

AGENDA
Manistee DDA
Wednesday, December 12, 2018 at Noon
City Hall

1. Call to Order
2. Approval of Agenda
3. Public Comment (limit 5 minutes per person)
4. Approval of November 14, 2018 Regular Meeting Minutes
5. Financial Report
 - a. Check Signing Authority
 - b. Accounting View only Authority
6. Committee Reports
 - a. Director – T. Kaminski
 - b. Design - B. Lind
 - c. Marketing & Promotions - No chair
 - d. Business Development - V. Bergstrom
 - e. Redevelopment - T. Eftaxiadis
 - f. Recruitment - R. Brooks
 - g. Economic Development (Other Options) - K. Goodman
 - h. TIF - T. Eftaxiadis
 - i. Events – K. Goodman
 - j. Rising Tides – R. Brooks
7. Old Business
8. Move forward or eliminate 2019 events
 - a. Frostbite
 - b. Women's Wine & Chocolate
 - c. TGIF in June and August
 - d. Sidewalk Sales
 - e. Boos, Brews & Brats
 - f. Hops & Props
 - g. Sleighbell
 - h. Men's & Ladies Nights
9. New Business
 - a. DDA Annual Presentation to City Council
10. Public Comment (limit 5 minutes per person)
11. Adjournment

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MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Monthly Disbursements
November 30, 2018

<u>Transaction</u>	<u>Date</u>	<u>Num</u>	<u>Description</u>	<u>Description</u>	<u>Amount</u>
Check	11/07/2018	Transfer	Downtown Dollars	Initial Deposit to fund account	5,000.00
Bill Pmt -Check	11/21/2018	4429	Cardmember Service	Canceled card - credit does not trans	455.43
Bill Pmt -Check	11/21/2018	4430	MIKA MEYERS BECKETT & JONES PLC	Jamie Catlett	75.00
Bill Pmt -Check	11/21/2018	4431	SPORTS INK SCREEN PRINTING & EMBROIDERY	Hops & Props - Caps & Teeshirts	1,642.74
Bill Pmt -Check	11/21/2018	4432	Stacy's Flowers & Gifts	DDA Christmas decorations	1,648.40
Bill Pmt -Check	11/22/2018	4434	Connie M Tewes CPA LLC	October accounting services	400.00
Bill Pmt -Check	11/22/2018	4435	MIKA MEYERS BECKETT & JONES PLC	Legal Fees	1,125.00
Bill Pmt -Check	11/22/2018	4436	Rachel Brooks - V	Sleigh Bell weekend warming tent	100.00
				Total Disbursed	<u>10,446.57</u>

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MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2018 through June 2019

Ordinary Income/Expense	<u>Jul '18 - June 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
TIF Revenues				
248-405 · Small Taxpayer Exemption	-	20,000	(20,000)	0.0%
248-401 · TIF Revenue	152,774	262,667	(109,893)	58.2%
Total TIF Revenues	<u>152,774</u>	<u>282,667</u>	<u>(129,893)</u>	<u>54.0%</u>
248-573 · Local Comm Stabilization Authority Share	14,975			
248-261 · Downtown Dollars Discount	(300)	-	(300)	100.0%
Committee Revenue				
248-278 · Spark Manistee	6,475	5,500	975	117.7%
Event Revenue				
248-280 · Event Revenues				
248-298 · TGIF Manistee	1,025	5,000	(3,975)	20.5%
248-296 · Men's & Ladies Night	500	1,100	(600)	45.5%
248-295 · Frostbite Saturday Sponsorships	-	1,000	(1,000)	0.0%
248-780 · Women's Wine & Chocolate Walk	-	6,300	(6,300)	0.0%
248-290 · Boos, Brews & Brats	250	9,500	(9,250)	2.6%
248-286 · Sleighbell Sponsorships	7,050	21,500	(14,450)	32.8%
248-283 · Sleighbell - Other	2,590	-	2,590	100.0%
Total 248-283 · Sleighbell	<u>9,640</u>	<u>21,500</u>	<u>(11,860)</u>	<u>44.8%</u>
248-281 · Hops & Props				
248-284 · Hops & Props Sponsors	11,775	-	11,775	100.0%
248-281 · Hops & Props - Other	33,165	33,500	(335)	99.0%
Total 248-281 · Hops & Props	<u>44,940</u>	<u>33,500</u>	<u>11,440</u>	<u>134.1%</u>
Total 248-280 · Event Revenues	<u>56,355</u>	<u>77,900</u>	<u>(21,545)</u>	<u>72.3%</u>
Total Event Revenue	<u>56,355</u>	<u>77,900</u>	<u>(21,545)</u>	<u>72.3%</u>
248-642 · Miscellaneous Income				
248-664 · Interest Income	237	100	137	237.0%
248-638 · Downtown Brochure Ads	815	2,000	(1,185)	40.7%
Total 248-642 · Miscellaneous Income	<u>1,052</u>	<u>2,100</u>	<u>(1,048)</u>	<u>50.1%</u>
Total Income	<u>231,331</u>	<u>368,167</u>	<u>(136,836)</u>	<u>62.8%</u>
Expense				
Office Related Expenses				
248-847 · Advertising	651	300	351	217.0%
248-868 · Insurance	497	1,800	(1,303)	27.6%
248-861 · Credit Card Expense	-	200	(200)	0.0%
248-865 · Training-Education-Conferences	-	1,250	(1,250)	0.0%
248-859 · Printing & Reproduction	28	250	(222)	11.2%
248-858 · Miscellaneous-Office Related	137	300	(163)	45.6%
248-857 · Membership Dues	300	430	(130)	69.8%

(3.)

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2018 through June 2019

	<u>Jul '18 - June 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
248-854 · Postage	50	350	(300)	14.3%
248-853 · Office Equipment and Supplies	542	1,000	(458)	54.2%
248-863 · Travel	-	1,000	(1,000)	0.0%
Total Office Related Expenses	<u>2,205</u>	<u>6,880</u>	<u>(4,675)</u>	<u>32.0%</u>
Personnel Related Expense				
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-705 · Federal 941 Company Expense	1,323	-	1,323	100.0%
248-711 · Unemployment	42	-	42	100.0%
248-718 · Gross Salary - Director - Other	15,206	65,000	(49,794)	23.4%
Total 248-718 · Gross Salary - Director	<u>16,571</u>	<u>65,000</u>	<u>(48,429)</u>	<u>25.5%</u>
Total Gross Salary - Director	<u>16,571</u>	<u>65,000</u>	<u>(48,429)</u>	<u>25.5%</u>
Total Personnel Related Expense	<u>16,571</u>	<u>65,000</u>	<u>(48,429)</u>	<u>25.5%</u>
Fee Related Expenses				
248-618 · Penalties and Interest	57			
248-731 · Bank Service Charges	146	100	46	145.6%
248-904 · Annual Audit	990	1,500	(510)	66.0%
248-903 · 1999 Bond Payment-Streetscape	135,300	140,000	(4,700)	96.6%
248-902 · Legal Fees	1,513	750	763	201.7%
248-901 · Accounting	1,600	5,000	(3,400)	32.0%
Total Fee Related Expenses	<u>139,605</u>	<u>147,350</u>	<u>(7,745)</u>	<u>94.7%</u>
Design Committee Related Expense				
Riverwalk				
248-659 · Riverwalk Landscaping	-	18,000	(18,000)	0.0%
Total Riverwalk	<u>-</u>	<u>18,000</u>	<u>(18,000)</u>	<u>0.0%</u>
Signage				
248-663 · Traffic/Wayfinding Signs	-	800		
Total Signage	<u>-</u>	<u>800</u>	<u>(800)</u>	<u>0.0%</u>
Hanging Baskets				
248-649 · Flowers	-	3,600	(3,600)	0.0%
248-665 · Watering Contract	5,600	9,400	(3,800)	59.6%
Total Hanging Baskets	<u>5,600</u>	<u>13,000</u>	<u>(7,400)</u>	<u>43.1%</u>
248-653 · Holiday Decorations	-	8,000	(8,000)	0.0%
248-652 · Facade Grant Program	5,000	10,000	(5,000)	50.0%
248-651 · City Maintenance in DDA	-	22,000	(22,000)	0.0%
Total Design Committee RelatedExpense	<u>10,600</u>	<u>71,800</u>	<u>(61,200)</u>	<u>14.8%</u>
Economic Restructuring				
248-628 · Property Restructuring	850	-	850	N/A
248-626 · Vogue Debt Forgiveness	5,000	-	5,000	
Total Economic Restructuring	<u>5,850</u>			

4.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual

July 2018 through June 2019

	<u>Jul '18 - June 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Organization Committee				
248-608 · Spark Manistee	6,348	6,500	(152)	97.7%
248-602 · Downtown Dollars Program	448	400	48	112.0%
248-600 · Main Street Program Newsletter	-	300	(300)	0.0%
Total Organization Committee	<u>6,796</u>	<u>7,200</u>	<u>(404)</u>	<u>94.4%</u>
Promotions Committee Expenses				
248-751 · Promotions Committee Expense				
248-783 · TGIF Manistee	2,200	5,000	(2,800)	44.0%
248-782 · Women's Wine & Chocolate Walk	-	4,300	(4,300)	0.0%
248-775 · Boos, Brews & Brats	-	6,500	(6,500)	0.0%
248-776 · Co-op Advertising	-	7,500	(7,500)	0.0%
248-764 · Sleighbell Weekend	5,360	21,500	(16,140)	24.9%
248-763 · Sidewalk Sales	136	500	(364)	27.2%
248-759 · Mens & Ladies Nights	-	1,100	(1,100)	0.0%
248-774 · Frostbite Saturday	-	1,000	(1,000)	0.0%
248-752 · Downtown Brochure	-	2,000	(2,000)	0.0%
248-761 · Hops & Props on the River	23,364	21,500	1,864	108.7%
Total 248-751 · Promotions Committee Expense	<u>31,061</u>	<u>70,900</u>	<u>(39,839)</u>	<u>43.8%</u>
Total Expense	<u>212,688</u>	<u>369,130</u>	<u>(156,442)</u>	<u>57.6%</u>
Net Operating Income	<u>18,643</u>	<u>(963)</u>	<u>19,606</u>	

5.

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

ASSETS	<u>Nov 30, 2018</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking 2018	4,223.51
248-015 · Downtown Dollars Checking 2019	6,885.24
Total Checking/Savings	<u>11,108.75</u>
TOTAL ASSETS	<u><u>11,108.75</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	4,368.65
2019 Downtown \$ Outstanding	2,100.00
Total Liabilities	<u>6,468.65</u>
Equity	
248-390 · Fund Balance	5,026.59
Net Income	-386.49
Total Equity	<u>4,640.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,108.75</u></u>

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

ASSETS	<u>Nov 30, 2018</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	12,832.42
Total Current Assets	<u>12,832.42</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	6,947.71
Duchon Insurance	3,731.58
J Catlett's Men's Styling LLC	4,909.72
Total Other Assets	<u>15,589.01</u>
TOTAL ASSETS	<u><u>28,421.43</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	28,358.91
Net Income	62.52
Total Equity	<u>28,421.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>28,421.43</u></u>

7.

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

ASSETS	<u>Nov 30, 2018</u>
Current Assets	
Checking/Savings	
248-010 · Petty Cash	1,000.00
248-008 · Land Acquisition Account - WSB	78,574.92
248-000 · Checking - West Shore Bank	276,358.91
Total Checking/Savings	<u>355,933.83</u>
248-028 · Accounts Receivable	5,319.33
12100 · Pre-Paid Expenses	-
Total Other Current Assets	<u>5,319.33</u>
Total Current Assets	<u>361,253.16</u>
Other Assets	
248-182 · Investment - Amer Cleaners Prop	84,159.60
TOTAL ASSETS	<u><u>445,412.76</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
248-202 · Accounts Payable	2,919.35
Total Liabilities	<u>2,919.35</u>
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,544.99
248-396 · Façade Grant	5,000.00
Total 248-392 · Designated Fund Balance	<u>83,544.99</u>
248-390 · Fund Balance	342,623.93
Net Income	16,324.49
Total Equity	<u>442,493.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>445,412.76</u></u>

(8)

Tom Kaminski

From: Tom Kaminski
Sent: Thursday, December 6, 2018 11:20 AM
To: 'Valarie Bergstrom'; 'Rachel Brooks'; Roger Zielinski; 'Tamara DePonio'; 'Shari Wild'; EF Tax; 'Todd Mohr'; 'Karen'; 'Barry Lind'
Subject: FW: Interim Director activity update November 22 - December 6, 2018

Dear DDA Board Members:

This is a continuation of my activities since my last report on November 21st which is listed below:

As you know, I was gone on vacation from November 23rd through December 2nd. I returned to the job on Monday, December 3rd and have worked a total of 17.25 hours Monday thru Wednesday of this week. In total, since starting, I have worked a total of 41.25 hours through December 5th. During this time I have learned a lot and now have a handle on the accounts payable process and the deposit process thanks in large part to the many hours I have spent with Valarie Bergstrom. I am also getting a handle on the downtown dollars process. We have spent a lot of hours cleaning up some unpaid invoices, updating credit card accounts, etc. I also attended a business development meeting on Wednesday morning and have met with Connie Tewes the Accountant. I am meeting with Jim from the Vogue today at 2:00 p.m. to discuss and work on finalizing the Vogue liquor license which will be a learning experience, and I am meeting with Tyler tomorrow at 3 p.m. to ask him various questions and get help on the liquor license process. As I mentioned in my previous update, I have met with the City Manager regarding the TIF Plan, and it is my intention to get a meeting scheduled with the DDA committee that handles this issue. Hopefully this meeting can get scheduled at next week's board meeting. I also need to sit down and read the TIF Plan, DDA Statute, and various policies and procedures of this board. I am also going to begin preparing your annual report to City Council which will be difficult for me since I am so new, but I hope to get Tyler's help and help from Board members. That report is scheduled to be presented to City Council on January 15th.

I now have the ability to scan and copy and I also have the new computer all set up and operating. Thanks to Ed Bradford for his assistance with many office related issues. As I mentioned, I am not a computer wizard, so some of my learning curve has been a little slow, but I can handle some of the basics. It has been a rather busy week for board members like Rachel Brooks so I am offering my assistance wherever it is needed. I will be sending out the board packet hopefully tomorrow after I receive the financials.

Thanks,
Tom

Tom Kaminski
Interim Director
Manistee Downtown Development Authority

From: Valarie Bergstrom <vabergstrom@outlook.com>
Sent: Tuesday, December 4, 2018 11:18 AM
To: Tom Kaminski <manisteedda@manisteedowntown.com>
Subject: Fwd: Interim Director activity update



Sent from my iPhone

Begin forwarded message:

From: <manisteedda@manisteedowntown.com>

Date: November 21, 2018 at 12:39:18 PM EST

To: Tamara DePonia <tdeponio@4frontcu.com>, "T. Eftaxiadis" <eftaxiadis@charter.net>, Valerie Bergstrom <vabergstrom@outlook.com>, "Barry Lind" <barrylind@yahoo.com>, Roger Zielinski <rzielinski@manisteemi.com>, Karen Goodman <karengoody22@yahoo.com>, Shair Wild <sjrwild@yahoo.com>, "Todd Mohr" <todd@mittenmediallc.net>, Rachel Brooks <movingspiritsmanistee@gmail.com>

Subject: Interim Director activity update

Dear DDA Board Members:

I thought today, before the holiday, and before I leave on my golf trip, it would be a good time to update you on what I have been doing since I started work on Monday, November 12, 2018. Below is a brief outline of what I have been doing. Through yesterday, November 20, 2018, I have worked a total of 19 hours.

* On Monday, November 12th, I met with a committee of DDA Board members to have them prioritize the tasks that they wanted me to focus on as Interim Director. (1.5 hours).

* On Tuesday, November 13th, I spent a little time in the office trying to get accustomed to various things and doing a little research on the computer. I met with Ed Bradford regarding various computer, printer, copier, etc. issues, and he was very helpful even though there are still issues that make it difficult to work, but he is doing what he can to get some of these issues worked out. I am guessing that when I return from my golf trip on December 2nd, that a new computer will be installed and many other issues will be repaired. I told you at the DDA meeting that I was ok with the computer in the office that I am using to write this email. However, after talking to Ed Bradford, I found out that the office does need a new computer in order for the DDA's business to properly communicate to the City's network, with proper backup. I can also tell you that the keyboard I am using sticks and is not real user friendly right now. After speaking with Rachel about it on Wednesday late afternoon, she gave me the authority to have the City order a laptop for this office, which I think will be something the new director can use in and out of the office. I apologize for that miscommunication at the board meeting. On Tuesday, I also scheduled a meeting with the City Manager to discuss progress and issues with the TIF Plan. That meeting took place on Monday, November 19th. More on that meeting below. (2 hours).

* On Wednesday, November 13th, I spent the entire morning in the office getting organized and meeting with Valerie Bergstrom regarding accounts payable and receivable. I am not sure you all realize how much work Valerie has been doing since Tyler left. I am slowly learning the process and should be ok with it by the time she leaves in January. Lack of ability to scan, copy and print in the office has limited my ability to assist Valerie. That should change soon. I also attended my first DDA board meeting on Wednesday. (4 hours).

*On Thursday and Friday I was out of the office hunting.

*On Monday, November 19th, I spent the entire morning with Valerie in the office processing and learning accounts payable and receivable, activating and cancelling various credit cards and dealing with some past due and outstanding credit issues for two old cards. Valerie spent about 2 hours on the phone with the credit card company. We will be receiving a check soon for over \$800 from the credit card company. Some of the issue was caused by the fact that the DDA mailing address was never changed at the post office, so some mail was still going to your previous two offices on Cypress and River Streets. I

hopefully corrected that problem at the post office on Tuesday morning. I also had a lengthy meeting with the City Manager on the TIF plan. There is a long list of minor and some major items that need to be cleaned up in the plan before it goes to public hearing. Some are as simple as adding page numbers and some require more detail regarding project costs, and some involve legal issues. I suggest that the DDA committee that is working on the TIF plan, schedule a meeting with me after I return in early December to discuss some of the issues, and then meet with City officials to discuss and finalize it. I really don't think it should take too long to get it approved, but maybe I am just optimistic. In the City's defense, the plan is not ready for final adoption in its current form. Like I mentioned above, some of it is formatting, missing exhibits, etc. I will try to get committee members some advanced information, once I have better computer capabilities. (6 hours).

*On Tuesday, November 20th, I changed the DDA address at post office, met with Valerie on financial issues, went to the bank with Valerie, delivered downtown dollars to Rachel after learning the process from Valerie at the bank, dealt with email issues, scheduled a meeting with the DDA accountant for early December, and scheduled and meeting with Tyler for early December. (5.5 hours).

Today, I proudly set up this email distribution list to DDA board members all by myself!!! As I said, I am not real computer literate, but I figured it out. I also put this email together and will be meeting with Valerie Bergstrom at 1:30 p.m. to go over more things.

As you know, I leave for a previously scheduled trip on Friday, and will return on Sunday, December 2nd. I will be back at work on Monday, December 3rd and will try to get a TIF meeting scheduled and posted as one of my first priorities.

My contact information is as follows: Email: manisteedda@manisteedowntown.com
Cell phone: 231-510-2530 (I respond to text messages the quickest. You can also leave a voicemail anytime.)

My personal email is: tdkaminski61@gmail.com

I hope this is helpful. See you all in a little over a week. Have a very Happy Thanksgiving.

If there are jobs you need done for Sleighbell festival, please let me know.

Thanks for the opportunity to work for you. Please respond that you all received this email so that I know the list was properly put together.

Sincerely,

Tom Kaminski



Tom Kaminski

From: Edward Bradford
Sent: Monday, November 26, 2018 1:59 PM
To: Tom Kaminski
Subject: Oleson's Tax Appeal
Attachments: Stipulation.pdf; 18-001965 Consent Judgment.pdf

Edward Bradford
Chief Financial Officer

City of Manistee
70 Maple Street
Manistee, MI 49660
(231) 398-2804

From: Edward Bradford
Sent: Monday, November 26, 2018 1:57 PM
To: 'manisteedda@manisteemi.gov' <manisteedda@manisteemi.gov>
Cc: 'Rachel Brooks' <sleekorenda@gmail.com>
Subject: Oleson's Tax Appeal

Hi Tom,

Oleson's land Company appealed the taxes on their former grocery store. The City stipulated to a taxable value of \$700,000 per the attached.

This property is entirely in the DDA and will result in a reduction of revenue to the DDA (summer only, winter TBD) of about \$7,000.

I will attempt to take this out of any remaining summer DDA tax capture, but It may require the City billing the DDA back for some of that since the taxes have already been distributed and there may not be enough summer capture remaining.

Ed

Edward Bradford
Chief Financial Officer

City of Manistee
70 Maple Street
Manistee, MI 49660
(231) 398-2804

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STATE OF MICHIGAN
DEPARTMENT OF LICENSING & REGULATORY AFFAIRS
MICHIGAN ADMINISTRATIVE HEARING SYSTEM
MICHIGAN TAX TRIBUNAL

TranInfo: 4606 23261548-1 11/15/18
Chk#: 1029 Amt: \$50.00
ID: CORPORATE TAX RESOURCES III

Oleson Land Company

Petitioner,

v.

MTI Docket No. 18-001965

City of Manistee,

Respondent.

CORPORATE TAX RESOURCES, LLC Frederick J. Mawson Representative for Petitioner 10038 East San Remo Traverse City, Michigan 49684 (231) 421-3787	CITY OF MANISTEE Marlene "Molly" Whestone Assessor for Respondent PO Box 325 Cadillac, MI 49601 (231) 468-2977
THOMPSON PROPERTY TAX CONSULTING William Thompson 1776 Valley Ridge Drive Ortonville, MI 48462 248-343-4529	

STIPULATION FOR CONSENT JUDGMENT AND CONSENT JUDGMENT

The parties hereto, acting by and through their respective representatives, hereby stipulate and agree as follows:

1. This case is pending in the Entire Tribunal
2. This case involves a parcel of real property located in the City of Manistee, Manistee County and Manistee School District and Manistee County Intermediate School District.
3. The subject property's parcel ID No. is 5151-146-726-06
4. The subject real property is classified as Commercial.
5. The tax years covered by this appeal is 2018
6. The original true cash value, original SEV and original assessed and taxable value for the tax years in question are set forth below:

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	Tax ID	TCV	SEV	Assessed Value	Taxable Value
2018	5151-146-726-006	\$1,868,000	\$934,000	\$934,000	\$934,000

7. The agreed upon revised true cash value, the revised SEV, revised assessed and revised taxable value for the tax years in question is also set forth in the schedule hereto.

	Tax ID	TCV	SEV	Assessed Value	Taxable Value
2018	5151-146-726-006	\$1,300,000	\$700,000	\$700,000	\$700,000

8. If stipulation addresses tax years other than the tax year originally appealed or tax years added through motions to amend that have been granted by the Tribunal, list the separate facts upon which the parties rely to invoke the Tribunal's authority over those tax year(s).
9. List separately any special terms or conditions being proposed by the parties that would affect the execution of this Consent Judgment including, but not limited to, the joint payment of the refund, the waiver of interest, etc.; any refund of the taxes levied for the Tax Years in dispute for this matter shall be payable jointly to the Petitioner and to Corporate Tax Resources, LLC pursuant to the agreement between the Petitioner and Corporate Tax Resources, LLC. The refund shall be mailed to Corporate Tax Resources, LLC, 10038 East San Remo Boulevard, Traverse City, Michigan 49684.
10. If this property is residential, the local Board of Review was listed prior to filing such an appeal.

Oleson Land Company

[Signature]
 Frederick J. Mawson
 Co-Agent for Petitioner

[Signature]
 William Thompson
 Co-Agent for Petitioner

City of Manistee

[Signature]
 Marlene "Molly" Whetstone
 Assessor for Respondent

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	Tax ID	TCV	SEV	Assessed Value	Taxable Value
2018	5151-146-726-000	\$1,868,000	\$934,000	\$934,000	\$934,000

7. The agreed upon revised true cash value, the revised SEV, revised assessed and revised taxable value for the tax years in question is also set forth in the schedule hereto.

	Tax ID	TCV	SEV	Assessed Value	Taxable Value
2018	5151-146-726-000	\$1,400,000	\$700,000	\$700,000	\$700,000

8. If stipulation addresses tax years other than the tax year originally appealed or tax years added through motions to amend that have been granted by the Tribunal, list the separate facts upon which the parties rely to invoke the Tribunal's authority over those tax year(s):
9. List separately any special terms or conditions being proposed by the parties that would affect the execution of this Consent Judgment including, but not limited to, the joint payment of the refund, the waiver of interest, etc.: any refund of the taxes levied for the Tax Years in dispute for this matter shall be payable jointly to the Petitioner and to Corporate Tax Resources, LLC pursuant to the agreement between the Petitioner and Corporate Tax Resources, LLC. The refund shall be mailed to Corporate Tax Resources, LLC, 10038 East San Remo Boulevard, Traverse City, Michigan 49684.
10. If this property is residential, the local Board of Review was listed prior to filing such an appeal.

Oleson Land Company

Frederick J. Mawson
Co-Agent for Petitioner

William Thompson
Co-Agent for Petitioner

City of Manistee

Marlene "Molly" Whetstone
Assessor for Respondent

15.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

Oleson Land Company,
Petitioner,

MICHIGAN TAX TRIBUNAL

v

MAHS Docket No. 18-001965

City Of Manistee,
Respondent.

Presiding Judge
David B Marmon

ORDER GRANTING JOINT STIPULATION FOR ENTRY OF CONSENT JUDGMENT

CONSENT JUDGMENT

The Tribunal has reviewed the Stipulation and finds that it comports with the mandates of State law.¹ As a result, the Tribunal shall enter the parties' Stipulation. Therefore,

IT IS ORDERED that the parties' Stipulation for Entry of Consent Judgment including all attachments, terms and conditions is GRANTED and ADOPTED, unless otherwise indicated.

IT IS FURTHER ORDERED that the officer charged with maintaining the assessment rolls for the tax years at issue shall correct or cause the assessment rolls to be corrected to reflect the property's true cash and taxable values as provided in this Consent Judgment within 20 days of the entry of the Consent Judgment.²

IT IS FURTHER ORDERED that the officer charged with collecting or refunding the affected taxes shall collect taxes and any applicable interest or issue a refund as required by the Consent Judgment within 28 days of the entry of the Consent Judgment. If a refund is warranted, it shall, unless otherwise indicated, include a proportionate share of any property tax administration fees paid and of penalty and interest paid on delinquent taxes. The refund shall also, unless otherwise indicated, separately indicate the amount of the taxes, fees, penalties, and interest being refunded. A sum determined by the Tribunal to have been unlawfully paid shall, unless otherwise indicated, bear interest from the date of payment to the date of judgment and the judgment shall bear interest to the date of its payment. A sum determined by the Tribunal to have been underpaid shall not bear interest for any time period prior to 28 days after the issuance of this Consent Judgment. Pursuant to MCL 205.737, interest shall accrue (i) after December 31, 2009, at the rate of 1.23% for calendar year 2010, (ii) after December 31, 2010, at the rate of 1.12% for calendar year 2011, (iii) after

¹ See MCL 211.27a.

² See MCL 205.755.


MICHIGAN ADMINISTRATIVE HEARING SYSTEM
MICHIGAN TAX TRIBUNAL

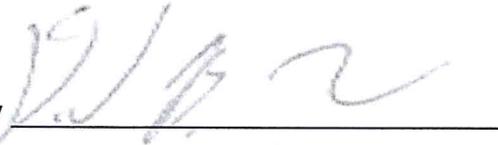
611 W. OTTAWA ST • P.O. BOX 30232 • LANSING, MICHIGAN 48909-8195 • 517-373-4400

December 31, 2011, through June 30, 2012, at the rate of 1.09%, (iv) after June 30, 2012, through June 30, 2016, at the rate of 4.25%, (v) after June 30, 2016, through December 31, 2016, at the rate of 4.40%, (vi) after December 31, 2016, through June 30, 2017, at the rate of 4.50%, (vii) after June 30, 2017, through December 31, 2017, at the rate of 4.70%, (viii) after December 31, 2017, through June 30, 2018, at the rate of 5.15%, and (ix) after June 30, 2018, through December 31, 2018, at the rate of 5.41%.

This Consent Judgment resolves all pending claims in this matter and closes this case.

See docket look up for a copy of stipulation and for any possible refund paragraph.

By

A handwritten signature in black ink, appearing to be "D. B. R.", written over a horizontal line.

Entered: November 20, 2018
dc

A handwritten number "17" in blue ink, enclosed within a hand-drawn blue circle.

Business Development Committee Meeting Minutes

Wednesday, December 5, 2018 at 8:30 a.m.

Manistee Chamber of Commerce

Committee Members Present: Jamie Catlett, Kathryn Kenny, Darrel Burchfield, Tamara DePonio, Valarie Bergstrom, Tom Kaminski and Stacie Bytwork by phone

Absent: Tom Hinman, Lisa Leedy and Simone Scarpace

Agenda	Notes
1. Welcome & Call to Order & Approval of Minutes	Meeting called to order at 8:30 a.m. Minutes of the October 24, 2018 meeting approved
2. Approval of Agenda	Approved
3. Update on Executive Director & Interim position	Introduced Tom Kaminski as Interim Executive Director. Two committees are involved with a permanent solution including a search committee for a new Executive Director and another committee that is investigating alternative solutions.
4. Follow up with Spark finalists	The interim Executive Director will assist in contacting the other finalist from Spark early next week and schedule a meeting with the finalists. Those on the committee who volunteered to attend will be invited to attend.
5. DDA Business Owner Survey	The committee reviewed the document used by the Ludington downtown provided by T. Hinman and recommended additional questions and changes to the document. Bergstrom to provide Burchfield with an initial draft. Burchfield will format using either Constant Contact or Survey Monkey and send to the committee for review. Final survey will be distributed to DDA Board prior to final distribution. Survey ideally will be distributed to business and owners from the Constant Contact email list in early January 2019. The committee asked if the Chamber of Commerce and Convention & Visitor's Bureau could have access to the final report.
6. Other Business	None
7. Next Meeting Date	Wednesday, January 23, 2019
8. Adjournment	Meeting adjourned at 9:45 a.m.

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November 20, 2018

MANISTEE DOWNTOWN DEVELOPMENT AUTH
70 MAPLE ST
MANISTEE, MI 49660

Dear Sir or Madam,

My name is Shane Ikola and I am a real estate salesperson who focuses on serving the real estate needs of commercial and industrial buyers and sellers in West Michigan. I'd like to take this opportunity to introduce myself, my company, and the services I can provide.

First a little about myself:

- I grew up in Manistee and graduated from Manistee High School.
- I obtained my master's degree in business administration from Grand Valley State University.
- I started my career with my current company in a marketing role promoting their commercial property listings.
- Before recently getting into commercial real estate sales, I spent 3 years in project management in both the automotive industry and the distribution and warehousing industry.

A little about my firm, NAI Wisinski of West Michigan:

- Founded in West Michigan
- 34 licensed professionals
- Commercial Real Estate Brokerage services in Office, Retail, Industrial, and Multifamily sectors
- Property Management Services
- Affiliated with NAI Global, a network of 400+ commercial real estate firms across the country and globe

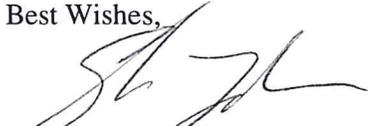
While my office is in Grand Rapids, I spend much of my time back home in Manistee. I feel this provides me a "win-win" scenario for serving clients in Manistee. In addition to being in tune with local business and market activity, I am connected to the Greater Grand Rapids market of investors and entrepreneurs. Should you work with me, I will work tirelessly to ensure you are connected with the best real estate opportunities.

My services include:

- Commercial Real Estate sales and leasing
- Commercial Real Estate market reports
- Commercial Real Estate market expertise and guidance
- Other: do you have a unique real estate issue that you need assistance with? I am happy to work with you to find solutions.

I hope you will consider contacting me for your future commercial real estate needs. I'd love to talk to you about your property at 285 RIVER ST. My contact information is below.

Best Wishes,



Shane Ikola, MBA
Commercial Real Estate Specialist
RE license #6505343172

shanei@naiwwm.com
+1 231 690 2163

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