Authority

Rachel Brooks, Chair
Barry Lind, Vice-Chair
Valerie Bergstrom, Treasurer
Tamara Deponio
T. Eftaxiadis
Jackie Gielczyk
Karen Goodman
Todd Mohr
James Smith

Tyler Leppanen, Executive Director

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EXHIBITS and ADOPTION DOCUMENTATION

- Notice of Public Hearing Advertisement
- Letters to affected Property Owners regarding the Public Hearing
- City Council Public Hearing Meeting Minutes XX-XX-2017
- City Council Meeting Minutes Adopting Ordinance Amendment XX-XX-2017
- DDA Property Owner Listing

BACKGROUND AND PURPOSE

Purpose Of The Downtown Development Authority Act

Act 197 of Public Acts of 1975 of the State of Michigan as amended, commonly referred to as the Downtown Development Authority Act, was created in part to correct and prevent deterioration of business districts; to promote economic growth and revitalization; to encourage historic preservation; to authorize the acquisition and disposal of interests in real and personal property; to authorize the creation of the authority; to authorize the levy and collection of taxes, the issuance of bonds and the use of tax increment financing in the accomplishment of specific downtown development activities contained in locally-adopted development plans.

The Act seeks to attack problems of urban decline, strengthen existing areas and encourage new private developments in the downtown districts of Michigan communities. It seeks to accomplish this goal by providing communities with the necessary legal, monetary and organizational tools to revitalize downtown districts either through public-initiated projects or in concert with privately motivated development projects. The manner in which downtown development authorities chose to make use of these tools does, of course, depend on the problems and opportunities facing each particular downtown district and the development priorities sought by the community in the revitalization of its business area.

Creation of the Manistee Downtown Development Authority

On April 2, 1985, the City of Manistee adopted an ordinance to add Chapter 282 to its Code of Ordinances, which established the Manistee Downtown Development Authority ("DDA"). A copy of this Ordinance is included under Exhibit 1 and can be found on the City's web site under the "Codified Ordinances" Administrative Section – Downtown Development Authority. The Authority was given all of the powers and duties prescribed for a downtown development authority pursuant to the Act.

Basis For The Development Plan and Tax Increment Financing Plan

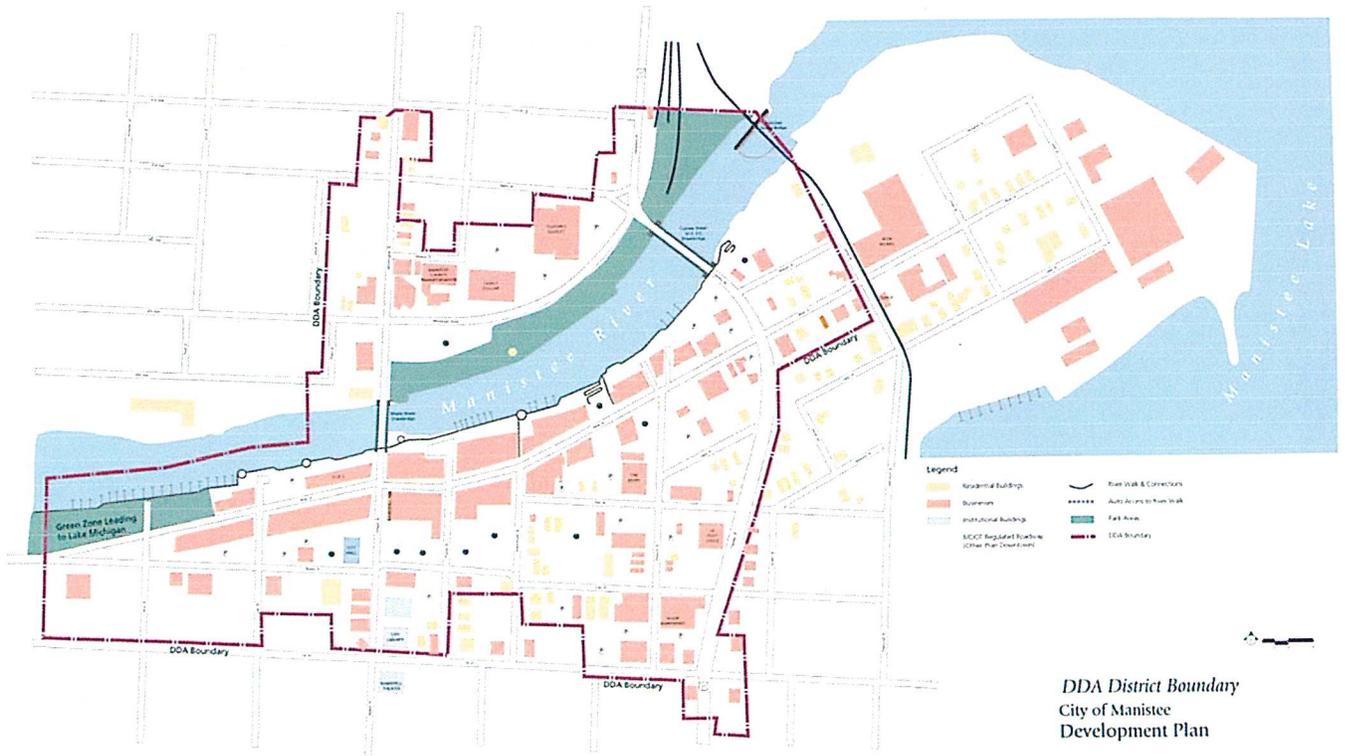
Act 197 of Public Acts of 1975, the Downtown Development Authority Act ("Act 197"), provides the legal mechanism for local officials to address the need for economic development in the central business district. In the City of Manistee, the DDA district incorporates the commercial and residential properties on both side of the Manistee River between the railroad swing bridge just east of US-31 to the Maple Street Drawbridge. Refer to Map 1: Downtown Development Authority District for a more detailed depiction of the properties within the DDA district.

The initial Development Plan and Tax Increment Financing Plan was adopted on April 2, 1985 (unnumbered ordinance), and amended on March 30, 1989 (unnumbered ordinance) and September 16, 2008 (Ordinance 08-07).

For purposes of designating a development plan district and for establishing a tax increment financing plan, the Act refers to a "downtown district" as being in a business district that is specifically designated by ordinance of the governing body of the municipality and a "business district" as being an area in the downtown of a municipality zoned and used principally for business. Tax increment financing can be used to provide the necessary funds for project implementation. By definition, a tax increment financing plan seeks to capitalize on and make use of the increased tax base created by economic development within the boundaries of a downtown district. The legal basis of support for the Development and Tax Increment Financing Plan is identified in Act 197. Since 1985, the Manistee DDA has utilized tax increment financing to implement variety of capital improvement projects within the downtown development district.

1. GENERAL DEVELOPMENT PLAN FOR THE MANISTEE DDA

The need for establishing the Manistee Downtown Development Authority District (referred to as "DDA District") is founded on the basis that the future success of Manistee's efforts to revitalize its commercial area will depend, in large measure, on the readiness and ability of its public corporate entity to initiate public improvements that strengthen the commercial area, and to encourage and participate where feasible in the development of new private uses that clearly demonstrate the creation of new jobs, the attraction of new business, and the generation of additional tax revenues. Map 1 shows the geographic limits of the Manistee Downtown Development Authority effective as of April 2, 1985. The development area and tax increment financing plan boundary is equal to the geographic limits of the Downtown Development Authority District



Map 1

City of Manistee
DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT

2A. Location and Extent of Existing Streets and other Public Facilities within the Development Area; Location, Character and Extent of Existing Public and Private Land Uses.

Due to the Manistee River the two primary north-south corridors through the DDA Development Area are US-31 (Cypress Street) and Washington (north of the river) / Maple (south of the river). Both of these streets have drawbridges to allow Great Lakes freighters access to Manistee Lake and Lake Michigan. East – west corridors through the Development Area include River Street (downtown’s main street) and 1st Street due to offsetting streets through the commercial and residential neighborhoods south of the Manistee River.

The development area is fully serviced with municipal water, sanitary sewer and storm sewer facilities, as well as electrical and gas services.

Existing land uses within the Development Area are comprised of public and private uses. These land uses include retail businesses, offices, parking, churches, and residential properties. Collectively, these land uses create a mixed-use and walkable downtown and business district.

2B. Existing Public and Private Land Uses within the Development Area.

Public Land Uses

City of Manistee City Hall, Manistee County Library and U.S. Post Office are within the boundaries of the Manistee DDA District. Veterans Park which is along the north bank of the Manistee River between US-31 and Washington Street provides an open pavilion for summer entertainment venues and the Manistee Municipal Marina is located on River Street just west of Oak Street. Lastly, there are number of public parking lots in the DDA Development Area with many located on the south side of the district behind buildings on the south side of River Street.

Private Land Uses

- A. Residential – There are various residential, primarily single family homes, located within the DDA district.
- B. Commercial - The majority of property within the DDA district and Development Area consists of commercial property. These commercial uses include professional, retail, banking, and service businesses.
- C. Industrial - There are no current industrial uses within the Downtown Development Authority district or Development Area boundaries, however, there are several sites that may have contained industrial-related businesses at one time and would be considered “brownfields.”

Recreational Uses

Recreational uses within the development area consist of the Veteran Park located along Memorial Drive on the north side of the Manistee River and Manistee Municipal Marina located on River Street on the south side of the Manistee River. Although not considered a recreational park the Manistee River riverwalk along the south bank of the Manistee River provides pedestrian access to the river, as well as, adjacent businesses.

Quasi-Public Uses

Quasi-public uses within the DDA District, DDA Development and TIF Plan Boundary include the Council on Aging.

Educational Uses

There are currently no educational uses in the Development Area.

Vacant Land

There are several parcels of property that may be classified as vacant or underutilized along Mason Street, and on the block bordered by Fifth Avenue to the South, Third Avenue to the North, Short Street to the West and Washinton to the East,

3. Location and Extent of Proposed Public and Private Land Uses.

Proposed public projects include modifications to Veteran's Park and a future North Riverwalk. Private uses which are dependent on real estate market conditions include redevelopment of the parcels from above.

4. Legal Description of the Development Area

The DDA shall exercise its powers and duties within the downtown development district, being specifically described as follows:

Filer and Tyson's Addition, Block 7, except Lots 5, 6 and 7. Delo's Filer Subdivision, Block 6. All of Green and Milmoie's Addition. All of George Willard Addition. Holden and Green Addition, Block 1, 2, 3, 6 and 7. Filer and Smith Addition, Block 7 and 8, Lots 3, 4, 5, 6, 7, 8, 9, 12 and 13, except Lots 9, 10, 11 and 12, Block 13. Filer and Smith Addition, Blocks 11, Lots 3, 4, 5, 6, 12, 11, 10 and part of Lot 9. Metes and bounds, part of gov't. Lot 2, Sec. 12. Filer and Smith Addition, Block 6, Lots 1, 2, 3, 4, 5 and 6. M. S. Tyson and Co. New Addition, Lots 1 through 7. Filer and Smith Addition, Block 1. Filer and Smith Addition, Block 14, Lots 5, 6, 11 and 12 and part of Lots 4, 10, 9 and Lot 8. Englemann's Addition, Block 8, Lots 1 and 19. Englemann's Addition, Block 9, except Lots 9 through 14. Englemann's Addition, Blocks 10 and 16. Englemann's Addition, Block 14, Lots 1, 2, 3 and 4. Englemann's Addition, Block 15, Lots 1, 2, 3 and 4. Metes and bounds, Lot 5, Sec. 12. Ramsdell and Benedicts Addition, Block 3, Lots 1, 2, and 3. Ramsdell and Benedicts Addition, Block 5. Filer and Smith Addition, part of Res., Lots 7, 6 and 8. Smith St. to Division St. and River St. to the middle of River. Metes and bounds, Section 12. Metes and bounds, part of gov't. Lot 1, Sec. 11, between Short St. and Washington St. and Fifth Ave. and River St. M. S. Tyson's Addition, Lot 1, Block 3; excepting therefrom Lot 1, Block 14, and Lots 3 and 4, Block 15, Englemann's Addition, to the City. ¹

5. The Location, Extent, Character and Estimated Cost of Improvements including Rehabilitation for the Development Area.

The section below outlines the project name, description and estimated cost for those projects identified by the DDA Board.

Description of Projects and Cost Estimates:

Riverwalk

The Riverwalk is not currently meeting its capacity to draw visitors to the area. The Riverwalk could be a destination and driving factor for the business district with the scenic walks near the Manistee River leading to Lake Michigan. In order for the Riverwalk to become a destination feature, businesses on the Northside of River St must have a riverside orientation. More activities and business orientation to the river will draw on the natural resources of the area to make Downtown Manistee more desirable. It is assumed that maintenance and repair of the Riverwalk are functions of the City.

Description	Sources	
	DDA	Other/Private
A study and conceptual plans for the riverside of businesses	\$15,000	
Façade and Deck grants (Based on \$30,000 for each building with River frontage.	\$510,000	\$1,530,000
Connections, lighting and signage to Riverwalk	\$100,000	
Dock creation or repairs	\$100,000	\$300,000
Sub-Total	\$725,000	\$1,830,000
Total	\$2,555,000	

Improve Gateway to Downtown

According to MDOT 2015 Annual Average Daily Traffic report, nearly 16,000 people pass through this intersection every day. The image that this intersection portrays greatly affects the impression people have of Manistee. It is vital to the future success of the business district to improve this intersection.

Description	Sources	
	DDA	Other/Private
Feasibility Study	\$25,000	
283/285 River St (American Cleaners)	\$160,000	\$2,833,333
21 Cypress (Gas Station)	\$160,000	\$2,833,333
284 River St (House of Flavors)	\$160,000	\$2,833,333
Sub-Total	\$505,000	\$8,500,000
Total	\$9,005,000	

Streetscape

The streetscape needs to be improved and enhanced to last an additional 20 years. Improving pedestrian traffic flows, aesthetics, providing 21st century amenities, and managing parking, specifically on River St is important to offering a quality environment for businesses to be successful.

Description	Sources	
	DDA	Other
Improve and enhance sidewalks, add bump outs and accentuate crosswalks.		
Repair deteriorated sidewalks, paint garbage cans, light posts, etc.		
Conversion of lamp luminaires and ballast from high pressure sodium (HPS) to light emitting diode (LED).		
Add sound system to downtown		
Add public wifi to downtown		
Add trees to the streetscape		
Provide parking management		
Total	\$1,950,000	
Continuation of amount allocated for hanging baskets and holiday decorations	\$800,000 (Based on current annual costs with adjustments for inflation)	
Landscaping and Maintenance	\$360,000	
Flower, Boxes, Snow Removal of sidewalks	\$440,000	
Sub-Total	\$3,550,000	\$0
Total	\$3,550,000	

Other Redevelopment Projects

Over the course of this development plan there are a number of large properties that will take significant resources to redevelop. Additionally, the east side of the district contains most of the available parking. By creating parking on Water St on the west end of the district that would effectively address parking concerns and eliminate blight.

Description	Sources	
	DDA	Other
North Corridor Village		
Feasibility Study	\$15,000	
Construction Implementation	\$70,000	\$22,000,000
Westside Parking Lot		
Acquire and create parking at 445 Water St.	\$200,000	
400 River St (Former Glik's)	\$350,000	\$8,000,000
147 Washington (Hotel Northern)	\$85,000	\$2,000,000
453 River St	\$65,000	\$1,500,000

Sub-Total		\$785,000	\$33,500,000
Total		\$34,285,000	

Programs

The façade program enhances the streetscape by incentivizing property owners to invest in their buildings. A future program to incentivize property owners to create and improve residential units in the upper stories of buildings will improve the cash flow in properties and allow the owners to continue maintenance and investment in their properties. Both programs provide a great rate of return on investment into the district.

Description	Sources	
	DDA	Other
Façade (Based on \$50,000 annual allocation)	\$1,000,000	\$2,000,000
Local Rental Rehab (Based on average cost of \$100,000 per unit with DDA contributing 10% and the potential creation of 50 units).	\$500,000	\$5,000,000
Sub-Total	\$1,500,000	\$7,000,000
Total	\$8,500,000	

Administrative and Operational

Description	Sources	
	DDA	Other
Staffing	\$1,600,000	
Office	\$480,000	
Marketing & Promotions (The DDA plans to continue the practice of obtaining sponsors for events and marketing)	\$150,000	
Sub-Total	\$2,230,000	
Total	\$2,230,000	

Other

Description	Sources	
	DDA	Other
Branding and Market Study	\$50,000	
Improve Farmers Market	\$200,000	
Parking Management	\$100,000	
Sub-Total	\$350,000	
Total	\$350,000	

Note: *The scope and cost of the project may vary depending on the final design of each component. Project descriptions reflect the overall scope of the projects envisioned by the Manistee DDA. The DDA recognizes that market forces, private investment, future public-private partnerships, and legislative amendments may result in changes to the final design and cost, consistent with overall concepts embodied in this Development Plan and Tax Increment Financing Plan.*

6. Parts of the Development Area to be Left as Open Space and Contemplated Use.

In reference to the public improvements outlined, open space within the DDA district and Development Area will be confined to right-of-ways, plazas, and parks within the District. Existing park property in the DDA district and Development Area will remain as open space.

7. Portions of the Development Area which the Authority Desires to Sell, Donate, Exchange, or Lease to or From the Municipality and the Proposed Terms.

8. Desired Zoning Changes and Changes in Streets, Street Levels, Intersections and Utilities.

The Development Plan proposes no zoning changes proposed within the Development Area. The current zoning of commercial and office accommodates existing and future land uses in the subject area.

9. An Estimate of the Cost of the Development, Proposed Method of Financing and Ability of the Authority to Arrange the Financing.

Financing for the public improvement projects outlined in Section 5 would be provided through funds generated by the Tax Increment Financing Plan induced by annual increases in property valuations within the Development Area. The amount of the funding will be predicated on the stability of the taxable valuation base of the downtown area and the extent of new future redevelopment and rehabilitation projects. Sources of funding may include tax increment revenues on a "pay-as-you-go" basis, the issuance of bonds by the DDA or City and other sources approved by the City in accordance with the Act 197.

10. Designation of Person or Persons, Natural or Corporate, to whom all or a portion of the Development is to be Leased, Sold, or Conveyed in any manner and for whose benefit the Project is being undertaken if that information is available to the Authority.

The public improvements undertaken pursuant to this Development Plan will remain in public ownership for the public benefit.

11. The Procedures for Bidding for the Leasing, Purchasing, or Conveying of all or a portion of the Development upon its completion, if there is no expressed or implied Agreement between the Authority and Persons, Natural or Corporate, that all or a portion of the Development will be Leased, Sold, or Conveyed to those Persons.

At present there are no agreements for property conveyance between the City of Manistee, Manistee DDA or any person(s), natural or corporation. The Development Plan utilizes a voluntary acquisition strategy to acquire property within the Development Area. Acquisition of such property would be on a negotiated basis between the Downtown Development Authority and the interested party.

Any such sale, lease or exchange shall be conducted by the DDA pursuant to requirements specified in Act 197 with the consent of the City Council. If needed, more detailed procedures will be developed prior to the transactions, in accordance with applicable city policy and Michigan state law.

12. Estimates of the Number of Persons residing in the Development Area and the Number of Families and Individuals to be Displaced.

Based upon a review of the properties within the DDA district and Development Area in it is estimated that there are more than 100 individuals who reside within the Development Area. The Development Plan does not require the acquisition and clearance of occupied residential property or the displacement of individuals and families within the DDA district and Development Area.

13. A Plan for Establishing Priority for the Relocation of Persons Displaced by the Development in any New Housing in the Development Area.

The Development Plan does not require the acquisition and clearance of occupied residential property or the displacement of individuals and families. As a result, a plan for compliance Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 is not addressed.

14. Provision for the Costs of Relocating Persons Displaced by the Development, and Financial Assistance and Reimbursement of Expenses, including Litigation expenses and expenses incident to the Transfer of Title in accordance with the Standards and Provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

The Development Plan does not require the acquisition and clearance of occupied residential property or the displacement of individuals and families. As a result, a plan for compliance Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 is not addressed.

15. A Plan for compliance with Act 227 of the Public Acts of 1972.

Act 227 of Public Acts of 1972 is an Act to provide financial assistance; advisory services and reimbursement of certain expenses to persons displaced from real property or deprived of certain rights in real property. This Act requires procedures and policies comparable to the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Because the Development Plan does not require the acquisition of property and displacement of persons a plan for compliance with Act 227 is not addressed.

TAX INCREMENT FINANCING PLAN

1. Definitions as Used in This Plan.

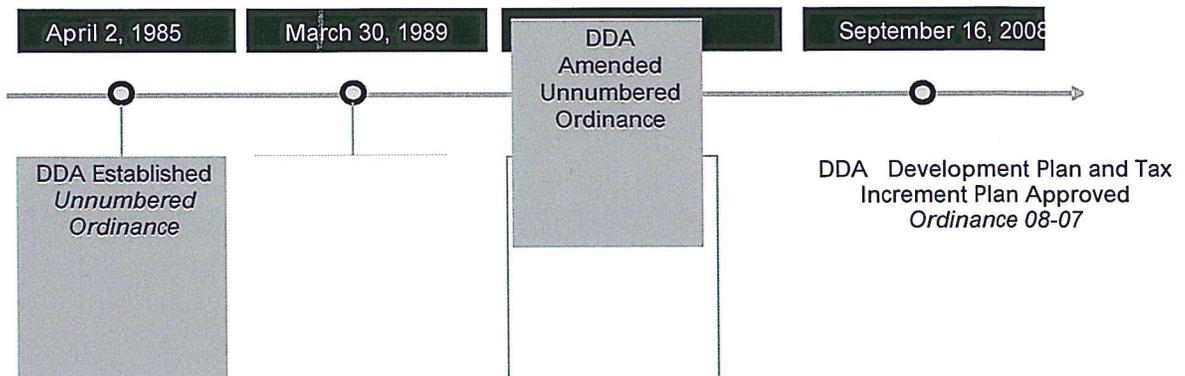
- a. "Captured assessed value" means the amount in any 1 year by which the current assessed value of the project area, including the assessed value of property for which specific local taxes are paid in lieu of property taxes as determined in subdivision (c), exceeds the initial assessed value. The state tax commission shall prescribe the method for calculating captured assessed value.
- b. "Assessed value" means the assessed value, as equalized, as follows:
 - (i) For valuations made before January 1, 1995, the state equalized valuation as determined under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155.
 - (ii) For valuations made after December 31, 1994, the taxable value as determined under section 27a of the general property tax 15 act, 1893 PA 206, MCL 211.27a.
- c. "Initial assessed value" means the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the resolution is adopted. Property exempt from taxation at the time of the determination of the initial assessed value shall be included as zero. For the purpose of determining initial assessed value, property for which a specific local tax is paid in lieu of a property tax shall not be considered to be property that is exempt from taxation. The initial assessed value of property for which a specific local tax was paid in lieu of a property tax shall be determined as provided in subdivision d.
- d. "Specific local tax" means a tax levied under 1974 PA 198, MCL 207.551 to 207.572, the commercial redevelopment act, 1978 PA 255, MCL 207.651 to 207.668, the technology park development act, 1984 PA 385, MCL 207.701 To 207.718, Section 5 of the State Essential Services Assessment Act, 2014 PA 92, MCL 14 211.1055, Section 5 Of The Alternative State Essential Services 15 Assessment Act, 2014 PA 93, MCL 211.1075, and 1953 PA 189, MCL 211.181 to 211.182.. The initial assessed value or current assessed value of property subject to a specific local tax shall be the quotient of the specific local tax paid divided by the ad valorem millage rate. However, after 1993, the state tax commission shall prescribe the method for calculating the initial assessed value and current assessed value of property for which a specific local tax was paid in lieu of a property tax.
- d. "Tax increment revenues" means the amount of ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions upon the captured assessed value of real and personal property in the development area, subject to the following requirements:
 - (i) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions other than the state pursuant to the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts upon the captured assessed value of real and personal property in the development area for any purpose authorized by this act.
 - (ii) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of the state pursuant to the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts upon the captured assessed value of real and personal property in the development area in an amount equal to the amount necessary, without regard to subparagraph (i), to repay eligible advances, eligible obligations, and other protected obligations.
 - (iii) Tax increment revenues do not include any of the following:
 - (A) Ad valorem property taxes attributable either to a portion of the captured assessed value shared with taxing jurisdictions within the jurisdictional area of the authority or to a portion

- of value of property that may be excluded from captured assessed value or specific local taxes attributable to such ad valorem property taxes.
- (B) Ad valorem property taxes excluded by the tax increment financing plan of the authority from the determination of the amount of tax increment revenues to be transmitted to the authority or specific local taxes attributable to such ad valorem property taxes.
 - (C) Ad valorem property taxes exempted from capture under section 3(3) or specific local taxes attributable to such ad valorem property taxes.
 - (D) Ad valorem property taxes levied under 1 or more of the following or specific local taxes attributable to those ad valorem property taxes:) The zoological authorities act, 2008 PA 49, MCL 123.1161 to 123.1183, and the Art Institute Authorities Act, 2010 PA 296, MCL 123.1201 to 123.1229.
- (iv) The amount of tax increment revenues authorized to be included under subparagraph (ii) or (v), and required to be transmitted to the authority under section 14(1), from ad valorem property taxes and specific local taxes attributable to the application of the levy of the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, a local school district or an intermediate school district upon the captured assessed value of real and personal property in a development area shall be determined separately for the levy by the state, each school district, and each intermediate school district as the product of sub-subparagraphs (A) and (B):
- (A) The percentage that the total ad valorem taxes and specific local taxes available for distribution by law to the state, local school district, or intermediate school district, respectively, bears to the aggregate amount of ad valorem millage taxes and specific taxes available for distribution by law to the state, each local school district, and each intermediate school district.
 - (B) The maximum amount of ad valorem property taxes and specific local taxes considered tax increment revenues under subparagraph (ii) or (v).

2. Purpose of the Tax Increment Financing Plan

The Manistee Downtown Development District, was created on April 2, 1985, and was established because the downtown area experienced notable property value deterioration. In order to halt property tax value deterioration, increase property tax valuations and facilitate the overall economic growth of its business district, it is deemed to be beneficial and necessary to create and provide for the operation of a downtown development authority in the City under the provisions of Act 197 Public Acts of Michigan, 1975 as amended (the "Act"). On March 30, 1989, March 30, 1989, and September 16, 2008 there were amendments to Downtown Development District as well as the Development Plan and Tax Increment Financing Plan.

The Authority has determined that the extension, or amended and restated tax increment financing plan, is necessary for the achievement of the purposes of the Act and it is authorized to prepare and submit said plan to the governing body. The Tax Increment Financing Plan (the "Plan"), set forth herein includes the Development Plan, a detailed explanation of the tax increment procedure, the maximum amount of bonded indebtedness to be incurred, the duration of the program, the impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located and a statement of the portion of the captured assessed value to be used by the Authority.



3. Explanation of the Tax Increment Procedure

The theory of tax increment financing holds that investment in necessary capital improvements in a designated area within a municipality will result in greater property tax revenues from that area than would otherwise occur if no special development were undertaken. This section is intended to explain the tax increment procedure.

- a. In order to provide a Downtown Development Authority with the means of financing development proposals, the Act affords the opportunity to undertake tax increment financing of development programs. These programs must be identified in a tax increment financing plan, which has been approved by the governing body of a municipality. Tax increment financing permits the Authority to capture incremental tax revenues attributable to increases in value of real and personal property located within an approved development area. The increases in property value may be attributable to new construction, rehabilitation, remodeling, alterations, additions or any other factors that cause growth in value.
- b. At the time the resolution or ordinance establishing a tax increment financing plan is adopted, the sum of the most recently taxable values, as equalized, of those taxable properties located within the development area is established as the "Initial Taxable Value" (the "ITV"). Property exempt from taxation at the time of determination of the Initial Taxable value is included as zero. In each subsequent year, the total real and personal property within the district, including abated property on separate rolls, is established as the "Current Taxable value."
- c. The amount by which the total taxable value exceeds the ITV is the Captured Taxable Value (the "CTV"). During the period in which a tax increment financing plan is in effect, local taxing jurisdictions continue to receive ad valorem taxes based on the ITV. Property taxes paid on a predetermined portion of the CTV in years subsequent to the adoption of tax increment financing plan, however, are payable to an authority for the purposes established in the tax increment financing plan.

4. Taxing Jurisdiction Agreements.

Tax increment revenues for the Downtown Development Authority result from the application of the general tax rates of the incorporated municipalities and all other political subdivisions which levy taxes in the development area to the captured assessed value. Since the Plan may provide for the use of all or part of the captured tax increment revenue, the DDA may enter into agreements with any of the taxing units to share a portion of the revenue of the District. Should the Authority find it necessary to use all of the captured revenue, it shall be clearly stated in this plan.

The Authority intends to utilize all captured revenue as referenced in Table 3, from the District until the projects addressed in the Development Plan are completed and until any bonded indebtedness is paid.

5. Property Valuations and Captured Revenue.

The property valuation on which tax increment revenues will be captured is the difference between the Initial Taxable Valuation and the Current Taxable Valuation. The purpose of this section is to set forth the Initial Taxable Valuation, the projected Captured Taxable Valuation and the anticipated increment revenues to be received by the Authority from the local taxing jurisdictions including the City of Manistee, Manistee County, Manistee County Library, West Shore Community College, and any other authorities or special tax districts that may be eligible to levy property taxes within the boundaries of the Downtown Development Authority, herein collectively referred to as the "Local Taxing Jurisdictions."

- a. The Initial Taxable Valuation is established based on the 1985 state equalized valuations on real and personal property and on all non-exempt parcels within that portion of the Development Area as of December 31, 1984 finalized in May 1985. The Initial Taxable Valuation of the Authority for the 1985 district is outlined below:

Base Taxable Real and Personal Property Valuations

City of Manistee	1986 Taxable (12-31-1985)
Base State Equalized Valuation Used in Forecast	\$6,062,379

- b. The anticipated Captured Assessed Value is equivalent to the annual total assessed value within the Development Area boundaries less the Initial Assessed Value as described above. The tax increment revenues are then the product of all millages levied by all taxing units in the Development Area on the CAV. The CAV is projected based on a number of factors including historical growth patterns, recent construction trends, economic indicators and the impact of certain development projects anticipated to be undertaken by the Downtown Development Authority. Since the enactment of Proposal A in 1994 the Consumers Price Index (CPI), which is the basis for taxable valuation adjustments, has averaged 2.4%. For projection purposes, the taxable growth is estimated to grow by 0.68% in 2018-19 and then stabilize at fairly low growth increases with flat rate of 1.00% for years 2019-2040. These rates are less than the average CPI increase of 2.4% since the enactment of Proposal A in 1994. Growth rates do not include taxable valuation resulting from new construction, redevelopment, or the conversion of tax-exempt properties to taxable parcels. In addition, the forecast does not include personal property taxes which may be subject to capture by the DDA but the amount will be dependent on the implementation of the state wide ballot initiative passed in August 2014.

Table 1
Forecast Taxable Valuation Growth Rate

Fiscal	Year	growth rates	
		District	
2018	- 19	.68%	-
2019	- 20	1.00%	
2020	- 21	1.00%	
2021	- 22	1.00%	
2022	- 23	1.00%	
2023	- 39	1.00%	

A more detailed depiction of the Captured Taxable Valuations can be found in Table 2.

- c. The Authority will receive that portion of the tax levy of all taxing jurisdictions paid each year on the Captured Assessed Value of the eligible property included in the Development Area. The Authority may use the revenues for any legal purpose as is established under the Act including the payment of principal and interest on bonds.

Table 2

Anticipated Captured Taxable Valuation						
Fiscal Year Jan- Dec	Tax Roll Date	Initial Base	Adjusted Valuation	Annual growth	Taxable growth	Captured value
87-88	12/31/1986	\$6,062,379				
18-19	12/31/2017		\$15,669,335.00	0.68%	\$106,551.48	\$8,547,053.00
19-20	12/31/2018		\$15,826,028.35	1.00%	\$156,693.35	\$8,632,523.53
20-21	12/31/2019		\$15,984,288.63	1.00%	\$158,260.28	\$8,718,848.77
21-22	12/31/2020		\$16,144,131.52	1.00%	\$159,842.89	\$8,806,037.25
22-23	12/31/2021		\$16,305,572.84	1.00%	\$161,441.32	\$8,894,097.63
23-24	12/31/2022		\$16,468,628.56	1.00%	\$163,055.73	\$8,983,038.60
24-25	12/31/2023		\$16,633,314.85	1.00%	\$164,686.29	\$9,072,868.99
25-26	12/31/2024		\$16,799,648.00	1.00%	\$166,333.15	\$9,163,597.68
26-27	12/31/2025		\$16,967,644.48	1.00%	\$167,996.48	\$9,255,233.65
27-28	12/31/2026		\$17,137,320.92	1.00%	\$169,676.44	\$9,347,785.99
28-29	12/31/2027		\$17,308,694.13	1.00%	\$171,373.21	\$9,441,263.85
29-30	12/31/2028		\$17,481,781.07	1.00%	\$173,086.94	\$9,535,676.49
30-31	12/31/2029		\$17,656,598.88	1.00%	\$174,817.81	\$9,631,033.25
31-32	12/31/2030		\$17,833,164.87	1.00%	\$176,565.99	\$9,727,343.59
32-33	12/31/2031		\$18,011,496.52	1.00%	\$178,331.65	\$9,824,617.02
33-34	12/31/2032		\$18,191,611.49	1.00%	\$180,114.97	\$9,922,863.19
34-35	12/31/2033		\$18,373,527.60	1.00%	\$181,916.11	\$10,022,091.82
35-36	12/31/2034		\$18,557,262.88	1.00%	\$183,735.28	\$10,122,312.74
36-37	12/31/2035		\$18,742,835.51	1.00%	\$185,572.63	\$10,223,535.87
37-38	12/31/2036		\$18,930,263.86	1.00%	\$187,428.36	\$10,325,771.23
38-39	12/31/2037		\$19,119,566.50	1.00%	\$189,302.64	\$10,429,028.94
39-40	12/31/2038		\$19,310,762.16	1.00%	\$191,195.66	\$10,533,319.23

The Treasurer will collect the general property taxes from property owners in the DDA. After taxes are collected, the Treasurer will deduct that portion of the total tax revenues that is derived from captured assessed value of the DDA and distribute them to the DDA to use for purposes outlined in the development plan. Table 4 outlines the 2018 millage rates for all Local Taxing Jurisdictions in the DDA taken from the Manistee County Millage Report which are then used to create the revenue forecast enumerated in Table 3 below.

Table 3

Anticipated Captured Revenue					
Fiscal Year Jan-Dec	Captured Valuation	City of Manistee	Manistee County	West Shore Community College	Total
		18.9112	8.73	3.0907	30.7319
18-19	\$8,547,053.00	\$162,853.54	\$73,546.76	\$26,266.70	\$262,667.00
19-20	\$8,632,523.53	\$164,482.08	\$74,282.23	\$26,529.37	\$265,293.67
20-21	\$8,718,848.77	\$166,126.90	\$75,025.05	\$26,794.66	\$267,946.61
21-22	\$8,806,037.25	\$167,788.17	\$75,775.30	\$27,062.61	\$270,626.07
22-23	\$8,894,097.63	\$169,466.05	\$76,533.05	\$27,333.23	\$273,332.33
23-24	\$8,983,038.60	\$171,160.71	\$77,298.38	\$27,606.57	\$276,065.66
24-25	\$9,072,868.99	\$172,872.31	\$78,071.37	\$27,882.63	\$278,826.31
25-26	\$9,163,597.68	\$174,601.04	\$78,852.08	\$28,161.46	\$281,614.58
26-27	\$9,255,233.65	\$176,347.05	\$79,640.60	\$28,443.07	\$284,430.72
27-28	\$9,347,785.99	\$178,110.52	\$80,437.01	\$28,727.50	\$287,275.03
28-29	\$9,441,263.85	\$179,891.62	\$81,241.38	\$29,014.78	\$290,147.78
29-30	\$9,535,676.49	\$181,690.54	\$82,053.79	\$29,304.93	\$293,049.26
30-31	\$9,631,033.25	\$183,507.45	\$82,874.33	\$29,597.98	\$295,979.75
31-32	\$9,727,343.59	\$185,342.52	\$83,703.07	\$29,893.95	\$298,939.55
32-33	\$9,824,617.02	\$187,195.94	\$84,540.10	\$30,192.89	\$301,928.94
33-34	\$9,922,863.19	\$189,067.90	\$85,385.51	\$30,494.82	\$304,948.23
34-35	\$10,022,091.82	\$190,958.58	\$86,239.36	\$30,799.77	\$307,997.71
35-36	\$10,122,312.74	\$192,868.17	\$87,101.75	\$31,107.77	\$311,077.69
36-37	\$10,223,535.87	\$194,796.85	\$87,972.77	\$31,418.85	\$314,188.47
37-38	\$10,325,771.23	\$196,744.82	\$88,852.50	\$31,733.04	\$317,330.35
38-39	\$10,429,028.94	\$198,712.27	\$89,741.02	\$32,050.37	\$320,503.66
39-40	\$10,533,319.23	\$200,699.39	\$90,638.43	\$32,370.87	\$323,708.69
		\$3,985,284.41	\$1,799,805.86	\$642,787.81	\$6,427,878.07
		62%	28%	10%	100%

6. Maximum Indebtedness.

It is anticipated that the maximum amount of indebtedness to be incurred, if any, based on 2017 costs will not exceed \$4,000,000 for projects identified in the Development Plan. A description of the various projects and the actual amounts expected to be financed are as set forth in Section 5 of the Development Plan. Revenues captured will be used to leverage other funding sources and accomplish projects in the Development Area.

7. Use of Captured Revenues

Revenues captured through this Tax Increment Plan will be used to finance those improvements and projects outlined in Table 1 and Table 2 of the Development Plan in accordance with procedures specified in this Plan. Further, captured revenues can be used for the following:

- Finance current financial obligations of DDA;
- Pay for costs incurred by the City/DDA in implementing both the Development Plan and the Tax Increment Financing Plan;
- Funding for DDA administrative staff and associated office expenses;
- Marketing, promotions and events costs;
- Special purpose grant and loan programs; and
- Pay for costs associated with the administration and operation of the Development and Tax Increment Plan and its associated projects and programs.

In addition, the Development Plan encourages the use of Tax Increment Financing Plan revenues to support public improvements associated with private redevelopment and new development projects. Table 1 enumerates the forecasted "uses" of the tax increment revenue and the amount available for capital projects.

8. Duration of the Program

The Development Plan and Tax Increment Financing Plan shall extend through December 31, 2039, or the completion of the projects described in the Development Plan, whichever is earlier.

Table 4

Anticipated Millage to Be Captured

Local Unit of Government		
City of Manistee		18.9112
<i>Operating</i>	17.7612	
<i>Refuse</i>	1.1500	
Manistee County		8.73
<i>Operating</i>	5.5000	
<i>Medical Care Voted</i>	0.5000	
<i>911 Voted</i>	1.0000	
<i>Dial-A-Ride Voted</i>	0.3300	
<i>Council of Aging</i>	0.3000	
<i>Conserv District</i>	0.1000	
<i>Manistee County Library</i>	1.000	
West Shore Community College	3.0907	3.0907
<i>Operating</i>		
		30.7319

9. Plan Impact on Local Taxing Jurisdictions

The Authority recognizes that future development in the City's business district will not be likely in the absence of tax increment financing. The Authority also recognizes that enhancement of the value of nearby property will indirectly benefit all local governmental units included in this plan. It is expected that the effected local taxing jurisdictions will not experience a gain in property tax revenues from the Development Area during the duration

of the plan and should realize increased property tax revenues thereafter as a result of activities financed by the plan. Further, tax increment revenues captured from this plan will not be used to offset normal City operations.

10. Release of Captured Revenues

When the Development and Financing Plans have been accomplished, the captured revenue is released and the local taxing jurisdictions receive all the taxes levied on it from that point on.

11. Assumptions of Tax Increment Financing Plan.

The following assumptions were considered in the formulation of the Tax Increment Financing Plan for the Roscommon Downtown Development Authority:

- A. Property valuations are based on the following taxable valuation assumptions:

Fiscal	Year	<i>growth rates</i>
		District
2018	- 19	0.68%
2019	- 20	1.00%
2020	- 21	1.00%
2021	- 22	1.00%
2022	- 23	1.00%
2023	- 40	1.00%

- B. Costs provided for the various DDA projects and programs enumerated in Section 5 are estimated costs in 2017 dollars. Final costs are determined after final design and the acceptance of bids at the time of construction. The effects of inflation may also have an undetermined amount of influence on these cost figures.

12. Operating Agreement between Downtown Development Authority and Local Unit of Government Regarding Use of Tax Increment Revenues.

The Downtown Development Authority will not spend any funds outside of those annually approved through the budget process and shall not commit to any loans, leases, or purchases without sufficient evidence of adequate revenue source to support the proposal.

The Manistee Downtown Development Authority **has** entered into an agreement with the City of Manistee Brownfield Redevelopment Authority to exclude from DDA TIF capture revenues generated by the South Washington Area project..

13. Relationship of the Tax Increment Financing Plan with Other Funding Programs.

As discussed in the Development Plan, the revitalization of the downtown business district will include tax increment financing and other forms of intergovernmental financing such as grants, special assessments, and loans. It is strongly recommended that tax increment financing revenues be used to leverage public funds and private financing in order to implement the planned program.

14. Relationship to Community Master Plan

The Development Plan indicates the need to revitalize the business areas of the community, which is an integral component of the community's redevelopment program and master plan. If it is determined that any portions of the Master Plan conflict with the provisions of the Downtown Development Plan, then the Development Plan shall be adopted as a component of the Master Plan pursuant to Section 39 of Act 33 of 2008; the Michigan Planning Enabling Act.

15. Submission of an Annual Report to Governing Body and State Tax Commission.

Annually the Authority shall submit to the City of Manistee and the State Tax Commission a report on the status of the tax increment financing account. The report shall include those items enumerated in Section 15 (3) of Act 197 of 1975 (MCL 125.1665). Further, the report shall be published in a newspaper of general circulation.

DOWNTOWNMANISTEE

— *michigan* —

DATE: June 8, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Garbage Removal on River St

The City Manager has requested that the DDA Board discuss this issue after several complaints from downtown business owners. The Design Committee has also been discussing this issue. The Design Committee had recommended to have discussions with Republic and the City to change the pick-up days to Tuesday and Friday mornings, so that trash was not out during the weekends, with the long-term goal of having designated locations in the parking lots for dumpsters and not allowing trash to be placed on River Street.

At the merchant meeting it seemed like the majority of people wanted to see the ordinance not allow trash on River Street before 8pm the night before pick-up and in containers.

DOWNTOWNMANISTEE
— *michigan* —

DATE: June 8, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Executive and Economic Development Director Performance Review

Chair Brooks requested that this item be placed on the agenda for Board members to be aware of for the next meeting.