

**Manistee Downtown Development Authority Board Meeting Minutes  
December 12, 2018, City Hall**

Present: Valarie Bergstrom, Tamara DePonio (3:10), T Eftaxiadis, Karen Goodman, Barry Lind, Mayor  
Roger Zielinski and Shari Wild  
Excused Absence: Rachel Brooks  
Also Present: DDA Interim Director Tom Kaminski, Nicole Knapp, News Advocate

**Agenda Item**

1. **Call to Order:** Meeting called to order by Vice Chair Lind at 12:05\_ p.m.
2. **Approval of Agenda:** Motion by Eftaxiadis and Supported by Bergstrom to adopt the Agenda with additions 8b and 8c under new business. **Motion approved.**
3. **Public Comment:** None.
4. **Approval of November 14 2018 Regular Meeting Minutes:** Not available; table for next month's meeting.
5. **Financial Reports:** Bergstrom discussed status of the financials. Lind asked clarifications on some items in the P&L statement; Bergstrom explained accounting for expenses associated with Downtown Dollars and that Downtown dollars are kept on a separate bank account. Motion by Goodman and Supported by Eftaxiadis to approve financial reports as presented. **Motion approved**
  - a. **Check Signing Authority:** It was clarified that in Bergstrom's absence any other Executive Board member can sign checks.
  - b. **Accounting View only Authority:** Following discussion, Motion was made by Bergstrom and Supported by Wild to authorize the DDA's accountant to view the DDA's bank accounts. **Motion approved.**
6. **Committee Reports:**
  - a. **Director:** Kaminski discussed SPARKS program status, invoice payment methodology, new credit card, Redevelopment Liquor license status, Oleson's tax appeal implications on DDA revenues, and status of property tax bill for American Cleaners.
  - b. **Design:** Wild provided minutes of last committee meeting. Lind will continue working with City DPS on blight issues.
  - c. **Marketing & Promotions:** No update available; Brooks absent.
  - d. **Business Development:** Bergstrom reported that the next phase of the SPARKS program will be in January '19.
  - e. **Redevelopment:** Eftaxiadis discussed: 1) preliminary design concepts for the redevelopment of the American Cleaners property by the Beckett & Reader under contract with MEDC; 2)three redevelopment options for the property; 3)summary of the updated MEDC's Rental Rehabilitation program; and, 4) list of Downtown prioritized properties for the City Council's RRC meeting.
  - f. **Recruitment:** No resumes received. The committee will meet to discuss next steps.
  - g. **Economic Development (other options):** Goodman reported contacts with other local organizations concerning potential contract executive director services for the DDA. Committee will meet to discuss this issue further before next Board meeting.
  - h. **TIF:** The committee will meet later today to discuss City's comments on TIF plan received by Kaminski.
  - i. **Events:** The committee will meet to discuss process for DDA support to groups taking over events. Date/time TBD.
  - j. **Rising Tide:** Lissette Reyes of MEDC introduced herself and discussed her role with MEDC's Rising

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Tide program.

**7. Old Business**

**Move Forward or Eliminate 2019 Events:** Events discussed and actions taken are as follows:

- a. Frostbite: Keep this event, with two DDA Board members coordinating event.
- b. Women's Wine & Chocolate: Keep this event but rebrand it. Motion by Bergstrom and Supported by DePonio to request the chair(s) to provide to the Board an implementation plan by January 9, 2019 for continuous DDA support. **MOTION approved.**
- c. Men's and Ladies' Nights and Sidewalk Sales: There was Motion by Eftaxiadis and Supported by DePonio to eliminate these as DDA sponsored events and turn them over to the Downtown merchants, effective next fiscal year. **MOTION approved.**
- d. TGIF in June and August: Item tabled.
- e. Boos, Brews & Brats: This event was already taken over by the Elks; no action needed.
- f. Hops & Props and Sleighbells: Continue these as DDA events and ensure chair(s) are secured and plans generated early in the season.

**8. New Business**

- a. **DDA Annual Presentation to City Council**: Following discussion it was agreed that committee chairs will provide short presentations of their committees' activities during the next DDA status presentation to Council.
- b. **2019 meeting dates**: There was Motion by Wild and Supported by Bergstrom to continue holding the regular meetings of the DDA Board on the 2<sup>nd</sup> Wednesday of each month. **Motion approved.**
- c. **Strategic planning date**: There was Motion by Eftaxiadis and Supported by Bergstrom to hold the DDA's annual strategic planning session on February 13, 2019, with a facilitator and a location to be coordinated by the Kaminski. **Motion approved.**

**9. Public Comment:** None.

**10. Adjournment:** Meeting adjourned 2:40 p.m.