

**Manistee DDA
July 11, 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 June 13, 2018 Regular Meeting Minutes
5. 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)
6. Financial Report
7. Director’s Report
8. Old Business
9. New Business
 - a. Election of Officers
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Treasurer
 - iv. Secretary
 - b. Review of Policy #13 – DDA Standing Committees
 - c. Consider and Approve Policy #15 – Fund Balance
 - d. Consider Manistee Bridal Loan Request
 - e. Consider and Approve Budget Amendment Request from Business Development Committee
 - f. Draft Executive & Economic Development Director Performance Review
10. Public Comment. (Limit 5 minutes per person.)
11. Adjournment

DOWNTOWNMANISTEE

michigan

DATE: July 6, 2018

TO: DDA Board

FROM: Tyler Leppanen

RE: DDA Board Regular Meeting: July 11, 2018

The DDA Board shall convene at 12:00 pm on Wednesday, July 11, 2018 in the council chambers of city hall.

I will be sending out the Director's Report and a draft of the Executive Director's Performance Evaluation on Monday. I will also have more information regarding the Manistee Bridal loan request after the Redevelopment Committee meeting on Monday.

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, July 11, 2018 at 12:00 p.m.
Council Chambers
Manistee, MI 49660

Resolution 180711-1

Motion: _____

Support: _____

The Manistee DDA hereby approves the agenda of July 11, 2018 as presented.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 180711-2

Motion: _____

Support: _____

The Manistee DDA hereby approves the Regular Meeting minutes of June 13, 2018 as presented.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Resolution 180711-3

Motion: _____

Support: _____

The Manistee DDA hereby approves the June 2018 Financial Statements.

Ayes: _____

Nays: _____

Approved: ____

Denied: ____

Election of Officers

Chair
Vice-Chair
Treasurer
Secretary

Resolution 180711-4

Motion: _____
Support: _____

The Manistee DDA hereby approves Policy 15 – Fund Balance as presented.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180711-5

Motion: _____
Support: _____

The Manistee DDA hereby approves the Revolving Loan Request as recommended by the Redevelopment Committee.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180711-6

Motion: _____
Support: _____

The Manistee DDA hereby approves Budget Amendment FY 18/19-01.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Resolution 180711-7

Motion: _____
Support: _____

The Manistee DDA hereby adjourns at _____pm.

Ayes: _____
Nays: _____

Approved: ____ Denied: ____

Name

Title

Manistee Downtown Development Authority Board Meeting Minutes – June 13, 2018

Present: Valarie Bergstrom, Rachel Brooks, Tamara DePonio, T Eftaxiadis, Barry Lind, Tyler Leppanen, Todd Mohr, Mayor Jim Smith and Shari Wild

Excused Absence: Karen Goodman

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 Wild; Second by Eftaxiadis The Manistee DDA hereby approves the agenda with modifications.	Approved
Public Comment:	None	
Approval of Public Hearing	Motion by Wild; Second by Lind The Manistee DDA hereby opens the meeting for a public hearing on the fiscal year 2018/2019 Budget.	Approved
Public Hearing Comment	None	
Approval to close Public Hearing	Motion by Eftaxiadis; Second by Wild The Manistee DDA hereby approves closing the public hearing on the fiscal year 2018/2019 Budget.	
Approval of May 9, 2018 Regular Meeting Minutes	Motion by Eftaxiadis, Second by Mohr The Manistee DDA hereby approves the Regular Meeting Minutes of May 9, 2018 with a correction of adding an excused absence of the following board members including Wild, Brooks and Eftaxiadis to the May Meeting minutes.	Approved
Committee & Director Reports	<p>The committee chairs and executive director did a brief review of the committee minutes included in the board packet. An executive committee meeting update was given by Lind that focused on the future direction of DDA events.</p> <p>A review of the current committee structure was discussed. Committee chairs will make recommendation on the committee structure at the next meeting.</p> <p>A list of blighted properties will be prioritized and turned over to the city manager compiled by the design committee.</p> <p>Food trucks were also discussed, and the Executive and Economic Development Director was asked to amend the DDA policy to include the marina and review the current fees for permits on street parking.</p>	
Old Business	None	

Manistee Downtown Development Authority Board Meeting Minutes – June 13, 2018

New Business

**Fiscal Year 2017/2018
Adoption**

Motion by Lind; Second by Mohr
The Manistee DDA hereby adopts the Fiscal Year 2018/2019 Budget.

Approved
Bergstrom – Aye
Brook -- Aye
DePonio-- Aye;
Eftaxiadis—Aye
Lind—Aye
Mohr – Aye
Smith – Aye
Wild -- Aye

**Draft Development
Plan and Tax
Increment Financing
Plan**

Motion by Smith; Second by Mohr
The Manistee DDA hereby approves the draft Development Plan and
Tax Increment Financial Plan as presented.

Approved

**Garbage Removal on
River Street**

The Executive and Economic Development Director memo with
recommendations from the design committee was reviewed with the
board for discussion due to the complaints of several downtown
business owners. The committee made a temporary and more
permanent recommendation.

**Executive and
Economic
Development Director
Performance Review**

Chair Brooks asked for volunteers to review the past performance
review form and make recommendations on possible revisions.
Bergstrom and Wild volunteered to start the process and come back
with recommendations.

Adjournment

Motion by Smith; Second by Mohr
The Manistee DDA meeting adjourned at 1:50 p.m.

Approved

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		Costs from Spicer have been obtained. Will discuss at the next meeting.
Garbage Removal		I will bring the DDA Board's suggested changes to the City Council Worksession.
Update Façade Grant Process	Complete	Complete

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.

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	Zoning fees have been waived. This is on the Planning Commission agenda for July 12.
Spark Manistee Business Competition	September 15	Currently accepting submissions. Selection of top five will be on July 18.
Explore options to assist small business owners or start-ups to open their business through S.C.O.R.E. or other similar programs.		Completed

Business Development Committee Meeting Minutes
 Wednesday, June 27 at 8:30 a.m.
 Manistee Chamber of Commerce

Committee Members Present: Darrell Burchfield, , Simone Scarpace, Stacie Bytwork, Kathryn Kenny, Valarie Bergstrom, Christina Karnisz (Leedy absence) and Tyler Leppanen

Absent: Tamara DePonio, Denise Blakeslee, Lisa Leedy 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
3. Brief Update from other committees & Executive Director including current status of identified downtown properties and 2018 DDA Board Strategic Objectives	The Executive Director reviewed the status of all vacant buildings including buildings that are for sale. There are twenty vacant buildings out of approximately 150 in the downtown or 86.7% occupied.
4. Progress of Zoning Ordinance Recommendations	The Executive Director meet with City Council and the fees have been waived. The Planning Committee meeting is scheduled to review the recommendations on July 12.
5. Update on SCORE (Introductory Meeting held on June 8)	Eleven possible mentors attended. The possible mentors were asked to notify Tom Hinman and SCORE if they were interested in being a mentor.
6. Update on Spark Manistee and Committee Next Steps <ul style="list-style-type: none"> • http://manisteedowntown.com/spark/event_scheduled_on_September_15,_2018 • Additional Sponsors • Spark entries to date (Deadline: July 13); Select top 5 (July 18) • Volunteers for event 	<p>We had two entries at the time of the meeting. The Executive Director will continue to follow up with potential entrants throughout the deadline period.</p> <p>A Spark Committee meeting followed this meeting to discuss next steps. Board volunteers are needed to greet guests at the event.</p>
7. Ideas for new Initiatives to support business development	<p>The committee will consider what would be our next strategies and tactics as we move toward completing our planned objectives.</p> <p>We will not meet in the month of July due to vacations.</p>
8. Other business	None
9. Next Meeting Date	Wednesday, August 22, 2018
10. Adjournment	Meeting adjourned at 9:15 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. Michigna Municipal League has approved the DDA request. More information regarding what work will be completed is needed.
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
GENERAL FUND
BALANCE SHEET**

ASSETS	<u>June 30, 2018</u>
Current Assets	
Checking/Savings	
248-010 · Petty Cash	1,000.00
248-008 · Money Market Account - WSB	19,278.88
248-000 · Checking - West Shore Bank	<u>149,857.25</u>
Total Checking/Savings	170,136.13
248-028 · Accounts Receivable	2,719.33
248-033 · Vogue Loan Receivable	100,000.00
12100 · Pre-Paid Expenses	<u>1,847.50</u>
Total Current Assets	274,702.96
Other Assets	
248-182 · Investment - Amer Cleaners Prop	<u>81,878.00</u>
TOTAL ASSETS	<u><u>356,580.96</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
248-210 · Payroll Liabilities	
248-212 · Michigan Withholding	-
248-211 · 941 Liability	<u>1,261.24</u>
Total 248-210 · Payroll Liability	1,261.24
Unearned Revenue	<u>6,500.00</u>
Total Liabilities	7,761.24
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,544.99
248-396 · Façade Grant	<u>5,000.00</u>
Total 248-392 · Designated Fund Balance	83,544.99
248-390 · Fund Balance	292,902.61
Net Income	<u>-27,627.88</u>
Total Equity	348,819.72
TOTAL LIABILITIES & EQUITY	<u><u>356,580.96</u></u>

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

ASSETS	<u>June 30, 2018</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	10,827.90
Total Current Assets	<u>10,827.90</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	7,716.77
Mitten Media	5,445.03
Duchon Insurance	4,414.35
Total Other Assets	<u>17,576.15</u>
TOTAL ASSETS	<u><u>28,404.05</u></u>
 LIABILITIES & EQUITY	
Equity	
Fund Balance	33,850.01
Net Income	-5,445.96
Total Equity	<u>28,404.05</u>
TOTAL LIABILITIES & EQUITY	<u><u>28,404.05</u></u>

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

ASSETS	<u>June 30, 2018</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking	4,697.74
Accounts Receivable	
248-2028 · Accounts Receivable	<u>40.00</u>
TOTAL ASSETS	<u><u>4,737.74</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	<u>4,611.15</u>
Total Liabilities	4,611.15
Equity	
248-390 · Fund Balance	9,797.41
Net Income	<u>-9,670.82</u>
Total Equity	<u>126.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,737.74</u></u>

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
 July 2017 through June 2018

	<u>Jul '17 - June 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	217,595.45	277,077.00	-59,481.55	78.53%
248-573 · Local Comm Stabilizaton Authority Share	23,230.34			
Downtown Dollars Revenue				
248-261 · Downtown Dollars Discount	-1,218.00			
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	100.00	1,000.08	-900.08	10.0%
Total Frostbite	100.00	1,000.08	-900.08	10.0%
248-780 · Women's Wine & Chocolate Walk	5,134.09	6,300.00	-1,165.91	81.49%
248-290 · Boos, Brews & Brats	5,676.00	9,500.04	-3,824.04	59.75%
248-286 · Sleighbell Sponsorships	17,850.00	21,500.04	-3,650.04	83.02%
248-281 · Hops & Props				
248-284 · Hops & Props Sponsors	12,795.00	0.00	12,795.00	100.0%
248-281 · Hops & Props - Other	29,461.84	33,500.04	-4,038.20	87.95%
Total 248-281 · Hops & Props	42,256.84	33,500.04	8,756.80	126.14%
Total Event Revenue	72,766.93	72,300.24	466.69	100.65%
248-642 · Miscellaneous Income				
248-664 · Interest Income	514.70	99.96	414.74	514.91%
248-666 · Facebook Advertising Income	75.00			
248-642 · Miscellaneous Income - Other	200.33			
Total 248-642 · Miscellaneous Income	790.03			
Total Income	313,164.75	349,477.20	-36,312.45	89.61%
Gross Profit	313,164.75	349,477.20	-36,312.45	89.61%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2017 through June 2018

	<u>Jul '17 - June 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
Office Related Expenses				
248-870 · Phone/Internet	4.52	0.00	4.52	100.0%
248-847 · Advertising	130.04	300.00	-169.96	43.35%
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%
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	4,743.13	6,880.32	-2,137.19	68.94%
Personnel Related Expense				
Gross Salary - Director				
248-718 · Gross Salary - Director	4,549.12	0.00	4,549.12	100.0%
248-705 · Federal 941 Company Expense	133.85	0.00	133.85	100.0%
248-711 · Unemployment	58,999.92	65,000.04	-6,000.12	90.77%
248-718 · Gross Salary - Director - Other	63,682.89	65,000.04	-1,317.15	97.97%
Total 248-718 · Gross Salary - Director	63,682.89	65,000.04	-1,317.15	97.97%
Total Personnel Related Expense	63,682.89	65,000.04	-1,317.15	97.97%
Fee Related Expenses				
248-618 · Penalties and Interest	270.79			
248-731 · Bank Service Charges	126.65			
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%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2017 through June 2018

	Jul '17 - June 18	Budget	\$ Over Budget	% of Budget
248-901 · Accounting	6,828.08	3,000.00	3,828.08	227.6%
Total Fee Related Expenses	147,525.52	145,750.20	1,775.32	101.22%
Design Committee Related Expense				
248-668 · MSU SBEI	8,153.32			
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%
Signage				
248-663 · Traffic/Wayfinding Signs	323.16			
Total Signage	323.16	0.00	323.16	100.0%
Hanging Baskets				
248-649 · Flowers	3,553.00	5,000.04	-1,447.04	71.06%
248-665 · Watering Contract	8,575.00	8,000.04	574.96	107.19%
Total Hanging Baskets	12,128.00	13,000.08	-872.08	93.29%
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 Related Expense	74,327.07	71,000.28	3,326.79	104.69%
Economic Restructuring Committee				
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 · ER Committee Expenses	500.00			
Total Economic Restructuring Committee	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%
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	292.00	2,200.08	-1,908.08	13.27%
Promotions Committee Expenses				

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2017 through June 2018

	<u>Jul '17 - June 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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%
248-607 · Website Redevelopment	800.00	0.00	800.00	100.0%
248-782 · Women's Wine & Chocolate Walk	2,148.83	4,329.00	-2,180.17	49.64%
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 - Other	300.00	0.00	300.00	100.0%
Total 248-751 · Promotions Committee Expense	49,692.51	56,430.87	-6,738.36	88.06%
Total Expense	341,086.28	348,261.87	-7,175.59	97.94%
Net Operating Income	-27,921.53	1,215.33	-29,136.86	-2,297.44%
Other Income/Expense				
Prior Period Expenses	14,823.13			
Net Income	<u><u>-42,744.66</u></u>	<u><u>1,215.33</u></u>	<u><u>-43,959.99</u></u>	<u><u>-3,517.12%</u></u>

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Monthly Disbursements
June 2018

<u>Transaction</u>	<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Liability Check	06/15/2018	EFTPS	INTERNAL REVENUE SERVICE	80-0322654 941 Tax Payment	1,154.26
Bill Pmt -Check	06/18/2018	4336	Connie M Tewes CPA LLC	May Accounting services	400.00
Bill Pmt -Check	06/18/2018	4337	KC Consulting	Website redesign	800.00
Bill Pmt -Check	06/18/2018	4338	Michigan State University		2,500.00
Bill Pmt -Check	06/18/2018	4339	Mitten Media	Radio ad for WWCW	160.00
Bill Pmt -Check	06/18/2018	4340	The Pioneer Group	Budget Hearing Notice	50.63
Bill Pmt -Check	06/18/2018	4341	Vogue Theatre	Rental for MSU public presentation	350.00
Bill Pmt -Check	06/18/2018	4342	Weesies Brothers Farms Inc	Planting of Hanging Baskets	3,553.00
Bill Pmt -Check	06/18/2018	4343	Whisk Baking Company	Dessert for WWCW event	200.00
Bill Pmt -Check	06/27/2018	4344	Amor Sign Studios	Signage	323.16
Bill Pmt -Check	06/27/2018	4345	Mackinac Pony Co	TGIF August 10 2018	700.00
Bill Pmt -Check	06/27/2018	4346	Owens Builders LLC	June watering	1,050.00
Bill Pmt -Check	06/27/2018	4347	Cardmember Service	Credit Card Payment	474.54
Liability Check	06/29/2018	MTO	State of Michigan	80-0322654 MI W/H	389.60
Total June Disbursements					12,105.19

DOWNTOWNMANISTEE

michigan

DATE: July 6, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Policy 13

At the last meeting there was discussion regarding our current committees and their structure. I have included Policy 13 – Standing Committees for your review.

Policy 013 – DDA Standing Committees

Standing Committees are an integral part of how the Manistee DDA operates. It is the intent of this policy to provide guidance as to how standing committees are structured and function. The committees shall be reviewed and priorities established by the Board at the annual Strategic Planning Meeting. The standing committees shall include: The Design Committee, Re-development Committee, Business Development Committee, and the Marketing & Promotions Committee.

No fewer than five (5) committee members shall serve on each committee. No more than three (3) Board members of the Board shall serve on one committee with the understanding there is an open invitation to the Board Chair to join the committee. The Chairperson of each committee shall be a Board Member. The Executive Director shall act as a permanent consultant to each committee and shall be in regular attendance to all committee meetings.

The Chairperson of each committee shall be nominated by the DDA Board Chair and approved by the DDA Board. Committee Chairs shall be reviewed and approved in conjunction with the review of committees at the annual Strategic Planning Meeting.

Committee members may be anyone residing in the immediate Manistee area and must express an interest in participation in strengthening the downtown district. Committee members shall be appointed by each Committee Chair with the consent of the DDA Chair. It is the responsibility of the Committee Chair of each committee to keep a record of approved committee members, which shall be kept on file with the Executive Director. Meeting shall be open to the public.

Standing committees shall determine and schedule their meeting times, dates (minimum of monthly) and locations; consult with outside sources; interface with other city appointed Boards and Commissions for an exchange of ideas that would then be presented to the Board prior to any action of the Board.

The duties of the committees are to notify the Executive Director and DDA Chairperson of all meeting times, dates and locations; keep written minutes of each meeting to be filed with the Manistee DDA; keep the Executive Director informed of the events of each meeting; fulfill charges of and answer to the Manistee DDA Board of Directors; present monthly committee reports at board meetings; act in the best interest of the Manistee DDA at all times.

DOWNTOWNMANISTEE

michigan

DATE: July 6, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Policy 15

At the last meeting there was discussion regarding having a policy in place to govern how the DDA Board will use fund balance. Included is the Policy that Barry Lind and I have completed for review.

Policy 015 – Fund Balance

The intent of the DDA Board is to maintain a minimum of 20 percent of the next fiscal year’s budgeted revenues as fund balance. Additionally, the DDA Board will use separate banking account to hold designated funds; for example, Land Acquisition funds, Façade Grant funds, Revolving Loan funds, and Downtown Dollars.

DOWNTOWNMANISTEE

michigan

DATE: July 6, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Manistee Bridal Loan Request

I have received a request for a Revolving Loan from Manistee Bridal. The Redevelopment Committee is reviewing the request on Monday and I will send out the results from that meeting following the meeting.

DOWNTOWNMANISTEE
michigan

DATE: July 6, 2018
TO: DDA Board
FROM: Tyler Leppanen
RE: Spark Manistee Budget Amendment

Spark Manistee is requesting \$1,000 from the DDA Board to support the event and to pay for costs relating to facility rental and marketing of the event.

