

**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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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.