

AGENDA
Manistee DDA
Wednesday, February 13, 2019 at 8:30am
Centra Wellness Admin Bldg.

1. Call to Order
2. Approval of Agenda
3. Public Comment (limit 5 minutes per person)
4. Approval of November 14, 2018 Meeting Minutes
5. Approval of January 9, 2019 Meeting Minutes
6. Financial Report
 - a. City Invoice
7. 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. Kaminski
 - i. Events – K. Goodman
 - j. Rising Tide – R. Brooks
8. Old Business
9. New Business
 - a. Approval to hire Beckett & Raeder to Assist with TIF plan
 - b. Approval of American Cleaners Building Insurance
 - c. Approval to pay Tyler Leppanen \$200 in Downtown Dollars
 - d. Approval of MLRSB Grant Application
10. Public Comment (limit 5 minutes per person)
11. Adjournment

①

Meeting Minutes

MANISTEE DDA

November 14, 2018 AT Noon
CITY HALL

In attendance: Rachel Brooks, Barry Lind, Mayor Jim Smith, Tamera DePonio, Todd Mohr, Karen Goodman, Valerie Bergstrom

Absent: T. Eftaxiadis

Brooks called the meeting to order at Noon

Wild made the motion to approve the agenda, Mohr second, agenda approved

Public Comment - None

Wild made the motion to approve the October 29, 2018 meeting minutes, Mohr second, approved

Lind made the motion to approve the financial report, Goodman second, approved

Wild made the motion to eliminate Frostbite 2019, Bergstrom second, approved, Mohr opposed

Goodman made the motion to create and send out an RFI for Economic Dev services, Wild second, approved

DDA presentation to City Council will be in January

Public Comment - None

Meeting Adjourned at 1:10pm

2.

**Manistee Downtown Development Authority Board Meeting Minutes
January 9, 2019, City Hall**

Present: Rachel Brooks, Tamara DePonio, T Eftaxiadis, Karen Goodman, Barry Lind, and Mayor Roger Zielinski
Excused Absence: Shari Wild, Valarie Bergstrom
Also Present: DDA Interim Director Tom Kaminski, Lynda Beaton, Liz Dufresne, Jim Smith and Lissette Reyes.

Agenda Item

1. **Call to Order:** Meeting called to order by Chair Brooks at 12:05 p.m.
2. **Approval of Agenda:** Motion by Eftaxiadis and Supported by Lind to adopt the agenda as presented. **Motion approved.**
3. **Public Comment:** None.
4. **Approval of November 14 and December 12, 2018 Regular DDA Board Meeting Minutes:** The November 14, 2018 meeting minutes were not available; no action taken.
Motion by Eftaxiadis and Supported by Goodman to approve the December 12, 2018 meeting minutes as presented. **Motion approved.**
5. **Financial Reports:** Kaminski discussed status of the financial reports. Kaminski also discussed status of American Cleaners Winter 2018 property tax bill. Motion by Eftaxiadis and Supported by Goodman to approve payment of 2018 Winter property tax bill for American Cleaners property. **Motion approved**

Lind discussed status of TIF revenue information required of the auditors. Motion by Eftaxiadis and Supported by Lind to table approval of this month's financial reports pending discussion of financial audit with auditors at the March 2019 DDA Board meeting. **Motion approved.**
6. **Director and Committee Reports:**
 - a. **Director:** Kaminski provided status report of his work, and further discussed Spark program and other issues included in his Director report. Also, provided summary of communications with proposed facilitator for DDA Board's strategic planning meeting in February. There was discussion of February strategic planning meeting location, attendance by phone, and facilitator services proposal. Motion by Goodman and Supported by Lind to approve expenditure of up to \$2,500 for meeting facilitator services by Yvonne Zoia. **Motion approved.**
 - b. **Design:** Lind provided minutes of last committee meeting.
 - c. **Marketing & Promotions:** The committee currently has no chair; no report.
 - d. **Business Development:** Committee chair Bergstrom was absent; no report.
 - e. **Redevelopment:** The committee did not meet in January; no report.
 - f. **Recruitment:** Three resumes for the DDA Economic Development Director have been received. Brooks will forward resumes to recruitment group members for review and comment. If resume submitters meet RFP requirements, interviews will be set up by Brooks.
 - g. **Economic Development (other options):** There was discussion of draft Request for Information (RFI) for

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**Manistee Downtown Development Authority Board Meeting Minutes
January 9, 2019, City Hall**

outside Economic Development services. Goodman and Eftaxiadis will complete RFI, and Kaminski will advertise. Motion by Goodman and Supported by Eftaxiadis to advertise RFI through economic development organizations and relevant media, with a cost not to exceed \$1,000. **Motion approved.**

- h. **TIF:** Kaminski will provide TIF Plan clarifications and additional material obtained from the City. Kaminski will also contact Beckett & Reader concerning the scope and terms of its original (2015) contract with the DDA for the preparation of the draft TIF Plan, as well as inquire about cost to update the Plan.
 - i. **Events:** Goodman reported that committee members support all events to remain with the DDA. There will be further discussion of this subject at the DDA's Strategic Planning meeting. Brooks provided update on the Sleighbell accident currently being handled by our insurance carrier.
 - j. **Rising Tide:** Lissette Reyes (Rising Tide fellow assigned to Manistee) reported on Rising Tide program priorities.
7. **Old Business**
- a. DDA Annual Presentation to City Council: Kaminski and chairs of key committees will present the status of the DDA's work to City Council at its Jan 15, 2019 meeting.
 - b. DDA Annual Strategic Planning Meeting: See Item 6.a above. Location to be determined and posted as required.
8. **New Business:** None.
9. **Public Comment:** None.
10. **Adjournment:** Meeting adjourned 1:25 p.m.

4.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

Ordinary Income/Expense	Jul '18 - June 19	Budget	\$ Over Budget	% of Budget
Income				
TIF Revenues				
248-405 · Small Taxpayer Exemption	-	20,000	(20,000)	0.0%
248-401 · TIF Revenue	160,913	262,667	(101,754)	61.3%
Total TIF Revenues	<u>160,913</u>	<u>282,667</u>	<u>(121,754)</u>	<u>56.9%</u>
248-573 · Local Comm Stabilization Authority Share	14,975			
248-261 · Downtown Dollars Discount	(500)	-	(500)	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	250	1,100	(850)	22.7%
248-295 · Frostbite Saturday Sponsorships	25	1,000	(975)	2.5%
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	16,950	21,500	(4,550)	78.8%
248-283 · Sleighbell - Other	940	-	940	100.0%
Total 248-283 · Sleighbell	<u>17,890</u>	<u>21,500</u>	<u>(3,610)</u>	<u>83.2%</u>
248-281 · Hops & Props				
248-284 · Hops & Props Sponsors	10,775	-	10,775	100.0%
248-281 · Hops & Props - Other	33,165	33,500	(335)	99.0%
Total 248-281 · Hops & Props	<u>43,940</u>	<u>33,500</u>	<u>10,440</u>	<u>131.2%</u>
Total 248-280 · Event Revenues	<u>63,380</u>	<u>77,900</u>	<u>(14,520)</u>	<u>81.4%</u>
Total Event Revenue	<u>63,380</u>	<u>77,900</u>	<u>(14,520)</u>	<u>81.4%</u>
248-642 · Miscellaneous Income				
248-664 · Interest Income	407	100	307	407.0%
248-638 · Downtown Brochure Ads	-	2,000	(2,000)	0.0%
Total 248-642 · Miscellaneous Income	<u>407</u>	<u>2,100</u>	<u>(1,693)</u>	<u>19.4%</u>
Total Income	<u>245,650</u>	<u>368,167</u>	<u>(122,517)</u>	<u>66.7%</u>
Expense				
Office Related Expenses				
248-847 · Advertising	696	300	396	232.0%
248-868 · Insurance	1,647	1,800	(153)	91.5%
248-861 · Credit Card Expense	35	200	(165)	17.5%
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	271	300	(29)	90.3%
248-857 · Membership Dues	300	430	(130)	69.8%
248-854 · Postage	50	350	(300)	14.3%

5.

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>
248-853 · Office Equipment and Supplies	2,165	1,000	1,165	216.5%
248-863 · Travel	-	1,000	(1,000)	0.0%
248-864 · Subscriptions	384	-	384	100.0%
Total Office Related Expenses	<u>5,576</u>	<u>6,880</u>	<u>(1,304)</u>	<u>81.0%</u>
Personnel Related Expense				
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-702 · Position Advertising	456	-	456	100.0%
248-705 · Federal 941 Company Expense	1,601	-	1,601	100.0%
248-711 · Unemployment	95	-	95	100.0%
248-712 · Workmen's Comp Ins	351	-	351	100.0%
248-718 · Gross Salary - Director - Other	18,825	65,000	(46,175)	29.0%
Total 248-718 · Gross Salary - Director	<u>21,328</u>	<u>65,000</u>	<u>(43,672)</u>	<u>32.8%</u>
Total Gross Salary - Director	<u>21,328</u>	<u>65,000</u>	<u>(43,672)</u>	<u>32.8%</u>
Total Personnel Related Expense	<u>21,328</u>	<u>65,000</u>	<u>(43,672)</u>	<u>32.8%</u>
Fee Related Expenses				
248-618 · Penalties and Interest	266	-	266	100.0%
248-731 · Bank Service Charges	251	100	151	251.0%
248-904 · Annual Audit	2,490	1,500	990	166.0%
248-903 · 1999 Bond Payment-Streetscape	135,300	140,000	(4,700)	96.6%
248-902 · Legal Fees	513	750	(237)	68.4%
248-901 · Accounting	2,400	5,000	(2,600)	48.0%
Total Fee Related Expenses	<u>141,220</u>	<u>147,350</u>	<u>(6,130)</u>	<u>95.8%</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	(800)	0.0%
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	3,545	8,000	(4,455)	44.3%
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 Related Expense	<u>14,145</u>	<u>71,800</u>	<u>(57,655)</u>	<u>19.7%</u>
Economic Restructuring				
248-628 · Property Restructuring	5,343	-	5,343	N/A
248-626 · Vogue Debt Forgiveness	5,000	-	5,000	

6.

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>
Total Economic Restructuring	10,343	-	10,343	
Organization Committee				
248-608 · Spark Manistee	6,348	6,500	(152)	97.7%
248-602 · Downtown Dollars Program	547	400	147	136.8%
248-600 · Main Street Program Newsletter	-	300	(300)	0.0%
Total Organization Committee	6,895	7,200	(305)	95.8%
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	255	7,500	(7,245)	3.4%
248-764 · Sleighbell Weekend	8,612	21,500	(12,888)	40.1%
248-763 · Sidewalk Sales	136	500	(364)	27.2%
248-759 · Mens & Ladies Nights	110	1,100	(990)	10.0%
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	23,767	21,500	2,267	110.5%
Total 248-751 · Promotions Committee Expense	35,080	70,900	(35,820)	49.5%
Total Expense	234,587	369,130	(134,543)	63.6%
Net Operating Income	11,063	(963)	12,026	

7.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Monthly Distributions
For the Month of January 2019

Type	Date	Num	Name	Description	Amount
Check	01/07/2019	4438	Unemployment Insurance Agency (UIA)	Unemployment Tax	23.58
Bill Pmt -Check	01/09/2019	4439	City of Manistee	Property tax on investment property	4,737.31
Bill Pmt -Check	01/09/2019	4440	CNA INSURANCE	Acct# 3026385716	262.80
Bill Pmt -Check	01/09/2019	4441	Douglas Valley	Sleighbell soup cookoff supplies	183.02
Paycheck	01/11/2019	4442	Thomas Kaminski	Payroll	528.65
Liability Check	01/15/2019	EFTPS	INTERNAL REVENUE SERVICE	80-0322654	571.38
Liability Check	01/18/2019	MTO	STATE. OF MICHIGAN	80-0322654	100.94
Bill Pmt -Check	01/21/2019	4444	ANDERSON TACKMAN & COMPANY PLC	Audit services	1,500.00
Bill Pmt -Check	01/21/2019	4445	Cardmember Service	VISA payment	519.00
Bill Pmt -Check	01/21/2019	4446	Connie M Tewes CPA LLC	December accounting	400.00
Bill Pmt -Check	01/21/2019	4447	Ludington Daily News	Sleighbell & Hops & Props	602.50
Bill Pmt -Check	01/21/2019	4448	Manistee County Convention & Visitors Bur	Hops & Props Ad in Then Great Beer State magazine (50%)	1,181.50
Bill Pmt -Check	01/21/2019	4449	Tittabawassee Valley Fire & Drum Corps	Sleighbell weekend	600.00
Paycheck	01/25/2019	4450	Thomas Kaminski	Payroll	814.05
Bill Pmt -Check	01/25/2019	4451	GREAT AMERICAN INSURANCE CO	Insurance expense	887.00
				Total Disbursements	<u>12,911.73</u>

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

ASSETS	<u>January 31, 2019</u>
Current Assets	
Checking/Savings	
248-000 · Petty Cash	1,000.00
248-010 · Checking - West Shore Bank	269,392.46
248-008 · Land Acquisition Account - WSB	78,607.22
248-003 · Façade Grants Checking	5,000.88
Total Checking/Savings	<u>354,000.56</u>
248-028 · Accounts Receivable	3,969.33
12100 · Pre-Paid Expenses	1,181.50
Total Other Current Assets	<u>5,150.83</u>
Total Current Assets	<u>359,151.39</u>
Other Assets	
248-182 · Investment - Amer Cleaners Prop	84,159.60
TOTAL ASSETS	<u><u>443,310.99</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
248-210 · Payroll Liabilities	516.42
Total Liabilities	<u>516.42</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	347,623.93
Net Income	11,625.65
Total Equity	<u>442,794.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>443,310.99</u></u>

9.

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

ASSETS	<u>January 31, 2019</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking 2018	2,079.70
248-015 · Downtown Dollars Checking 2019	13,525.00
Total Checking/Savings	<u>15,604.70</u>
TOTAL ASSETS	<u><u>15,604.70</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	2,344.87
2019 Downtown \$ Outstanding	13,925.00
Total Liabilities	<u>16,269.87</u>
Equity	
248-390 · Fund Balance	26.59
Net Income	-691.76
Total Equity	<u>-665.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,604.70</u></u>

10.

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

ASSETS	<u>January 31, 2019</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	13,584.11
Total Current Assets	<u>13,584.11</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	6,774.25
Duchon Insurance	3,396.04
J Catlett's Men's Styling LLC	4,733.67
Total Other Assets	<u>14,903.96</u>
TOTAL ASSETS	<u><u>28,488.07</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	28,358.91
Net Income	129.16
Total Equity	<u>28,488.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>28,488.07</u></u>

11.



70 MAPLE STREET
MANISTEE, MI 49660

MANISTEE DOWNTOWN DEVELOPMENT
70 MAPLE ST
MANISTEE, MI 49660

INVOICE

Customer ID: DDA
Invoice Number: 000000313
Service Date: 01/01/2019
Invoice Date: 01/09/2019
Due Date: 02/04/2019

Property Address:

Remaining Unapplied Credits: 0.00

Notes: \$22,000 FOR CITY SERVICES, \$18,000 FOR LANDSCAPING AND GROUNDS MAINTENANCE

Quantity	Description	Unit Price	Amount
1.00	REIMBURSEMENT- 101 GEN FN	22,000.00	22,000.00
1.00	REIMBURSEMENT- 101 GEN FN	18,000.00	18,000.00

*Recd. 1/9/19
TR*

*For Bd. Approval
in Feb. 2019*

Total Invoice:	40,000.00
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	40,000.00

INVOICE

CITY OF MANISTEE
70 MAPLE STREET
MANISTEE, MI 49660

Customer ID: DDA
Invoice Number: 000000313
Service Date: 01/01/2019
Invoice Date: 01/09/2019
Due Date: 02/04/2019

Property Address:

MANISTEE DOWNTOWN DEVELOPMENT
70 MAPLE ST
MANISTEE, MI 49660

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Tom Kaminski

From: Tom Kaminski
Sent: Wednesday, February 6, 2019 3:30 PM
To: 'Rachel Brooks'; 'Barry Lind'; 'eftaxiadis@charter.net'; 'Valarie Bergstrom'; Shari Wild; Tamara DePonio; Roger Zielinski; 'karen goodman'
Subject: Interim Director Activity update for January 3, 2019 - February 6, 2019

Dear DDA Board Members:

As we approach the February 13, 2019 board meeting and strategic planning session, I thought it was time to update you on my activities for the time period listed above.

Since the end of December 2018, I have worked the following hours:

Week of 12/30/18 – 1/5/19 = 16.00 hours
Week of 1/6/19 – 1/12/19 = 18.75 hours
Week of 1/13/19 – 1/19/19 = 22.75 hours
Week of 1/20/19 – 1/26/19 = 12.50 hours
Week of 1/27/19 – 2/2/19 = 12.25 hours

This totals 82.25 hours or an average of almost 16.50 hours per week. Not a lot of hours per week sometimes, but I have done a lot of work in the hours I have been in the office and on the job.

During the past five weeks, I have been busy with the following:

- Daily types of activities include vouchering invoices, deposits to the bank, sending vouchers and deposit information to the accountant, getting checks signed and mailed out, January and February reconciliation of downtown dollars at the bank, delivering and selling downtown dollars, daily emails, phone calls, meeting with various board members and other individuals, attending some meetings, etc.
- Prepared the January Board meeting packet and sent it out to board members, City officials and media. I am currently in the process of this same activity for the February 13th board meeting.
- Worked with the DDA's insurance provider, and others on a sleighbell weekend incident.
- Followed up on the Board's approval to hire a facilitator for the strategic planning session on February 13th. This included finalizing a contract with the facilitator, sending out a questionnaire to all board members, finalizing the date, time and location of the session, changing meeting postings for time and location of board meeting and strategic planning, various phone conversations with the facilitator, etc.
- Met with the owners of TACO BOUT IT restaurant, listened to their issues and concerns, and followed up with research, and provided them with information.
- Met with Ed Bradford regarding the DDA's surplus computer property. Followed up with Barry Lind on this issue to properly dispose of the computer equipment.
- Provided the City with Todd Mohr's resignation letter. The City is currently in the process of making an appointment to the unexpired term.

13.

- Prepared an outline for my DDA presentation to City Council. Presented the brief report to City Council on January 15th with other DDA Board members.
- Met with Tyler at least twice regarding various questions. He has also always answered my texts when I have questions. Took him out to lunch to show my appreciation for his assistance. I hope the board considers showing its appreciation to him in some manner. He has been very helpful over the past several months.
- Scheduled a March audit presentation to the DDA board by representatives from Anderson Tackman and Company. Also invited DDA accountant to attend the meeting.
- Provided resumes of DDA Director applicants to the Executive Committee.
- Met with the Design Committee in January. Had the real estate "for sale" sign removed from the former American Cleaners building. Currently in the process of removing some blight in the American Cleaners parking lot. Also researching information for the Design Committee's next meeting.
- Worked with the DDA Insurance broker to secure a quote for liability insurance on the former American Cleaners site. Completed the application with the assistance of T. Eftaxiadis. Also discussed this issue with the Design Committee. This issue will come before you for action at your February meeting.
- Scheduled and met with the Casino General Manager regarding past issues, and scheduled another meeting between the Casino General Manager and Rachel Brooks as follow up to my meeting.
- Contacted Beckett and Raeder representatives to secure a quote and contract document for assistance with finalizing the DDA's TIF Plan. This issue will come before you for action at your February meeting.
- Worked with a member of the Business Development committee (Darrell Birchfield) to secure a business and property owner list through Constant Contact for a business survey which is currently gathering results through the Survey Monkey system. Mr. Birchfield and Valarie Bergstrom did a lot of work to get the survey completed and circulated. Results should be known soon.
- Prepared and scheduled through Constant Contact, an email which will be sent out to all DDA business and property owners on March 4, 2019, requesting information on who would like a flower box or bench for the summer months. This information will then be passed on to the City Public Works Dept. for distribution.
- Requested Revenue Sharing grant application information from the County. Rachel Brooks is currently writing a Revenue Sharing grant which will be submitted through the City. It will be for security related purposes during the Sleighbell parade. This issue will come before you for action at your February meeting. The application is due in the City office by Tuesday, February 12th for action by the City Council on February 19th. If approved by the City, it will then be submitted by the City to the Local Revenue Sharing Board by the deadline date of March 1st. The local Revenue Sharing board will award grants in June. This process must be followed because the Revenue Sharing board can only award grants to local units of government with elected boards.
- Worked with Karen Goodman and T. Eftaxiadis to finalize the Economic Development Request For Information outline and advertisement. I contacted all advertisers and finalized ads yesterday. The ads will appear in the Manistee News Advocate, Ludington Daily News, Grand Rapids Press, and Traverse City Record Eagle. All ads will appear for 3 days in the classified section. The ad has also been posted with MEDA and was also sent to Beckett and Raeder for informational purposes. Total cost for ads will be approximately \$479 combined. The RFI response deadline is March 8, 2019. I will provide the ad and RFI outline in the board packet for your information.

I should have the board packet emailed to you by Friday afternoon. If you have any questions or comments, please contact me at 231-510-2530 or at manisteedda@manisteedowntown.com

Thanks,
Tom
Tom Kaminski
Interim Director
Manistee Downtown Development Authority

15.

**Manistee DDA Design Committee
January 17, 2019
Meeting Minutes
Chamber of Commerce**

1. **Call to Order**
Meeting was called to order at 8:10 am by Barry Lind

Present: Lind, Kyle Mosher, Shari Wild, Jacob Bergmann, Jeff Mikula
Absent: Jeff Reau
Excused: Stacie Bytwork, Janet Duchon
Also Present: Tom Kaminski
2. **Approval of Agenda**
Motion by Wild, support by Mosher to approve agenda as presented. M/C
3. **Approval of Minutes**
Motion by Wild, support by Mikula to approve the meeting minutes from December 20, 2018. M/C
4. **Public Comment: None**
5. **Reviewed status of 2018 projects**
 - Parking Signage – Reviewed some Parking Signage examples, discussed options. Mikula will work on estimates and parking lot signage map for review by committee.
 - MSU Project – Kaminski will pull together the documents relating to this project (Original MSU Deliverable along with cost estimates that have been obtained) into a “packet” for future consideration.
 - Downtown Garbage – Mikula updated the committee on progress of the City committee
 - Facade Grants – Kaminski gave updates on potential grant requests
6. **Reviewed status of other committee projects**
 - Landscaping Contract – Need to begin work on a contract for 2019. Mikula will form a draft from the 2018 document.
 - Blight – Lind gave on update, letter not yet sent to City Staff
7. **Old Business**
Continued discussion of 2019 priorities. (Full brainstorming list below). Then prioritized a top five list.
 - Parking Signage – continue and complete the 2018 project
 - Art Park Upgrades / Food Court
 - Painting Garbage Cans and Flower Boxes
 - Paver Leveling
 - Parking Needs West of Maple St – Mosher to contact Tom Amor Jr
 - Downtown Banners
Full brainstormed list of 2019 project candidates:
 - Blossom Blvd
 - Parking Signage

- Event/District App for maps/info
- Art Park Upgrades / Food Court
- Painting Light Poles
- Painting Garbage Cans
- Paver Leveling
- Fountain Upgrades
- Banners for Signage on US31/River
- Banners for Downtown
- Gateway Enhancements with American Cleaners Development
- LED Street Lighting
- Parking needs west of Maple
- Downtown Wifi
- Downtown Sound System
- MSU Identified Improvements

8. **New Business**

- 2019 Baskets/Watering – Discussed plans for 2019 Flower Baskets and watering. Duchon and Kaminski will contact the two existing vendors to understand status of existing (if any) contracts for services.
- 150th Manistee Anniversary Banners – Lind will investigate a concept to incorporate banners commemorating the 150th Anniversary of the City of Manistee into the Downtown this year. Lind will contact Mark Fedder with the Historical Society on this item.
- Riverwalk Adopted Flower Planters – The committee discussed the importance of having the flower planters that used to be sponsored/adopted by various community groups and individuals reevaluated. The appearance of these flower beds needs to be improved this coming year. To be discussed further in the future.

9. There being no further business to conduct, the meeting was adjourned at the call of the Chair at 9:55 am.

10. Next meeting Thursday, February 21st, 8:00 am at the Chamber

B R i
Beckett&Raeder

Landscape Architecture
Planning, Engineering &
Environmental Services

January 26, 2019

Thomas Kaminski
Interim DDA Director
Manistee Downtown Development Authority
70 Maple Street
Manistee, MI 49660

i
initiative

Mr. Kaminski,

As requested I reviewed the previous version of the Development Plan and Tax Increment Plan for the Manistee DDA. If I recall, the DDA board identified the projects and programs and the final draft was prepared but the final approval process was impaired due to conversations between the DDA and the City on the amount of reimbursement the DDA needed to make to the City on an annual basis.

If the DDA and City are at a juncture where the plan can move through the approval process I think the previous version can be revised efficiently. I would suggest the following process:

1. Meeting with the DDA Board or a working group to review the previous plan and identify which projects and programs that need to be deleted and added.
2. Using an internet survey, poll the full DDA Board to determine the priority of the projects and programs. This addresses one of the requirements in the statute relative to project phasing and scheduling.
3. Coordinate with the City Assessor changes in taxable valuation and rerun the TIF forecast accordingly.
4. Revise the document as the "amended and restated 2019 development plan and tax increment financing plan."
5. Present the revised plans to the DDA for approval and recommendation to the City Council for adoption.
6. Provide the DDA and City with a schedule of actions needed to formally adopt the plans. *The DDA/City will be responsible for the adoption process.*

I anticipate two meetings as noted in step 1 and step 4. The professional service fee is an amount not to exceed Five Thousand dollars (\$5,000.00) and the work program can be accomplished over two months subject to DDA meeting schedules.

Beckett & Raeder, Inc.
535 West William, Suite 101
Ann Arbor, MI 48103

Petoskey Office
113 Howard Street
Petoskey, MI 49770

Traverse City Office
921 West 11th St., Suite 2E
Traverse City, MI 49684

Toledo
419.242.3428 ph

734 663.2622 ph
734 663.6759 fx

231 347.2523 ph
231 347.2524 fx

231 933.8400 ph
231 944.1709 fx

www.bria2.com

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If you have any questions please feel free to contact me. Again, thank you for the opportunity to work with the Manistee DDA.

Regards,

A handwritten signature in black ink, appearing to read 'John Iacoangeli', with a large loop at the beginning and a trailing flourish.

John Iacoangeli, AICP, CNU-A, LEED AP
Principal

i
initiative

19.



MAURY, DONNELLY, & PARR, INC.
24 Commerce Street
Baltimore, MD 21202

sohare@mdpins.com
Phone: (443) 529-0396 Fax: (410) 685-3071

Enclosed you will find an annual **admitted** Commercial Liability quote for Manistee Downtown Development Authority. The quote number is MGL019J1A98 Version 3 .

- Section I-** Details the premiums, taxes and fees associated with this account. In addition, it provides the Underwriting Notes and covers any of the additional underwriting information that might be needed prior to binding or within 21 days of the inception date.
- Section II-** Summarizes the locations, building information, property coverages, warranties, and the corresponding classifications with the exposures and rates.
- Section III-** Provides the Liability Limits of Insurance
- Section IV-** Lists the required coverage forms, notices, endorsements and exclusions.
- Section V-** Offers optional coverages that are available to the applicant but are not currently included in the quote.
- Section VI-** Provides the Direct Bill Payment Description.

In addition we have included some materials that will assist in the evaluation of this offer of coverage.

- An Excess General Liability quote that provides higher limits of Liability. It is attached as a separate quote under #XSL019J17X3. This quote is optional and not required to be bound along with the primary quote. If coverage is desired, we would issue a separate policy.
- Endorsement TRIADN Policyholder Disclosure Notice of Terrorism Insurance Coverage for your review.

The carrier will send you an invoice based on the terms reflected in this quote.
Payment is due to the carrier.

Payment options available to you are:

1. Send the invoice remittance slip with payment to the lockbox address on their invoice
2. Pay online at www.usli.com/ezpay.
3. Pay by phone (automated system available 24/7) at 866-632-2003

Your invoice will include a unique number that will allow you to register your policy at www.usli.com/ezpay. By registering your policy, you will have access to additional information as well as the option to set-up recurring payments. Recurring payments are a great way to minimize the possibility of your policy being cancelled or not renewed because payment was not received.

We invite you to contact us to discuss the benefits of any coverages, the costs associated or simply to provide feedback! We welcome the opportunity to talk with you about this quote.

Thank you for the opportunity to quote this account!

Sincerely,

Cover letter

20.



Insurance Since 1875

Shannon O'Hare
MAURY, DONNELLY, & PARR, INC.

MAURY, DONNELLY, & PARR, INC.
24 Commerce Street
Baltimore, MD 21202

sohare@mdpins.com
Phone: (443) 529-0396 Fax: (410) 685-3071

21.



MAURY, DONNELLY, & PARR, INC.
 24 Commerce Street
 Baltimore, MD 21202

sohare@mdpins.com
 Phone: (443) 529-0396 Fax: (410) 685-3071

MGL019J1A98 Version 3

Quote is valid until 4/1/2019

To: **Manistee Downtown Development Authority**

From: Shannon O'Hare
 sohare@mdpins.com

Please bind effective: _____

Confirm optional coverages:

Do not include any optional coverages.

Include the following optional coverages from Section V
 (Taxes & Fees may apply to optional premium if purchased)

Option 1 - (add: *\$100.00) - Terrorism Coverage
 *See Terrorism Section for Exact Pricing and Terms

This policy is eligible to be Direct Billed.
 Note: a \$5.00 installment fee will apply to each installment after the first - please select one of the following:

Direct Bill both this New Business and future Renewals
 (If checked - Select a Payment Plan):

SINGLE PAYMENT

See the last page of this quote for Payment Plan Descriptions

Do not Direct Bill this New Business but do Direct Bill future Renewals

Do not Direct Bill this policy

NOTE: If the Direct Bill Option is selected, the Company will invoice the insured. Do not bill or collect the down payment. All taxes, surcharges and fees (except installment fees) will be billed in full with the first installment.

Signature: _____

I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS

COMMERCIAL LIABILITY POLICY INFORMATION	
Carrier:	United States Liability Insurance Company
Status:	Admitted
A.M. Best Rating:	A++ (Superior) - X
Term Quoted:	Annual
COVERAGE PART	
Commercial General Liability	PREMIUM
	\$350.00
TOTAL PREMIUM DUE TO CARRIER	\$350.00
ADDITIONAL COSTS	
Broker Fee	\$0.00
TOTAL AMOUNT DUE	\$350.00

FREE AND DISCOUNTED BUSINESS SERVICES AVAILABLE TO USLI INSUREDS - VISIT BIZRESOURCECENTER.COM FOR DETAILS

Underwriting Notes:

- Thank you for the opportunity to quote this risk.

Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****

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II. COVERED LOCATION(S) AND CORRESPONDING CLASSIFICATIONS

Location #1 - 283-285 River Street, Manistee, MI 49660

Liability Coverage

Description	Class Code	Basis	Exposure	Prod/CompOps Rate	All Other Rate	Prod/CompOps Premium	All Other Premium
Vacant Buildings - not factories - Other than Not-For-Profit	68606	Total Area	3,762	Excl	25.344	Excl	\$350 MP
			Per 1,000 Total Area				

Liability Coverage Premium for Location #1: \$350

III. LIABILITY LIMITS OF INSURANCE

COMMERCIAL GENERAL LIABILITY

Each Occurrence	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Medical Expense (Any One Person)	\$5,000
Damage To Premises Rented to You	\$100,000
Products/Completed Ops Aggregate	Excluded
General Aggregate	\$2,000,000
General Liability Deductible	\$0

Total for policy term.

IV. REQUIRED FORMS & ENDORSEMENTS

General Liability Endorsements

CG0001	(12/07) Commercial General Liability Coverage Form	L-232s	(04/15) Classification Limitation Endorsement
CG0068	(05/09) Recording And Distribution Of Material Or Information In Violation Of Law Exclusion	L-278 VAC	(04/15) Independent Contractors/Subcontractors Exclusion
CG0168	(10/09) Michigan Changes	L-395	(04/15) Vacant Building Protection Warranty
CG2104	(11/85) Exclusion - Products-Completed Operations Hazard	L-500	(12/17) Bodily Injury Exclusion - All Employees, Volunteer Workers, Temporary Workers, Casual Laborers, Contractors and Subcontractors
CG2107	(05/14) Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - Limited Bodily Injury Exception Not Included	L-526	(01/15) Absolute War Or Terrorism Exclusion
CG2109	(06/15) Exclusion - Unmanned Aircraft	L-532 VAC	(12/14) Exclusion - Construction Operations
CG2136	(03/05) Exclusion - New Entities	L-540	(04/15) Exclusion - Exterior Work Over 50 Feet
CG2139	(10/93) Contractual Liability Limitation	L-599	(04/15) Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead With A Hostile Fire Exception
CG2144	(04/17) Limitation of Coverage to Designated Premises, Project or Operation	L-610	(04/15) Expanded Definition Of Bodily Injury
CG2147	(12/07) Employment-Related Practices Exclusion	L-783	(04/15) Amendment Of Liquor Liability Exclusion
IL0017	(11/98) Common Policy Conditions	LLQ-100	(04/15) Who Is An Insured Clarification Endorsement
IL0021	(09/08) Nuclear Energy Liability Exclusion Endorsement	LLQ-368	(04/15) Separation Of Insureds Clarification Endorsement
IL0286	(04/17) Michigan Changes - Cancellation and Nonrenewal	TRIADN	(02/15) Policyholder Disclosure Notice of Terrorism Insurance Coverage
Jacket	(09/10) Commercial Insurance Policy Jacket		

Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****

23

V. OFFER OF OPTIONAL COVERAGE(S)

Based on the information provided, the following additional coverages are available to this applicant but are not currently included in the quotation. The additional premium may be subject to taxes & fees. For a firm final amount please contact us and we will revise the quote.

Coverage	Additional Premium
Option 1 Terrorism Coverage	\$100.00

Important Information

- Terrorism coverage, per the Terrorism Risk Insurance Program Reauthorization Act of 2015, is available for an additional premium of \$100 or 5.00% of the total applicable premium, whichever is greater. If not purchased, please provide the signed TRIADN Disclosure Notice or add form NTE - Notice of Terrorism Exclusion. When making your decision to purchase Terrorism Coverage, please be aware that coverage for "insured losses" as defined by the Act is subject to the coverage terms, conditions, amount, and limits in this policy applicable to losses arising from events other than acts of terrorism.
- The Terrorism premium shown above has been calculated as a percentage of the quoted coverages. If any coverages are added or removed at binding, the additional premium shown above is subject to change.
- This coverage cannot be added mid-term.

VI. DIRECT BILL PAYMENT PLAN DESCRIPTIONS

One Year Payment Plan Descriptions:

SINGLE PAYMENT - The entire premium is invoiced immediately and is due 20 days after it is invoiced.

An installment fee as noted on page 1 of this quote applies to each installment after the first.

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

24

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act ("the Act"), as amended, you have a right to purchase insurance coverage for losses arising out of acts of terrorism. *As defined in Section 102(1) of the Act:* The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

You should know that any coverage for losses caused by certified acts of terrorism is partially reimbursed by the United States under a formula established by federal law. Under this formula, the United States reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020, of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is provided below and does not include any charges for the portion of loss covered by the federal government under the Act.

Coverage for "insured losses", as defined in the Act, is subject to the coverage terms, conditions, amounts and limits in this policy applicable to losses arising from events other than acts of terrorism.

You should know that the Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement, as well as insurers' liability, for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

You should also know that, under federal law, you are not required to purchase coverage for losses caused by certified acts of terrorism.

REJECTION OR SELECTION OF TERRORISM INSURANCE COVERAGE

Please "X" one of the boxes below and return this notice to the Company.

	I decline to purchase Terrorism Coverage. I understand that I will have no coverage for losses arising from acts of Terrorism.
	I elect to purchase coverage for certified acts of Terrorism for a premium of \$ _____.

Note: if you do not respond to our offer and do not return this notice to the Company, you will have no Terrorism Coverage under this policy.

Applicant Name (Print)

Named Insured

Authorized Signature

Date

(25)



MAURY, DONNELLY, & PARR, INC.
24 Commerce Street
Baltimore, MD 21202

sohare@mdpins.com
Phone: (443) 529-0396 Fax: (410) 685-3071

Enclosed you will find an annual **admitted** Excess General Liability Coverage for Manistee Downtown Development Authority. The quote number is XSL019J17X3 Version 2 .

- Section I-** Details the premiums, taxes and fees associated with this account. In addition, it provides the Underwriting Notes and covers any of the additional underwriting information that might be needed prior to binding or within 21 days of the inception date.
- Section II-** Schedule of Underlying Coverages
- Section III-** Lists the required coverage forms, notices, endorsements and exclusions.
- Section IV-** Offers optional coverages that are available to the applicant but are not currently included in the quote.
- Section V-** Provides the Direct Bill Payment Description.

In addition we have included some materials that will assist in the evaluation of this offer of coverage.

- A pre-filled application that includes the information you have already provided.
- Endorsement TRIADN Policyholder Disclosure Notice of Terrorism Insurance Coverage for your review.
- A Point of Sale piece that provides some claims scenarios this account may encounter and a coverage checklist that can be compared to the quotation of another carrier.

The carrier will send you an invoice based on the terms reflected in this quote.
Payment is due to the carrier.

Payment options available to you are:

1. Send the invoice remittance slip with payment to the lockbox address on their invoice
2. Pay online at www.usli.com/ezpay.
3. Pay by phone (automated system available 24/7) at 866-632-2003

Your invoice will include a unique number that will allow you to register your policy at www.usli.com/ezpay. By registering your policy, you will have access to additional information as well as the option to set-up recurring payments. Recurring payments are a great way to minimize the possibility of your policy being cancelled or not renewed because payment was not received.

We invite you to contact us to discuss the benefits of any coverages, the costs associated or simply to provide feedback! We welcome the opportunity to talk with you about this quote.

Thank you for the opportunity to quote this account!

Sincerely,
Shannon O'Hare
MAURY, DONNELLY, & PARR, INC.



Insurance Since 1875

MAURY, DONNELLY, & PARR, INC.
24 Commerce Street
Baltimore, MD 21202

sohare@mdpins.com
Phone: (443) 529-0396 Fax: (410) 685-3071

XSL019J17X3 Version 2

Quote is valid until 4/1/2019

To: **Manistee Downtown Development Authority**

From: Shannon O'Hare

sohare@mdpins.com

Please bind effective: _____

Confirm optional coverages:

- Do not include any optional coverages.
- Include the following optional coverages from Section IV
(Taxes & Fees may apply to optional premium if purchased)
 - Option 1 - Terrorism Coverage

This policy is eligible to be Direct Billed.
Note: a \$5.00 installment fee will apply to each installment after the first - please select one of the following:

- Direct Bill both this New Business and future Renewals
(If checked - Select a Payment Plan):
 - SINGLE PAYMENT
 - TWO PAYMENTS - Premium must be over \$400
 - THREE PAYMENTS - Premium must be over \$675
 - FOUR PAYMENTS - Premium must be over \$1,000

See the last page of this quote for Payment Plan Descriptions

- Do not Direct Bill this New Business but do Direct Bill future Renewals
- Do not Direct Bill this policy

NOTE: If the Direct Bill Option is selected, the Company will invoice the insured. Do not bill or collect the down payment. All taxes, surcharges and fees (except installment fees) will be billed in full with the first installment.

Signature: _____

I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS

EXCESS GENERAL LIABILITY COVERAGE POLICY INFORMATION

Carrier:	United States Liability Insurance Company
Status:	Admitted
A.M. Best Rating:	A++ (Superior) - X
Term Quoted:	Annual

LIMIT OPTIONS	PREMIUM	FEES	AMOUNT DUE
<input type="checkbox"/> \$1,000,000	\$400 (MP)	\$0.00	\$400.00
<input type="checkbox"/> \$2,000,000	\$800 (MP)	\$0.00	\$800.00
<input type="checkbox"/> \$3,000,000	\$1,200 (MP)	\$0.00	\$1,200.00
<input type="checkbox"/> \$4,000,000	\$1,600 (MP)	\$0.00	\$1,600.00
<input type="checkbox"/> \$5,000,000	\$2,000 (MP)	\$0.00	\$2,000.00

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

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ADDITIONAL COSTS

Broker Fee	\$0
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FREE AND DISCOUNTED BUSINESS SERVICES AVAILABLE TO USLI INSUREDS – VISIT BIZRESOURCECENTER.COM FOR DETAILS

Within 21 days of the inception date of coverage, this account will be subject to the following:

- Our completed & signed application; or
- A completed & signed ACORD application as long as all underwriting information needed has been provided to us; or
- A completed & signed application from another company as long as all underwriting information needed has been provided to us.

Underwriting Notes:

- Thank you for the opportunity to quote this risk.

II. SCHEDULE OF UNDERLYING COVERAGES

Commercial General Liability	Limits of Liability	
Carrier: United States Liability Insurance Group	Each Occurrence:	\$1,000,000
AM Best Rating: A++	Products/Completed Operations Aggregate:	Excluded
	General Aggregate:	\$2,000,000
	Personal & Advertising Injury:	\$1,000,000

III. REQUIRED FORMS & ENDORSEMENTS

IUL100	(07/06) Expected or Intended Injury Exclusion	NOTICE UNMANNED AIRCRAFT XL	(02/17) Advisory Notice to Policyholders
IUL117	(09/10) Nuclear Energy Liability Exclusion (Broad Form)	TRIADN	(02/15) Policyholder Disclosure Notice of Terrorism Insurance Coverage
L-367	(08/03) Minimum Earned Premium Endorsement	XL101	(05/07) Automobile Exclusion
L-395	(11/05) Vacant Building Protection Warranty	XL465	(12/16) Exclusion - Unmanned Aircraft
L-540	(11/09) Exclusion - Exterior Work Over 50 Feet	XL542	(02/15) Exclusion Of War And Certified Acts Of Terrorism
L-589	(01/06) Bodily Injury Exclusion - All Employees, Volunteer Workers, Temporary Workers, Casual Laborers, Contractors, And Subcont	XLP	(07/05) Excess Liability Policy
L-645MI	(10/05) Michigan State Amendatory Endorsement	XLP Jacket	(09/10) Excess Liability Policy Jacket

IV. OFFER OF OPTIONAL COVERAGE(S)

Based on the information provided, the following additional coverages are available to this applicant but are not currently included in the quotation. The additional premium may be subject to taxes & fees. For a firm final amount please contact us and we will revise the quote.

Coverage	Rate
Option 1 Terrorism Coverage	See notes for rate information

Important Information

- Terrorism coverage, per the Terrorism Risk Insurance Program Reauthorization Act of 2015, is available for an additional premium of \$100 or 5.0000% of the total applicable premium for this risk, whichever is greater. If not purchased, please provide the signed TRIADN Disclosure Notice or add form NTE – Notice of Terrorism Exclusion. When making your decision whether to purchase Terrorism Coverage, please be aware that coverage for "insured losses" as defined by the Act is subject to the coverage terms, conditions, amount and limits in this policy applicable to losses arising from events other than acts of terrorism.
- Coverage available under this offer is contingent on the underlying policies providing terrorism coverage and at the same limit as the Schedule of Underlying Coverages
- This coverage cannot be added mid-term.

Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****

V. DIRECT BILL PAYMENT PLAN DESCRIPTIONS

One Year Payment Plan Descriptions:

- SINGLE PAYMENT - The entire premium is invoiced immediately and is due 20 days after it is invoiced.
- TWO PAYMENTS - 50% of the premium is invoiced immediately and is due 20 days after it is invoiced; the balance is invoiced 150 days after inception.
- THREE PAYMENTS - 40% of the premium is invoiced immediately and is due 20 days after it is invoiced; 30% is invoiced 120 days after inception; the balance is invoiced 210 days after inception.
- FOUR PAYMENTS - 40% of the premium is invoiced immediately and is due 20 days after it is invoiced; three equal installments of 20% are invoiced at 120 days, 180 days and 240 days after inception.

An installment fee as noted on page 1 of this quote applies to each installment after the first.

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Please contact us with any questions regarding the terminology used or the coverages provided.

****Read the quote carefully, it may not match the coverages requested****



Recd. 1/28/19
RL

70 Maple Street • Manistee, Michigan 49660 • www.manisteemi.gov

CITY HALL

ADMINISTRATION
FAX 231.723.1546

CITY MANAGER
231.398.2801

CITY ASSESSOR
231.398.2802

PLANNING & ZONING
231.398.2805

January 23, 2019

Rachel Brooks
Manistee DDA
70 Maple Street
Manistee MI 49660

Dear Ms. Brooks:

You are receiving this letter because you are the contact person for your organization's special event(s). The topic of charging for special events was on the January 8, 2019 City Council work session agenda. During public comment Council heard from several individuals representing organizations that sponsor and/or participate in special events expressing concern with the City charging for special events.

After hearing from those individuals Council discussed the merits of charging for special events. At the end of their discussion Council directed staff to **not charge** for special events in 2019. Additionally, Council asked staff to bring information and ideas on how the City can comply with the legal requirements associated with the expenditure of public funds as it relates to special events.

At this time I anticipate that staff will be prepared to bring Council the requested information at the March 12, 2019 work session for discussion. This timeline could change and I suggest you check the calendar on the City's website, www.manisteemi.gov, on March 8 or 9 to see if the work session agenda includes a discussion on special events.

While the City is not charging for special events in 2019, we are still requiring that groups submit their Special Event Request form **at least 90 days in advance** of the date of the special event. This allows staff sufficient time to work with the event sponsors to determine what City services are required. If you have any questions regarding this matter please contact me or Public Safety Director Tim Kozal at 231-732-2533 or tkozal@manisteemi.gov.

Sincerely,

CITY OF MANISTEE

Thad N. Taylor, City Manager

ttaylor@manisteemi.gov

TNT:cl

- c. Public Safety Director Tim Kozal
- DPW Director Jeff Mikula

- CITY CLERK
231.398.2803
- CITY TREASURER/
FINANCE DIRECTOR
231.398.2804
- WATER BILLING
231.723.2559
- POLICE DEPARTMENT
231.723.2533
FAX 231.398.2012
- FIRE DEPARTMENT
281 First Street
231.723.1549
FAX 231.723.3519
- DEPT. OF
PUBLIC WORKS
280 Washington St.
• Street Dept.
• Parks Dept.
• Water Maintenance
280 Washington St.
231.723.7132
FAX 231.723.1803
- WASTEWATER PLANT
15 Ninth St.
231.723.1553

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
ECONOMIC DEVELOPMENT REQUEST FOR INFORMATION

The Manistee Downtown Development Authority (DDA) is requesting information from individuals/groups/organizations regarding interest in providing Economic Development Services in the DDA District. Interested parties should contact the DDA Office to request a copy of the RFI outline. The RFI outlines the expectations for implementation of economic development and general management of the DDA. Copies may be obtained by contacting Tom Kaminski, Interim DDA Director by email at manisteedda@manisteedowntown.com, or by telephone at 231-510-2530. The response deadline is Friday, March 8, 2019 at 5:00 p.m.

31.

REQUEST FOR INFORMATION

I. **Statement of Intent.** This document is a Request for Information (RFI). The Manistee Downtown Development Authority (DDA) is seeking information regarding vendor capabilities in maintaining the operation and function of the office of DDA and to provide Economic Development services. Additionally, all reporting requirements, local or state must be met along with all event commitments and organizational oversight. The DDA is seeking a provider of these services over a one (1) year period, subject to negotiation of additional years. This is an RFI ONLY. This RFI does not commit the DDA to contract for any service.

II. Background

- a. Request. The DDA is seeking Economic Development services for the Downtown District of the City of Manistee.
- b. Limitations. Any contract established with a qualified provider will be on an annual basis, with negotiation of additional years. Renewal of any contract will be based on an objective performance evaluation at the end of each contract period. Multiple year contracts may be generated following this format.

III. Requested Information/Specifications

- a. Submission. Proposals must be submitted in a sealed envelope bearing the title of: "Manistee Downtown Development Authority (DDA), Economic Development Proposal". Proposals must be delivered to the DDA, City Hall, 70 Maple Street, Manistee MI 49660, no later than 5:00 PM on Friday, March 8, 2019. All successful bidders will be required to accept reductions in payments for nonperformance of the contract. All prices quoted must be guaranteed through June 30, 2019. If there is a modification to the RFI, secondary to questions and or clarifications, bidders will be notified of such changes and be allowed to modify their proposal. If changes occur, modifications to proposals will be allowed to be submitted up to the opening date established above. All successful bidders must comply with all parts of the contract, State and Local Codes and regulations and all Federal and State laws governing this proposal and operations.
- b. Schedule of Proposal and Contract Activities

RFI available to prospective bidders	February 4, 2019
Proposal submission deadline	March 8, 2019
Proposals reviewed/references checked	March-April 2019

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Provider(s) selected, and contracts sent

May 2019

Start of Contract

upon contract signature

- c. Contact information. Questions related to this RFP/RFQ/RFI can be submitted to:

Mr. Thomas Kaminski, Interim Director
Manistee Downtown Development Authority
City Hall, 70 Maple Street, Manistee MI 49660
231-510-2530

e-mail: manisteedda@manisteedowntown.com

- d. Service/Information Specifications
- i. Daily Service – daily management and operation of the office
 - ii. Monthly Service -monthly reviews, updates and board meetings
 - iii. Quarterly Service – quarterly reports
 - iv. Annual Service – Annual reports and presentations
 - v. Economic Development Director position duties (attached)
- e. Selection Process. DDA reserves the right to reject any and all bids, waive any informality in bidding, select the successful bidder on a basis other than the bid amount, and negotiate with one or more qualified bidders before awarding a contract.
- f. Attachments: (Job Description for DDA Economic Development Director)

IV. **Response.** Submit a response to include the following information:

- a. Provide name, title, address, telephone and email of primary contact at your organization's office that will provide the requested services to the DDA.
- b. Provide firm's general business and/or professional background and experience. Do you have proof of business status? If so, please provided an example. If not please explain.
- c. Demonstrate proof of or the ability to obtain general and/or professional liability insurance.
- d. If you are a successful bidder, can you demonstrate evidence of financial stability.
- e. Describe in an overview format your abilities to develop, maintain and report costs of running, monitoring, and auditing costs of the DDA's operations including but not limited to staffing and administrative overhead.
- f. Proof of the ability to, and policies on, performing background checks for all employees where appropriate.
- g. Provide name(s), educational background, qualifications and experience, and employment history, or resumes, of the individual(s) who will provide the requested services to the DDA.
- h. Provide at least three, but not more than five example of similar services your firm and the assigned individuals have provided to clients in the last seven (7) years. Please limit such descriptions to one page each.

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- i. How would you foster communication between your organization, other regional economic development entities and the DDA? How would you build collaborative relationships?
- j. Do you have performance guarantees? If yes, explain to what extent you are willing to guarantee your services?
- k. Potential and preferred fee structures, including but not limited to labor rates of the individual(s) assigned to provide the requested services to the DDA.
- l. Please provide a short statement as to why you feel your organization should be chosen to provide the requested services to the DDA.
- m. Please provide any additional information that you feel is relevant.

V. **Discussion.** DDA representatives may or may not choose to interview potential offerors. Such discussions would only be intended to get further clarification of potential capability to meet the RFI requirements. If your firm is invited for an interview, the DDA expects that the individual(s) assigned to provide the requested services will be present.

VI. **Summary.** This is a Request for Information (RFI) ONLY to identify providers of Economic Development services to the Manistee Downtown Development Authority (DDA). The information provided in the RFI is subject to change and is not binding. The DDA has not made a commitment to procure any of the services discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
DIRECTOR OF ECONOMIC DEVELOPMENT
JOB DESCRIPTION

DATE

Reports to: The Director is directly supervised by the Manistee Downtown Development Authority (DDA) Board Chairperson. The Director's duties will encompass a variety of tasks as determined by the Manistee DDA Board. Annual evaluations will be based on defined goals and strategic objectives agreed upon by the Director and the Manistee DDA Board.

Overview: Administers and manages the economic development activities and marketing of the Manistee Downtown Development District (District). Performs a variety of administrative, technical and professional tasks in preparation and implementation of economic and business development plans, programs, and services. Promotes the businesses and economic development interests within the District. Provides assistance to individuals and firms to establish, relocate, or expand their businesses within the District. Plans and coordinates development and redevelopment projects, assists business and residential applicants with local and state permitting processes, and provides necessary research for sponsored projects.

Classification: Exempt; includes holidays and weekends as needed

Economic Development Core Responsibilities: This position will spend 70% of time in Economic Development Responsibilities as follows:

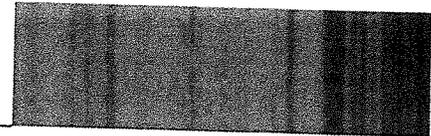
- Develops and manages a comprehensive economic development strategy.
- Develops and manages a comprehensive outreach program to new and expanding business.
- Develops and implements a business visitation program and conducts personal visits to downtown businesses to assess and resolve business climate issue and concerns.
- Develops and manages a new prospect visitation program.
- Manages the marketing efforts of the downtown district to include developing and implementing promotional and marketing programs and materials, excluding events.
- Identifies the interests and priorities of businesses located within the District.
- Monitors and evaluates the effectiveness of the economic development strategies.
- Establishes and maintains a database of existing District businesses, and vacant commercial and residential properties.
- Researches and secures sources of funding to support economic development strategies.
- Proactively navigates and facilitates processes for solutions for established and prospective businesses.
- Develops and maintains supportive relationships with other local, regional and State economic development organizations, existing businesses and real estate networks.
- Provides reports to State and local entities as required.

Additional Responsibilities: This position will spend approximately 30% of time in other responsibilities as follows:

- Manages relevant administrative aspects of the DDA , including purchasing, record keeping, budget development, accounting, preparation of all reports required by the DDA Board, and supervision of employees and consultants.
- Encourages excellence in all aspects of promotion in order to advance an image of quality for the downtown district.
- Works to instill good maintenance practices in the downtown district, to enhance its physical appearance through the rehabilitation of historic buildings, preservation of historic building stock.
- Encourages construction of appropriate new buildings.

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MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
DIRECTOR OF ECONOMIC DEVELOPMENT
JOB DESCRIPTION



- Educates business and property owners about design quality and long term planning.
- Interfaces with the City of Manistee Historic District Commission and other entities as appropriate.
- Maintains DDA program records and reports, establishes technical resource files and libraries, and prepares regular reports for the DDA Board.
- Monitors the annual program budget and maintain financial records.
- Other duties as assigned by DDA Board.

Qualifications:

- *Education.* A bachelor's degree in economic development is preferred.
- *Experience.* Performance of this job requires at least 5 years of proven economic development experience and a demonstrated knowledge of principles and practices pertaining to at least two (2) of the following areas: urban planning, , redevelopment planning, finance, housing development, DDA/TIFA/LDFA/BRA management, grant writing, business development and historic preservation.
- *Other Knowledge, Skills and Abilities.* Must be entrepreneurial, energetic, well-organized, self-starter, imaginative, able to facilitate cooperation between multiple interest groups, and an independent worker who can produce results with minimal supervision. Excellent public speaking and oral and written communication skills are required. Must have general computer skills and be proficient in word processing (Word), spreadsheet (Excel), presentation (Powerpoint), project scheduling (MS Project or similar) and basic accounting (Quickbooks) applications.

Certification or Licensure:

- A valid driver's license is required
- Certified Economic Developer (CEcD) preferred,

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