

AGENDA

Manistee DDA

Wednesday, April 10, 2019 at 12:00 p.m.

Council Chambers, 3rd floor, City Hall

1. Call to Order
2. The City Clerk will administer the oath of office to all DDA Board members
3. Approval of Agenda
4. Public Comment (limit 5 minutes per person)
5. Approval of March 13, 2019 Meeting Minutes
6. Approval of April 1, 2019 Special Meeting Minutes
7. Financial Report
 - A. Review and approval of amended February 2019 financial statement
 - B. Review and approval of March 2019 financial statement
 - C. Review and consideration to approve invoice #355 from the City of Manistee for holiday decorations and lights = \$10,500
8. Committee Reports
 - a. Director – T. Kaminski
 - b. Design - B. Lind (Several action items listed under “New Business” below)
 - c. Marketing and Promotions – No Chair
 - d. Business Development – V. Bergstrom
 - e. Redevelopment – T. Eftaxiadis
 - f. Recruitment – R. Brooks
 - g. Economic Development – K. Goodman
 - h. TIF – T. Kaminski
 - i. Events – K. Goodman
 - j. Rising Tide – R. Brooks
9. Old Business
10. New Business
 - a. Design Committee recommendation to allocate \$4,500 for parking signage
 - b. Design Committee recommendation to approve Landscaping/Watering Contract with the City of Manistee

- c. Request the DDA Chairperson to officially appoint Dennis Terhorst to the Design committee which also includes Barry Lind, Chairperson, Shari Wild, Kyle Mosher, Janet Duchon, Jeff Mikula, and Jeff Reau
 - d. Review and formal acceptance of the resignation of Rachel Brooks from the DDA Board effective June 30, 2019.
11. 1:00 p.m. - Joe Borgstrom, Economic Development Consultant with Project Rising Tide
 12. Public Comment (limit 5 minutes per person)
 13. Adjournment

2.

**Manistee Downtown Development Authority Board Meeting Minutes
March 13, 2019, 12:00 p.m. Manistee City Hall**

Present: Rachel Brooks, Tamara DePonio (arrived 12:15), T Eftaxiadis, Barry Lind, Mayor Roger Zielinski, Valarie Bergstrom (departed 1:30), Shari Wild and Kyle Mosher.
Excused Absence: Karen Goodman.
Also Present: DDA Interim Director Tom Kaminski, Councilmembers Beaton, Ashlyn Korienek, Ken Talsma, Jeff Mikula, Matt Biolette, Nikole Knapp, Thad Taylor, Connie Tewes.

Agenda Item

1. **Call to Order:** Meeting called to order by Chair Brooks at 12:00 p.m.
2. **Approval of Agenda:** Motion by Zielinski and Supported by Wild to adopt the agenda, with the addition of Items 9 e, 9f and 9g under New Business. **Motion approved.**
3. **Public Comment:** None.
4. **Approval of October 10, 2018 DDA Board Meeting Minutes:** Motion by Shari and Supported by Bergstrom to approve the October 10, 2018 meeting minutes with corrections. **Motion approved.**
5. **Approval of February 14, 2019 DDA Board Meeting Minutes:** Motion by Eftaxiadis and Supported by Lind to approve the February 13, 2019 meeting minutes with the addition of the amount of \$5,000 on Item 7b and a typo correction. **Motion approved.**
6. **Financial Reports:**
 - a. **Review of Financial Statements.** Kaminski discussed status of the financial statements. Following discussion there was Motion by Bergstrom and Supported by Lind to approve the February Disbursements portion of the financial statements. **Motion approved.** Due to revisions required by the DDA's accountant, the remaining financial statements will be acted upon next month.
 - b. **FY 2017/18 Audit Review.** Ken Talsma of Anderson, Tackman & Company, PLC discussed the findings of the subject audit. The graphic presentation of the Basic Financial Statements by Mr. Talsma is attached. There were question by Lind and discussion among Lind, Tewes and Talsma concerning 2018 TIF revenue allocation. There was Motion by Bergstrom and Supported by Wild to accept the FY 2017/18 Audit with pending clarification of the 2018 TIF revenue allocation. **Motion approved (Lind opposed).**
7. **Director and Committee Reports:**
 - a. **Director:** Kaminski provided status report of his work activities as summarized in his report dated March 4, 2019. Additionally, Kaminski discussed issue of outdoor seating permits requiring approval by the DDA Administrator and the City. Direction was provided to Kaminski to discuss this, and the associated fee issues with Design committee.
 - b. **Design:** Mikula and Biolette discussed current trash storage and removal practices by various businesses in the District, as well as option for trash management recommended by the Design committee. Lind noted proposed corresponding City ordinance changes that would be required prior to implementing these recommendations. Action on this item will be taken under agenda Item 9f below.

Mikula also discussed installation of parking lots signs, locations of signs and map of locations to install signs for parking lots in the District. Action on this item will be taken under agenda Item 9e below.

Manistee Downtown Development Authority Board Meeting Minutes
March 13, 2019, 12:00 p.m. Manistee City Hall

- c. **Marketing & Promotions:** No report.
 - d. **Business Development:** No report.
 - e. **Redevelopment:** Eftaxiadis discussed MDEQ recent request for the DDA to undertake Due Care measures at the former American Cleaners property. Following discussion, there was Motion by Lind and Supported by Eftaxiadis to respond to the MDEQ and submit the Due Care Plan prepared by Compliance Inc. in November 2018 on behalf of the DDA. **Motion approved.** Eftaxiadis will work with Kaminski to submit the required documents to the MDEQ.
 - f. **Recruitment:** There was discussion on the need to employ a DDA Director to take over the duties of Kaminski whose tenure with the DDA as its Interim Executive Director will end shortly. Following discussion of the DDA's short and long term needs for an executive director, there was Motion by Lind and Supported by Zielinski to post and recruit a part-time director to initially focus on the DDA's administrative needs and responsibilities. **Motion approved by roll call of those present (YES – Brooks, DePonio, Lind, Zielinski, Wild; NO – Moser, Eftaxiadis).**
 - g. **Economic Development (other options):** No discussion
 - h. **TIF:** Kaminski reported that the TIF committee met on March 8, 2019 with Beckett & Raeder to discuss the revised TIF Plan. Another meeting has been scheduled for March 20, 2019 with himself, TIF committee members and City representatives to further discuss City services and costs to be incorporated in the Plan.
 - i. **Events:** No discussion.
 - j. **Rising Tide:** Kaminski discussed request by Joe Borgstrom, Rising Tide program consultant to meet with DDA Board members to discuss the District's economic development needs. Kaminski will coordinate. Due to her time commitments, Brooks will work with Lissette Reyes to designate another DDA representative in the Rising Tide group.
8. **Old Business:** None.
9. **New Business:**
- a. **Discussion of Strategic Planning Document & Matrix:** Due to the amount of time required to adequately discuss the findings and recommendations of the facilitator of the DDA's Strategic Planning meeting in February, Kaminski recommended, and so directed, to schedule a special meeting of the DDA Board and the facilitator. Kaminski will schedule, and provide public notice of the meeting.
 - b. **Request to Amend DDA Bylaws:** Zielinski proposed an amendment of the DDA bylaws as related to the seat of the City's Chief Executive on the Board. Following discussion, Board members felt that additional bylaws may require amendment and/or clarification, therefore the proposed amendment as well as additional potential amendments need to be discussed and drafted in collaboration with legal counsel. A Bylaws Subcommittee will be formed by the Chair to work on the bylaws with legal counsel. There was Motion by Wild and Supported by Eftaxiadis to table the discussion of bylaw amendments at this time. **Motion approved.**
 - c. **Approval to Submit an AARP Community Grant Application:** Kaminski discussed an AARP grant

4.

Manistee Downtown Development Authority Board Meeting Minutes
March 13, 2019, 12:00 p.m. Manistee City Hall

opportunity for funding to improve the entrance to the Downtown and Riverwalk per the recommendations of the MSU Downtown Manistee River Street & Rivewalk Improvement Study completed in 2018. The grant application that is due on April 17, 2019 will be drafted by Lissette Reyes of the Rising Tide on behalf of the DDA. There was Motion by Moser and Supported by Wild to authorize Kaminski to work with Rising Tide to submit an application for AARP funding for improvements to the entrance to the Downtown and Riverwalk. **Motion approved.**

d. Approval to Submit a FY 2019-20 DDA Budget to City: Item was tabled for next month's meeting.

e. Allocation of Funding for Parking Signage: Item was tabled for next month's meeting.

f. Recommendation to Fund Trash Containers: Following discussion of the Design committee's recommendations concerning creation of trash collection enclosures, there was Motion by Wild and Supported by Zielinski for the DDA to eliminate trash pickup on River Street through a City ordinance amendment, and to locate two trash collection corrals within the District, and to participate in the capital cost of constructing and installing the trash corrals in an amount not to exceed \$80,000 from the fund balance. **Motion approved by roll call of those present (YES – Brooks, DePonio, Moser, Zielinski, Wild; NO – Lind, Eftaxiadis).**

g. Funding of Anniversary Banners: Following discussion of the Design committee's recommendation, there was Motion by Lind and Supported by Zielinski to allocate \$3,500 for the purchase of 150th Year Anniversary banners and associated hardware. **Motion approved by roll call of those present (YES –, DePonio, Moser, Zielinski, Wild, Lind, Eftaxiadis; NO – Brooks)**

10. **Public Comment:**

Councilmember Beaton commented that at last night's work session Council recommended to amend the DDA's bylaws to enable the City Manager to sit in the DDA Board. It was also Council's consensus that the DDA should consider joining other parties in the county-wide economic development organization proposed by the Chamber of Commerce.

11. **Adjournment:** Meeting adjourned at 2:05 p.m.

5.

Manistee Downtown Development Authority Board Special Meeting Minutes
April 1, 2019, 8:00 a.m. Manistee City Hall

Present: Rachel Brooks, Tamara DePonio, T Eftaxiadis, Barry Lind, Mayor Roger Zielinski ((departed at 10:05 a.m.), Valarie Bergstrom, Karen Goodman (departed at 10:00 a.m.), Shari Wild and Kyle Mosher.

Excused Absence: NA

Also Present: DDA Interim Director Tom Kaminski, Ashlyn Korienek, Lissette Reyes.

Agenda Item

1. **Call to Order:** Meeting called to order by Chair Brooks at 8:01 a.m.
2. **Approval of Agenda:** Motion by Zielinski and Supported by Eftaxiadis to adopt the agenda as presented. **Motion approved.**
3. **Public Comment:** None.
4. **Discussion & Action on Proposed FY 2019-2020 DDA Budget to City Council:** Kaminski and Lind discussed the draft budget dated 3/26/19. Proposed budget implications and potential changes were discussed by Board members. Following discussion there was Motion by Lind and Supported by Eftaxiadis to approve the FY 2019-2020 DDA Budget Proposal dated 3/26/19 and submit it to City Council, with the following revisions: 1) Rename the "Payroll" item as "Payroll and/or Contracted Services", 2) Maintain the Hops & Props and Sleighbell events, and 3) Maintain the SPARK event and increase its budget to \$8,000. **Motion approved unanimously by roll call of all Board members.**
5. **Discussion & Review of DDA Board's Strategic Planning Session Report for FY 2019-2020:** Brooks discussed the portion of the facilitator's report on the Board's FY 2019-2020 Strategic Planning Session dealing with the DDA Staff/Director Decision Matrix. Following discussion, it was proposed and agreed to postpone the discussion of the Economic Development position following the April 10, 2019 session with Joe Borgstrom, consultant to the Rising Tide program, to obtain information about economic development options potentially applicable at the DDA, City and regional levels.

The Board discussed the expectations for, and responsibilities of a part-time person to initially focus on the DDA's day-to-day functions. Board also discussed anticipated hours of work and compensation for that person. It was decided to add Moser to the interview committee. Following further discussion, there was Motion by Wild and Supported by Moser to proceed with the interview process for the part-time position as determined by the Board at its March 13, 2019 meeting, not to exceed 30 hours per week with an hourly compensation ranging from \$18 to \$25 based on experience and capacity, without benefits. **Motion approved unanimously by roll call of those present (Zielinski and Goodman had departed).**

6. **Public Comment:** None
7. **Adjournment:** Meeting was adjourned at 10:40 a.m.

6.

Tom Kaminski

From: Connie Tewes <connietewes@gmail.com>
Sent: Sunday, March 17, 2019 6:56 PM
To: Tom Kaminski
Cc: Valarie Bergstrom; Barry Lind
Subject: Re: sleighbell expenses
Attachments: 8-22-18 TIF 2017 Del and 2018 Summer.pdf; Feb 2019 Budget to Actual.pdf; February 2019 Balance Sheets.pdf

Hi Tom et al,

I've attached the amended February financial statements so you have them in advance. The changes affected the DD balance sheet as the liability for DD went up and the additional bank/cc fees did increase the loss by around \$95.

The budget to actual p&l was affected by that same amount, of course.

I also attached a copy of the deposit in question. It looks as though if the revenue does belong to the current year, the auditor's suggestion of moving it forward and adding the footnote to the current year noting a restatement of income for the prior year is a practical suggestion. It would be the same way the those prior period expenses were handled for the prior year audit when correcting the books for corrections to the revolving loan accounts and downtown dollars liability issues.

Connie

7.

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

ASSETS

February 28, 2019

Current Assets

Checking/Savings

248-000 · Petty Cash	1,000.00
248-010 · Checking - West Shore Bank	229,798.07
248-008 · Land Acquisition Account - WSB	78,622.29
248-003 · Façade Grants Checking	5,001.17

Total Checking/Savings 314,421.53

248-028 · Accounts Receivable	3,719.33
12100 · Pre-Paid Expenses	1,181.50

Total Other Current Assets 4,900.83

Total Current Assets 319,322.36

Other Assets

248-182 · Investment - Amer Cleaners Prop	84,159.60
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TOTAL ASSETS

403,481.96

LIABILITIES & EQUITY

Liabilities

Current Liabilities

248-202 · Accounts Payable	978.30
248-210 · Payroll Liabilities	387.52

Total Current Liabilities 1,365.82

Total Liabilities 1,365.82

Equity

248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,622.29
248-396 · Façade Grant	5,001.77
Total 248-392 · Designated Fund Balance	<u>83,624.06</u>

248-390 · Fund Balance	347,544.86
Net Income	(29,052.78)

Total Equity 402,116.14

TOTAL LIABILITIES & EQUITY

403,481.96

81

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

ASSETS	<u>February 28, 2019</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking 2018	1,678.81
248-015 · Downtown Dollars Checking 2019	14,025.00
Total Checking/Savings	<u>15,703.81</u>
 TOTAL ASSETS	 <u><u>15,703.81</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	2,050.00
2019 Downtown \$ Outstanding	14,425.00
Total Liabilities	<u>16,475.00</u>
 Equity	
248-390 · Fund Balance	26.59
Net Income	-797.78
Total Equity	<u>-771.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,703.81</u></u>

(9)

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

ASSETS	<u>February 28, 2019</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	14,234.90
Total Current Assets	<u>14,234.90</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	6,627.81
Duchon Insurance	3,065.78
J Catlett's Men's Styling LLC	4,644.19
Total Other Assets	<u>14,337.78</u>
TOTAL ASSETS	<u><u>28,572.68</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	28,358.91
Net Income	213.77
Total Equity	<u>28,572.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>28,572.68</u></u>

10.

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				
248-401 · TIF Revenue	169,629	262,667	(93,038)	64.58%
248-405 · Small Taxpayer Exemption	-	20,000	(20,000)	0.00%
248-573 · Local Community Stabilization Revenue	14,975	-	14,975	0.00%
Total TIF Revenues	<u>184,604</u>	<u>282,667</u>	<u>(98,063)</u>	<u>65.31%</u>
248-261 · Downtown Dollars Discount	(500)	-	(500)	100.00%
Committee Revenue				
248-278 · Spark Manistee	6,475	5,500	975	117.73%
Event Revenue				
248-280 · Event Revenues				
248-298 · TGIF Manistee	1,050	5,000	(3,950)	21.00%
248-296 · Men's & Ladies Night	250	1,100	(850)	22.73%
248-295 · Frostbite Saturday Sponsorships	650	1,000	(350)	65.00%
248-780 · Women's Wine & Chocolate Walk	-	6,300	(6,300)	0.00%
248-290 · Boos, Brews & Brats	-	9,500	(9,500)	0.00%
248-286 · Sleighbell Sponsorships	16,950	21,500	(4,550)	78.84%
248-283 · Sleighbell - Other	3,540	-	3,540	100.00%
Total 248-283 · Sleighbell	<u>20,490</u>	<u>21,500</u>	<u>(1,010)</u>	<u>95.30%</u>
248-281 · Hops & Props				
248-284 · Hops & Props Sponsors	10,750	-	10,750	100.00%
248-281 · Hops & Props - Other	33,415	33,500	(85)	99.75%
Total 248-281 · Hops & Props	<u>44,165</u>	<u>33,500</u>	<u>10,665</u>	<u>131.84%</u>
Total 248-280 · Event Revenues	<u>66,605</u>	<u>77,900</u>	<u>(11,295)</u>	<u>85.50%</u>
Total Event Revenue	<u>66,605</u>	<u>77,900</u>	<u>(11,295)</u>	<u>85.50%</u>
248-642 · Miscellaneous Income				
248-664 · Interest Income	538	100	438	538.00%
248-638 · Downtown Brochure Ads	-	2,000	(2,000)	0.00%
Total 248-642 · Miscellaneous Income	<u>538</u>	<u>2,100</u>	<u>(1,562)</u>	<u>25.62%</u>
Total Income	<u>257,722</u>	<u>368,167</u>	<u>(110,445)</u>	<u>70.00%</u>
Expense				
Office Related Expenses				
248-847 · Advertising	926	300	626	308.67%
248-853 · Office Equipment and Supplies	2,265	1,000	1,265	226.50%
248-854 · Postage	50	350	(300)	14.29%
248-857 · Membership Dues	595	430	165	138.35%
248-858 · Miscellaneous-Office Related	271	300	(29)	90.33%
248-859 · Printing & Reproduction	28	250	(222)	11.20%
248-861 · Credit Card Expense	35	200	(165)	17.50%
248-863 · Travel	-	1,000	(1,000)	0.00%

11.

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>
248-864 · Subscriptions	429	-	429	100.00%
248-865 · Meeting Hosting	180	-	180	100.00%
248-866 · Training-Education-Conferences	-	1,250	(1,250)	0.00%
248-868 · Insurance	1,997	1,800	197	110.94%
248-920 · Downtown Dollars Expense	200	-	200	100.00%
Total Office Related Expenses	<u>6,976</u>	<u>6,880</u>	<u>96</u>	<u>101.39%</u>
Personnel Related Expense				
Gross Salary - Director				
248-701 · Consulting	2,200	-	2,200	100.00%
248-718 · Gross Salary - Director				
248-702 · Position Advertising	456	-	456	100.00%
248-705 · Federal 941 Company Expense	1,723	-	1,601	100.00%
248-711 · Unemployment	122	-	122	100.00%
248-712 · Workmen's Comp Ins	351	-	351	100.00%
248-718 · Gross Salary - Director - Other	20,614	65,000	(44,386)	31.71%
Total 248-718 · Gross Salary - Director	<u>23,266</u>	<u>65,000</u>	<u>(41,734)</u>	<u>35.79%</u>
Total Gross Salary - Director	<u>23,266</u>	<u>65,000</u>	<u>(41,734)</u>	<u>35.79%</u>
Total Personnel Related Expense	<u>25,466</u>	<u>65,000</u>	<u>(39,534)</u>	<u>39.18%</u>
Fee Related Expenses				
248-618 · Penalties and Interest	266	-	266	356.00%
248-731 · Bank Service Charges	356	100	256	356.00%
248-904 · Annual Audit	2,490	1,500	990	166.00%
248-903 · 1999 Bond Payment-Streetscape	138,000	140,000	(2,000)	98.57%
248-902 · Legal Fees	543	750	(207)	72.40%
248-901 · Accounting	3,200	5,000	(1,800)	64.00%
Total Fee Related Expenses	<u>144,855</u>	<u>147,350</u>	<u>(2,495)</u>	<u>98.31%</u>
Design Committee Related Expense				
Riverwalk				
248-659 · Riverwalk Landscaping	18,000	18,000	-	100.00%
Total Riverwalk	<u>18,000</u>	<u>18,000</u>	<u>-</u>	<u>100.00%</u>
Signage				
248-663 · Traffic/Wayfinding Signs	-	800	-	-
Total Signage	<u>-</u>	<u>800</u>	<u>(800)</u>	<u>0.00%</u>
Hanging Baskets				
248-649 · Flowers	-	3,600	(3,600)	0.00%
248-665 · Watering Contract	5,600	9,400	(3,800)	59.57%
Total Hanging Baskets	<u>5,600</u>	<u>13,000</u>	<u>(7,400)</u>	<u>43.08%</u>
248-653 · Holiday Decorations	3,545	8,000	(4,455)	44.31%
248-652 · Facade Grant Program	5,000	10,000	(5,000)	50.00%
248-651 · City Maintenance in DDA	22,000	22,000	-	100.00%
Total Design Committee RelatedExpense	<u>54,145</u>	<u>71,800</u>	<u>(17,655)</u>	<u>75.41%</u>
Economic Restructuring				

12.

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>
248-628 · Property Restructuring	5,343	-	5,343	N/A
248-626 · Vogue Debt Forgiveness	5,000	-	5,000	
Total Economic Restructuring	10,343	-	10,343	
Organization Committee				
248-608 · Spark Manistee	6,348	6,500	(152)	97.66%
248-602 · Downtown Dollars Program	547	400	147	136.75%
248-600 · Main Street Program Newsletter	-	300	(300)	0.00%
Total Organization Committee	6,895	7,200	(305)	95.76%
Promotions Committee Expenses				
248-751 · Promotions Committee Expense				
248-783 · TGIF Manistee	2,200	5,000	(2,800)	44.00%
248-782 · Women's Wine & Chocolate Walk	-	4,300	(4,300)	0.00%
248-775 · Boos, Brews & Brats	-	6,500	(6,500)	0.00%
248-776 · Co-op Advertising	255	7,500	(7,245)	3.40%
248-764 · Sleighbell Weekend	11,712	21,500	(9,788)	54.47%
248-763 · Sidewalk Sales	136	500	(364)	27.22%
248-759 · Mens & Ladies Nights	260	1,100	(840)	23.64%
248-774 · Frostbite Saturday	348	1,000	(652)	34.80%
248-752 · Downtown Brochure	-	2,000	(2,000)	0.00%
248-761 · Hops & Props on the River	23,767	21,500	2,267	110.54%
Total 248-751 · Promotions Committee Expense	38,678	70,900	(32,222)	54.55%
Total Expense	287,358	369,130	(81,772)	77.85%
Net Operating Income	(29,636)	(963)	(28,673)	

131

DEPOSIT FORM

MANISTEE DDA

CHECK NUMBER OR CASH: 46263

AMOUNT: \$ 36,514.25

REASON: TIF

CHECK DATE: 8-14-18

ACCOUNT NUMBER: 248-401

CLASS: General

RECEIVED BY: Tyler Leppanen

DDA DIRECTOR Tyler Leppanen

RECEIVED DATE: _____

DATE: _____

14.

DEPOSIT FORM

MANISTEE DDA

CHECK NUMBER OR CASH: 46263

AMOUNT: \$45,727.93

REASON: 2017 ~~Delinquent~~ Delinquent taxes FY 2017-2018

CHECK DATE: ~~8~~ 8-14-18

ACCOUNT NUMBER: 248-403

CLASS: General

RECEIVED BY: Tyler Leppanen

DDA DIRECTOR: Tyler Leppanen

RECEIVED DATE: 8-21-18

DATE: 8-21-18

15.

CITY OF MANISTEE

Vendor: DDA DOWNTOWN DEVE

046263

Invoice #	Invoice Dat	Description/Distribution	Amount
2017 DELTX	08/03/18	2017 DEL. TAX SETTLEMENT	45,727.93
SUMTXDIST2 DDA	08/07/18	2018 SUMMER TAX DIST 2- 7/16/18-7/31/18 PMT	36,514.25

Check Amt Total: 82,242.18

Check Date: 08/14/2018

Check #: 46263

PRINTING SYSTEMS • Taylor, MI • 1-800-95-1104E

WARNING: DO NOT CASH UNLESS LOGO APPEARS IN BACKGROUND OF CHECK

CITY OF MANISTEE
70 Maple Street
Manistee, MI 49660
OPERATING ACCOUNT



046263

Check Date 08/14/2018

VOID AFTER
60 DAYS

AMOUNT
82,242.18

PAY ***Eighty-Two Thousand Two Hundred Forty-Two and 18/100 Dollars*****

TO THE ORDER OF
DOWNTOWN DEVELOPMENT
70 MAPLE STREET
MANISTEE, MI 49660

16

Edward Bradford
TREASURER

Heather Pefley
CLERK

WARNING: DO NOT CASH UNLESS ORIGINAL DOCUMENT APPEARS ON BACK OF CHECK

⑈046263⑈ ⑆072403473⑆ 01182222705⑈



WEST SHORE BANK

Drawer # 10876
8/22/2018

Trans # 40
2:13 PM

DDA Deposit
DDA Deposit

82767.16

Account Number *****3923
Cash Back .00
AVAILABLE BALANCE N/A

Thank you for banking with
West Shore Bank

Making a Real Difference

MEMBER FDIC



WEST SHORE BANK

Drawer # 10876
8/22/2018

Trans # 41
2:14 PM

DDA Deposit
DDA Deposit

500.00

Account Number *****4032
Cash Back .00
AVAILABLE BALANCE N/A

Thank you for banking with
West Shore Bank

Making a Real Difference

MEMBER FDIC



WEST SHORE BANK

10876
18

Trans # 42
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250.00

Number *****3931
Back .00
AVAILABLE BALANCE N/A

Thank you for banking with
West Shore Bank

Making a Real Difference

MEMBER FDIC

17.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Monthly Disbursements

As of March 31, 2019

Type	Date	Num	Vendor Name	Description	Amount
Bill Pmt -Check	03/09/2019	4468	Connie M Tewes CPA LLC	February accounting	400.00
Bill Pmt -Check	03/09/2019	4469	Jackpine Business Centers	800 Tally sheets	79.00
Bill Pmt -Check	03/09/2019	4470	Ludington Daily News	RFI ad and Frostbite	363.10
Bill Pmt -Check	03/09/2019	4471	The Pioneer Group	RFI ad	136.20
Paycheck	03/08/2019	4490	Thomas Kaminski	Paycheck	633.80
Paycheck	03/22/2019	4491	Thomas Kaminski	Paycheck	838.56
Bill Pmt -Check	03/18/2019	4492	Cardmember Service	Constant Contact subscription	45.00
Bill Pmt -Check	03/18/2019	4493	Jackpine Business Centers	Misc office supplies	8.04
Bill Pmt -Check	03/18/2019	4494	T. C. Record-Eagle	Economic Development Refi Ad	86.55
Liability Check	03/13/2019	EFTPS	INTERNAL REVENUE SERVICE	80-0322654	385.84
				TOTAL	<u>2,976.09</u>

18.

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				
248-401 · TIF Revenue	177,201	262,667	(85,466)	67.46%
248-573 · Local Community Stabilization Revenue	14,975	20,000	(5,025)	0.00%
Total TIF Revenues	<u>192,176</u>	<u>282,667</u>	<u>(90,491)</u>	<u>67.99%</u>
248-261 · Downtown Dollars Discount	(600)	-	(600)	100.00%
Committee Revenue				
248-278 · Spark Manistee	6,475	5,500	975	117.73%
Event Revenue				
248-280 · Event Revenues				
248-298 · TGIF Manistee	1,050	5,000	(3,950)	21.00%
248-296 · Men's & Ladies Night	250	1,100	(850)	22.73%
248-295 · Frostbite Saturday Sponsorships	900	1,000	(100)	90.00%
248-780 · Women's Wine & Chocolate Walk	-	6,300	(6,300)	0.00%
248-290 · Boos, Brews & Brats	-	9,500	(9,500)	0.00%
248-286 · Sleighbell Sponsorships	16,950	21,500	(4,550)	78.84%
248-283 · Sleighbell - Other	3,540	-	3,540	100.00%
Total 248-283 · Sleighbell	<u>20,490</u>	<u>21,500</u>	<u>(1,010)</u>	<u>95.30%</u>
248-281 · Hops & Props				
248-284 · Hops & Props Sponsors	11,000	-	11,000	100.00%
248-281 · Hops & Props - Other	32,665	33,500	(835)	97.51%
Total 248-281 · Hops & Props	<u>43,665</u>	<u>33,500</u>	<u>10,165</u>	<u>130.34%</u>
Total 248-280 · Event Revenues	<u>66,355</u>	<u>77,900</u>	<u>(11,545)</u>	<u>85.18%</u>
Total Event Revenue	<u>66,355</u>	<u>77,900</u>	<u>(11,545)</u>	<u>85.18%</u>
248-642 · Miscellaneous Income				
248-664 · Interest Income	585	100	485	585.00%
248-638 · Downtown Brochure Ads	-	2,000	(2,000)	0.00%
Total 248-642 · Miscellaneous Income	<u>585</u>	<u>2,100</u>	<u>(1,515)</u>	<u>27.86%</u>
Total Income	<u>264,991</u>	<u>368,167</u>	<u>(103,176)</u>	<u>71.98%</u>
Expense				
Office Related Expenses				
248-847 · Advertising	1,012	300	712	337.33%
248-853 · Office Equipment and Supplies	2,273	1,000	1,273	227.30%
248-854 · Postage	50	350	(300)	14.29%
248-857 · Membership Dues	595	430	165	138.35%
248-858 · Miscellaneous-Office Related	271	300	(29)	90.33%
248-859 · Printing & Reproduction	28	250	(222)	11.20%
248-861 · Credit Card Expense	35	200	(165)	17.50%
248-863 · Travel	-	1,000	(1,000)	0.00%
248-864 · Subscriptions	475	-	475	100.00%

(191)

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>
248-865 · Meeting Hosting	180	-	180	100.00%
248-866 · Training-Education-Conferences	-	1,250	(1,250)	0.00%
248-868 · Insurance	1,997	1,800	197	110.94%
248-920 · Downtown Dollars Expense	200	-	200	100.00%
Total Office Related Expenses	<u>7,116</u>	<u>6,880</u>	<u>236</u>	<u>103.43%</u>
Personnel Related Expense				
Gross Salary - Director				
248-701 · Consulting	2,200	-	2,200	100.00%
248-718 · Gross Salary - Director				
248-702 · Position Advertising	456	-	456	100.00%
248-705 · Federal 941 Company Expense	1,866	-	1,601	100.00%
248-711 · Unemployment	154	-	154	100.00%
248-712 · Workmen's Comp Ins	351	-	351	100.00%
248-718 · Gross Salary - Director - Other	22,482	65,000	(42,518)	34.59%
Total 248-718 · Gross Salary - Director	<u>25,309</u>	<u>65,000</u>	<u>(39,691)</u>	<u>38.94%</u>
Total Gross Salary - Director	<u>25,309</u>	<u>65,000</u>	<u>(39,691)</u>	<u>38.94%</u>
Total Personnel Related Expense	<u>27,509</u>	<u>65,000</u>	<u>(37,491)</u>	<u>42.32%</u>
Fee Related Expenses				
248-618 · Penalties and Interest	266			
248-731 · Bank Service Charges	369	100	269	369.00%
248-904 · Annual Audit	1,750	1,500	250	116.67%
248-903 · 1999 Bond Payment-Streetscape	138,000	140,000	(2,000)	98.57%
248-902 · Legal Fees	543	750	(207)	72.40%
248-901 · Accounting	3,600	5,000	(1,400)	72.00%
Total Fee Related Expenses	<u>144,528</u>	<u>147,350</u>	<u>(2,822)</u>	<u>98.09%</u>
Design Committee Related Expense				
Riverwalk				
248-659 · Riverwalk Landscaping	18,000	18,000	-	100.00%
Total Riverwalk	<u>18,000</u>	<u>18,000</u>	<u>-</u>	<u>100.00%</u>
Signage				
248-663 · Traffic/Wayfinding Signs	-	800		
Total Signage	<u>-</u>	<u>800</u>	<u>(800)</u>	<u>0.00%</u>
Hanging Baskets				
248-649 · Flowers	-	3,600	(3,600)	0.00%
248-665 · Watering Contract	5,600	9,400	(3,800)	59.57%
Total Hanging Baskets	<u>5,600</u>	<u>13,000</u>	<u>(7,400)</u>	<u>43.08%</u>
248-653 · Holiday Decorations	3,545	8,000	(4,455)	44.31%
248-652 · Facade Grant Program	5,000	10,000	(5,000)	50.00%
248-651 · City Maintenance in DDA	22,000	22,000	-	100.00%
Total Design Committee RelatedExpense	<u>54,145</u>	<u>71,800</u>	<u>(17,655)</u>	<u>75.41%</u>
Economic Restructuring				
248-628 · Property Restructuring	5,343	-	5,343	N/A

20.

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>
248-626 · Vogue Debt Forgiveness	5,000	-	5,000	
Total Economic Restructuring	10,343	-	10,343	
Organization Committee				
248-608 · Spark Manistee	6,348	6,500	(152)	97.66%
248-602 · Downtown Dollars Program	547	400	147	136.75%
248-600 · Main Street Program Newsletter	-	300	(300)	0.00%
Total Organization Committee	6,895	7,200	(305)	95.76%
Promotions Committee Expenses				
248-751 · Promotions Committee Expense				
248-783 · TGIF Manistee	2,200	5,000	(2,800)	44.00%
248-782 · Women's Wine & Chocolate Walk	-	4,300	(4,300)	0.00%
248-775 · Boos, Brews & Brats	-	6,500	(6,500)	0.00%
248-776 · Co-op Advertising	255	7,500	(7,245)	3.40%
248-764 · Sleighbell Weekend	11,712	21,500	(9,788)	54.47%
248-763 · Sidewalk Sales	136	500	(364)	27.22%
248-759 · Mens & Ladies Nights	260	1,100	(840)	23.64%
248-774 · Frostbite Saturday	348	1,000	(652)	34.80%
248-752 · Downtown Brochure	-	2,000	(2,000)	0.00%
248-761 · Hops & Props on the River	23,767	21,500	2,267	110.54%
Total 248-751 · Promotions Committee Expense	38,678	70,900	(32,222)	54.55%
Total Expense	289,214	369,130	(79,916)	78.35%
Net Operating Income	(24,223)	(963)	(23,260)	

(21.)

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

ASSETS

March 31, 2019

Current Assets

Checking/Savings

248-000 · Petty Cash	1,000.00
248-010 · Checking - West Shore Bank	235,413.39
248-008 · Land Acquisition Account - WSB	78,638.99
248-003 · Façade Grants Checking	5,001.49
Total Checking/Savings	<u>320,053.87</u>

248-028 · Accounts Receivable	3,719.33
12100 · Pre-Paid Expenses	1,181.50
Total Other Current Assets	<u>4,900.83</u>

Total Current Assets	<u>324,954.70</u>
-----------------------------	-------------------

Other Assets

248-182 · Investment - Amer Cleaners Prop	84,159.60
	<u>84,159.60</u>

TOTAL ASSETS

409,114.30

LIABILITIES & EQUITY

Liabilities

Current Liabilities

248-202 · Accounts Payable	400.00
248-204 · Unearned Revenue	500.00
248-210 · Payroll Liabilities	573.00

Total Current Liabilities	<u>1,473.00</u>
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Total Liabilities	<u>1,473.00</u>
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Equity

248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,622.29
248-396 · Façade Grant	5,001.77
Total 248-392 · Designated Fund Balance	<u>83,624.06</u>

248-390 · Fund Balance	347,544.86
Net Income	(23,527.62)

Total Equity	<u>407,641.30</u>
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TOTAL LIABILITIES & EQUITY

409,114.30

(22)

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

ASSETS	<u>March 31, 2019</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking 2018	1,006.42
248-015 · Downtown Dollars Checking 2019	14,475.00
Total Checking/Savings	<u>15,481.42</u>
Accounts Receivable	
248-2028 · Accounts Receivable	<u>900.00</u>
TOTAL ASSETS	<u><u>16,381.42</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	2,390.00
2019 Downtown \$ Outstanding	14,875.00
Total Liabilities	<u>17,265.00</u>
Equity	
248-390 · Fund Balance	26.59
Net Income	-910.17
Total Equity	<u>-883.58</u>
TOTAL LIABILITIES & EQUITY	<u><u>16,381.42</u></u>

(23)

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

ASSETS	<u>March 31, 2019</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	14,235.81
Total Current Assets	<u>14,235.81</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	6,627.81
Duchon Insurance	3,065.78
J Catlett's Men's Styling LLC	4,644.19
Total Other Assets	<u>14,337.78</u>
TOTAL ASSETS	<u><u>28,573.59</u></u>
 LIABILITIES & EQUITY	
Equity	
Fund Balance	28,358.91
Net Income	214.68
Total Equity	<u>28,573.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>28,573.59</u></u>

(24)

70 MAPLE STREET
MANISTEE, MI 49660



Recd. 3/28/19 98

INVOICE

MANISTEE DOWNTOWN DEVELOPMENT
70 MAPLE ST
MANISTEE, MI 49660

Customer ID: DDA
Invoice Number: 0000000355
Service Date: 11/01/2018
Invoice Date: 03/27/2019
Due Date: 04/15/2019

Property Address:

Remaining Unapplied Credits: 0.00

Notes: LABOR AND MATERIALS - CHRISTMAS 2018 DECORATIONS AND LED CHRISTMAS LIGHTS

Quantity	Description	Unit Price	Amount
1.00	HOLIDAY DECORATIONS	8,000.00	8,000.00
1.00	LED CHRISTMAS LIGHTS	2,500.00	2,500.00

Total Invoice:	10,500.00
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	10,500.00

INVOICE

CITY OF MANISTEE
70 MAPLE STREET
MANISTEE, MI 49660

Customer ID: DDA
Invoice Number: 0000000355
Service Date: 11/01/2018
Invoice Date: 03/27/2019
Due Date: 04/15/2019

Property Address:

MANISTEE DOWNTOWN DEVELOPMENT
70 MAPLE ST
MANISTEE, MI 49660

25.



EQUIPMENT

Date	Item	Rate	Hours	Cost
11/14/2018	Pickup	\$ 12.92	8	\$ 103.36
11/15/2018	Pickup	\$ 12.92	8	\$ 103.36
11/16/2018	Pickup	\$ 12.92	8	\$ 103.36
11/19/2018	Pickup	\$ 12.92	8	\$ 103.36
11/20/2018	Pickup	\$ 12.92	8	\$ 103.36
11/26/2018	Pickup	\$ 12.92	16	\$ 206.72
11/27/2018	Pickup	\$ 12.92	8	\$ 103.36
11/28/2018	Pickup	\$ 12.92	13	\$ 167.96
11/28/2018	Boom Truck	\$ 52.82	8	\$ 422.56
11/29/2018	Pickup	\$ 12.92	1.5	\$ 19.38
11/30/2018	Pickup	\$ 12.92	8	\$ 103.36
12/3/2018	Boom Truck	\$ 52.82	8	\$ 422.56
12/4/2018	Boom Truck	\$ 52.82	8	\$ 422.56
12/5/2018	Genie	\$ 74.97	8	\$ 599.76
12/6/2018	Genie	\$ 74.97	8	\$ 599.76
12/7/2018	Loader	\$ 64.84	2	\$ 129.68
12/7/2018	Pickup	\$ 12.92	8	\$ 103.36
12/8/2018		\$ 12.92	0	\$ -
12/10/2018	Pickup	\$ 12.92	8	\$ 103.36
12/11/2018	Pickup	\$ 12.92	6	\$ 77.52
12/11/2018	Boom Truck	\$ 52.82	1	\$ 52.82
1/2/2019	Pickup	\$ 12.92	8	\$ 103.36
1/3/2019	Pickup	\$ 12.92	11	\$ 142.12
1/4/2019	Pickup	\$ 12.92	6	\$ 77.52
1/8/2019	Pickup	\$ 12.92	8	\$ 103.36
1/8/2019	Boom Truck	\$ 52.82	8	\$ 422.56

Subtotal Equipment \$ 4,900.44

Total DPW Time and Materials for DDA Decorations = \$ 24,183.90

Note: No time has been allocated for the DPW Director, Decorating City Hall, Decorating Ramsdell Theatre, traffic cones, barricades, rebuilding tree sleigh, Extra trash cans/liners Street Cleaning (Sunday), furnishing 4 grills

Additional expense was invested this yer to purchase LED lights which have a 3-4 year life as compared to annual purchase of lights.

26.

DDA Christmas Decorations

Expenses

See Attached detail

\$ 5,632.00

Labor

Date	Item	Rate	Hours	Cost
11/14/2018	MF, JK	\$ 20.74	16	\$ 597.76
11/15/2018	MF,TL,ES	\$ 20.74	20	\$ 747.20
11/16/2018	JK,BP	\$ 20.74	16	\$ 597.76
11/19/2018	SM,ES	\$ 20.74	16	\$ 597.76
11/20/2018	SM,ES	\$ 20.74	16	\$ 597.76
11/26/2018	JK,SM,ES,MF,JS	\$ 20.74	34	\$ 1,270.24
11/27/2018	JK,SM,ES	\$ 20.74	24	\$ 770.16
11/28/2018	JK,TL,SM,ES	\$ 20.74	17	\$ 635.12
11/29/2018	SM,RT	\$ 20.74	1.5	\$ 48.14
11/30/2018	SM,ES	\$ 20.74	16	\$ 597.76
12/3/2018	SM,ES,JS	\$ 20.74	23.5	\$ 877.96
12/4/2018	SM,ES	\$ 20.74	16	\$ 597.76
12/5/2018	SM,ES	\$ 20.74	16	\$ 597.76
12/6/2018	SM,ES,JR	\$ 20.74	20	\$ 747.20
12/7/2018	EH,BP,JR	\$ 20.74	19	\$ 709.84
12/8/2018	BP,JR	\$ 20.74	8	\$ 298.88
12/10/2018	EH,JS	\$ 20.74	15	\$ 560.40
12/11/2018	JS	\$ 20.74	7	\$ 261.52
1/2/2019	ES,SM	\$ 20.74	8	\$ 298.88
1/3/2019	ES,SM,JS,MF	\$ 20.74	22	\$ 821.92
1/4/2019	ES,SM	\$ 20.74	12	\$ 448.32
1/8/2019	JS,MF,ES,SM	\$ 20.74	26	\$ 971.36

Subtotal Labor

\$ 13,651.46

27.

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101	GENERAL	FUND					
07/01/2018			101-441-954.000 CHRISTMAS DECORATIONS				
11/05/2018	AP	INV	WAHR HARDWARE, INC. CHRISTMAS LIGHTS	E16511	26.98		0.00 26.98
11/06/2018	AP	INV	AUTO VALUE \ AUTO-WARES GROUP CHRISTMAS SUPPLIES	256-999070	116.10		143.08
11/06/2018	AP	INV	WAHR HARDWARE, INC. CHRISTMAS SNOWFLAKES	B11398	8.37		151.45
11/06/2018	AP	INV	AUTO VALUE \ AUTO-WARES GROUP CHRISTMAS DECORATIONS	256-999068	12.90		164.35
11/13/2018	AP	INV	WAHR HARDWARE, INC. CHRISTMAS LIGHTS	E16570	39.99		204.34
11/14/2018	AP	INV	AUTO VALUE \ AUTO-WARES GROUP CHRISTMAS SUPPLIES	256-999810	14.88		219.22
11/14/2018	AP	INV	WAHR HARDWARE, INC. CHRISTMAS LIGHTS	C162516	1,758.88		1,978.10
11/15/2018	AP	INV	FASTENAL COMPANY CHRISTMAS DECORATIONS	MIMAN134877	52.45		2,030.55
11/15/2018	AP	INV	FASTENAL COMPANY CHRISTMAS DECORATIONS	MIMAN134881	14.90		2,045.45
11/15/2018	AP	INV	WAHR HARDWARE, INC. RETURN CHRISTMAS LIGHTS	B11727		39.99	2,005.46
12/04/2018	AP	INV	FASTENAL COMPANY CHRISTMAS DECORATIONS	MIMAN134986	14.06		2,019.52
12/04/2018	AP	INV	FASTENAL COMPANY CHRISTMAS DECORATIONS	MIMAN134963	81.76		2,101.28
12/04/2018	AP	INV	FASTENAL COMPANY CHRISTMAS DECORATIONS	MIMAN134976	14.90		2,116.18
12/04/2018	AP	INV	FASTENAL COMPANY CHRISTMAS DECORATIONS	MIMAN135050	14.90		2,131.08
12/04/2018	AP	INV	FASTENAL COMPANY CHRISTMAS DECORATIONS	MIMAN135070	20.98		2,152.06
12/04/2018	AP	INV	WAHR HARDWARE, INC. CHRISTMAS DECS - LIGHTS/SCREWS	B11874	419.88		2,571.94
12/04/2018	AP	INV	WAHR HARDWARE, INC. CHRISTMAS DECS - LIGHTS/SCREWS	B11874	20.98		2,592.92
12/04/2018	AP	INV	AUTO VALUE \ AUTO-WARES GROUP CHRISTMAS DECORATIONS	02561000787	7.38		2,600.30
12/04/2018	AP	INV	GILL-ROYS HARDWARE CHRISTMAS DECORATIONS	1811610245	2.59		2,602.89
12/04/2018	AP	INV	GILL-ROYS HARDWARE CHRISTMAS DECORATIONS	1811611914	32.97		2,635.86
12/07/2018	AP	INV	AUTO VALUE \ AUTO-WARES GROUP CHRISTMAS DECORATIONS	256-1001756	86.99		2,722.85
12/11/2018	AP	INV	FASTENAL COMPANY CHRISTMAS DECORATIONS	MIMAN134993	846.80		3,569.65
12/18/2018	AP	INV	FASTENAL COMPANY CHRISTMAS DECORATIONS - SOCKET ADAPT	MIMAN135055	20.21		3,589.86
12/18/2018	AP	INV	FASTENAL COMPANY CHRISTMAS DECORATIONS - CABLE TIES	MIMAN135098	10.49		3,600.35
12/18/2018	AP	INV	WAHR HARDWARE, INC. EXTENSION CORDS	C163945	23.98		3,624.33
12/18/2018	AP	INV	WAHR HARDWARE, INC. LED LIGHTS	B12253	161.94		3,786.27
12/18/2018	AP	INV	WAHR HARDWARE, INC. LED LIGHTS	C163555	247.90		4,034.17
12/18/2018	AP	INV	GILL-ROYS HARDWARE RETURN LED LIGHTS	1812-628909		47.97	3,986.20
12/18/2018	AP	INV	GILL-ROYS HARDWARE CHRISTMAS DECORATIONS LED LIGHTS	1812-627764	47.97		4,034.17
11/24/2019	AP	INV	TOP LINE ELECTRIC LLC MOVE SIGNAL ARMS - SLEIGH BELL PARAD	11325	1,597.83		5,632.00
16/30/2019			101-441-954.000 END BALANCE		5,719.96	87.96	5,632.00

28.

Tom Kaminski

From: Tom Kaminski
Sent: Friday, April 5, 2019 10:57 AM
To: 'Rachel Brooks'; 'Barry Lind'; 'Valarie Bergstrom'; EF Tax; 'Kyle Mosher'; 'Shari Wild'; 'karengoody22@yahoo.com'; 'Tamara DePonio'; Roger Zielinski
Subject: Interim Director Activity Update for March 5, 2019 - April 5, 2019

Dear DDA Board Members:

As we approach the April 10, 2019 board meeting, it is time for me to update you on my activities for the time period listed above.

Since the end of February 2019, I have worked the following hours:

Week of 3/3/19 – 3/9/19 = 21.00 hours
Week of 3/10/19 – 3/16/19 = 21.75 hours
Week of 3/17/19 – 3/23/19 = 21.50 hours
Week of 3/24/19 – 3/30/19 = 18.50 hours

This totals 82.75 hours or an average of almost 21 hours per week. There has definitely been enough work to keep me busy all of these hours.

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, February reconciliation of downtown dollars at the bank, delivering and selling downtown dollars, reviewing daily emails/phone calls, and responding to those emails/phone calls, meeting with various board members and other individuals, attending meetings, etc.
- Prepared the March Board meeting packet and the April 1st Special 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 April 10, 2019 board meeting. Attended and participated in DDA regular and Special meeting.
- Worked on a proposed FY2019/20 DDA budget. Presented the budget to the DDA board, worked with the Accountant on the final version and submitted the budget to the City.
- Made arrangements to clean up blight at the former American Cleaners property. Also worked with T to post signs at this location as part of the DEQ's due care requirements for this property. Sent letter to the DEQ with the assistance of T.
- Worked with the Board and Lissette Reyes to submit a grant application to the AARP for improved Riverwalk signage in the downtown district.
- Sent email to all Downtown District businesses asking if they wanted benches or flower boxes. Compiled and sent list of requests to the City DPW Director.
- Researched and sent out emails to all downtown restaurants regarding the need for outside seating permit requirements.

- Have been working with the TIF committee, the City, and the DDA's consultant on the renewal of the TIF Plan. Met with the City Manager on the TIF plan.
- Attended the Business Development committee meeting, Design Committee meeting and TIF Committee meeting. Also took part in various meetings between the City and interested Developers. Performed various tasks from the committee meetings.
- Wrote a Job Description and an Ad for the DDA Administrator position.
- Met with a representative of MEDC.
- Worked with the Chamber to begin the process of selling downtown dollars by credit card.
- Sent letter to Chuck Owens terminating the flower watering contract.

For your information, the agenda and board packet should be emailed to you by this afternoon. If you have any questions or comments, please contact me at 231-510-2530 (cell phone), 231-398-3262 (DDA Office), or at manisteedda@manisteedowntown.com.

Thanks,

Tom Kaminski
Interim Director
Manistee Downtown Development Authority

Manistee DDA Design Committee
March 21, 2019
Meeting Minutes
Chamber of Commerce

1. Call to Order

Meeting was called to order at 8:07am by Chair Barry Lind

Present: Lind, Shari Wild, Jeff Mikula, Janet Duchon

Absent: Jeff Reau, Kyle Mosher, Jacob Bergmann

Also Present: Tom Kaminski, Dennis terHorst

2. Approval of Agenda

Motion by Duchon, support by Mikula to approve agenda as presented. M/C

3. Approval of Minutes

Motion by Duchon, support by derHorst to approve the meeting minutes from February 28, 2019.
M/C

4. Public Comment: None

5. Reviewed status of 2018 projects

- **Parking Signage** – Committee was informed that the DDA Board did not take action on the request to allocate additional funding for this project as they ran out of time in their meeting to accomplish this agenda item.

- **MSU Project** – Updated the Committee that the DDA Board approved a grant application to accomplish some items recommended by this report. Lissette Reyes is preparing and submitting the grant application on behalf of the DDA/City.

- **Downtown Garbage** – Updated the Committee that the DDA Board approved funding up to \$80,000 for the construction of garbage corrals.

- **Facade Grants** – No activity

6. Reviewed status of other committee projects

- **Landscaping Contract** – Mikula presented a draft contract for 2019 Landscaping and Flower Watering.

Motion by Duchon, support by Lind to submit the proposed contract to the DDA Board for approval.

M/C

- **Blight** – Wild updated the committee on the recent HDC meeting. The Historic District Commission at their last meeting denied extending the HDC Permits on the Gordon/Rozmarek buildings. With this information the committee discussed revising the list of “Blighted” properties in the district to include these properties and finally submit a letter to the City requesting “Blight enforcement.”

31.

7. **Old Business**

- Flowers/Watering/150th Banners

Lind updated the committee that the DDA Board approved the committees recommendation to procure 39 banners for this summer. The committee also requested that Kaminski notify Charles Owens that the DDA would be terminating the flower watering contract for this summer with the intention of moving to utilizing DPW for that service.

- 2019 Projects

The committee recommends that the DDA Board allocate funds (in approximately the following amounts) in the upcoming budget for the following projects under the oversight of the Design Committee:

- 1) Paver Leveling - \$20,000
- 2) Purchase the "Art Park" - \$50,000
- 3) Painting of the Trash Cans and Flower Planters within the district - \$2,500
- 4) Create a Capital Improvement Plan for the Riverwalk - \$5,000
- 5) Move the "American Cleaners" Project forward - \$30,000

The committee also recommends keeping the Facade Grant program at the current funding level - \$10,000

8. **New Business**

- New Committee Member

Motion by Lind, support by Duchon to recommend the DDA Chair appoint Dennis terHorst to the committee.

M/C

9. There being no further business to conduct, the meeting was adjourned at the call of the Chair at 9:40 am.

10. Next meeting Thursday, April 18th, 8:00 am at the Chamber

**Manistee Downtown Development Authority
Downtown Maintenance Agreement**

This Downtown Maintenance Agreement ("Agreement") is entered into on this ____ day of _____, 2019, by and between City of Manistee ("Contractor") and the Manistee Downtown Development Authority ("DDA").

Section I. Contractor Responsibilities

- I. Contractor shall report to the DDA Director. The DDA agrees to pay the contractor equal monthly payments on the first day of the month, June through November. During the term of this agreement, the Contractor shall be compensated \$22,000 for 2019.

- II. Contractor agrees to maintain the Riverwalk and other areas within the DDA district as defined in this agreement for a period of one year. If mutually agreed upon by both the DDA and the Contractor, this agreement may be extended up to three additional years with a 3% escalator per year. The season of work shall be from approximately May 1st through October 31st of each year. Each season, special attention will be given prior to Memorial Day to properly clean-up and landscape all areas downtown for the summer tourism season. Extra attention shall also be given prior to and after significant community and downtown events. Contractor agrees to complete a walkthrough monthly or as requested with representatives from the DDA.

- III. Contractor agrees the areas of responsibility, from May 1st to October 31st, are:
 - a. Mowing grass 5 feet off of Riverwalk as well as the hill/grass to the SE of the US-31 Bridge. The grass clippings should be removed from site.(the grass in the Manistee Municipal Marina section is not part of this proposal)
 - b. Maintain the height of all foliage north of the Riverwalk between the Riverwalk and River so that it never grows beyond the wood/concrete of the Riverwalk. (It should stop where the railing begins)
 - c. All dirt, debris, and trash should be regularly removed from the Riverwalk. (Manistee DPW is responsible for emptying trash cans on Riverwalk)
 - d. Natural Brown Mulch shall be replaced each spring in all flower/shrub beds along Riverwalk.
 - e. All shrubs, perennials, and trees along Riverwalk shall be maintained/pruned and replaced as needed. Maintenance of shrubs/trees/perennials shall be done according to seasonal requirements.
 - f. Trees overhanging Riverwalk shall never hang below 7 feet (keep in mind, when wet they hang lower than normal)
 - g. Stairs and walkways connecting the Riverwalk to River Street are part of the Riverwalk and shall be maintained regularly. Stairs and walkways need to be weeded and trash/debris removed regularly.
 - h. General maintenance issues need to be reported to the DDA.
 - i. Sidewalks on River Street, Division Street, Filer Street, Clay Street, Washington Street, Memorial Drive, Greenbush Street, Poplar Street, Maple Street, Oak Street, Pine Street, Spruce Street, and Water Street (in commercial areas only) need to be weeded and kept clear of debris and trash.

- j. Public Parking Lots in the DDA District should be weeded and kept clear of debris and trash. All islands and grass located in these lots shall also be cut and clippings removed. Some of these island have shrubs and will need mulch each year as well as maintenance to the shrubs. These are marked with a (*). These parking lots are listed below:
 - i. Lot at corner of Washington Street and Memorial Drive*
 - ii. Lot at corner of Division Street and River Street
 - iii. Lot beside Manistee Insurance and Dick's Barber Shop*
 - iv. City Lot behind Vogue Theater
 - v. City Lot behind PNC drive through on Poplar Street
 - vi. Lot at corner of Water Street and Greenbush Street*
 - vii. Lot between Filer Street and Clay Street as well as Greenbush Street and Division Street*
 - viii. Lot behind Manistee Chamber of Commerce Building
- k. The Fountain Plaza located between Water Street and River Street at Oak Street shall also be maintained. This will include weeding, cutting grass, and keeping area clear of debris and trash. Fresh mulch shall be added each spring the same as the Riverwalk.
- l. The Restrooms on River Street beside Goody's shall be weeded and kept clean of debris and trash. Also behind the Restrooms is a small patch of park that needs grass cutting, shrubs/trees trimmed and maintained as well as trash and debris removal.
- m. Watering of the hanging flower baskets within the DDA district shall be completed twothree times per week, with a third as needed depending on rainfall. The watering shall occur from mid May through September, unless otherwise mutually agreed to. As necessary the flower baskets should be fertilized to maintain robust growth.
- n. Ensure debris (when present) is blown off the sidewalks prior to each weekend.

There is a section of Riverwalk that is across the River to the north that also needs to be maintained. This is the walking areas and flower/shrub beds between the Maple Street Bridge and the Band Shell located along the River just below the parking lot on the corner of Washington Street and Memorial Drive. Grass shall be cut, shrubs/trees/perennials trimmed and maintained. The area also needs to be free of debris and trash.

- IV. Contractor agrees to furnish all tools, materials and labor to do all of the above.

Section II. General Provisions

- I. The DDA will compensate Contractor Twenty Two Thousand Dollars and No/100-annually for services rendered the first year of the agreement. If additional projects or service are required that are beyond the scope of this agreement, contractor will be compensated at the normal hourly rate of \$30/hour. Any additional work must be approved by the DDA prior to work beginning.
- II. Contractor expressly agrees that it, its employees, agents, officers and subcontractors, are independent contractors for, and not employees of, the DDA and are not entitled to any wages, salaries or fringe benefits, including but not limited to health insurance, accident and life insurance, longevity pay, workers compensation and workers unemployment benefits from the DDA. Contractor is responsible to do all applicable withholding of state and federal taxes on any compensation received. Should the contractor hire or employ persons to perform the requirements of this agreement, contractor agrees to provide Workman's' Compensation Insurance for these employees

and to cause notice of coverage to be forwarded to the DDA.

- III. This contract may be terminated with or without cause at any time, except as provided herein. Either party may terminate this agreement after not less than sixty (60) days written notice to the other party. Payment shall be made up to the point of termination. Notice shall be sent to the appropriate party at its address given below:

If to DDA:

Tom Kaminski, DDA Director
70 Maple St.
Manistee, MI 49660

If to Contractor:

City of Manistee
70 Maple St.
Manistee, MI 49660

- IV. Contractor may not assign or transfer its rights or obligations under this agreement without the express written consent of the DDA.

In witness whereof, the parties executed this agreement on the dates denoted next to their respective signatures.

CONTRACTOR

DOWNTOWN DEVELOPMENT AUTHORITY

City of Manistee

Date

Tom Kaminski, DDA Director

Date

35.

Business Development Committee Meeting Agenda
 Wednesday, April 3 at 8:30 a.m.
 Manistee Chamber of Commerce

Committee Members Present: Darrell Burchfield, Kathryn Kenny, Tamara DePonio, Stacie Bytwork, Tom Kaminsky, Valarie Bergstrom and Tom Hinman by phone

Agenda	Notes
1. Welcome & Call to Order & Approval of Minutes	Approved
2. Approval of Agenda	Approved
3. Review survey results	Survey results were reviewed by the committee. Key questions and responses will be shared with the DDA Board and a brief summary will be shared with the downtown businesses using constant contact in the next 30 days. Attached is a copy of the survey results.
4. 2019 Spark	Another meeting will be set to discuss next steps including a 2019 date with those who volunteered to assist with the event. It was recommended that we not schedule the event on the same day as HOPs and PROPs this year. Next steps include the development and mailing of a sponsorship packet and scheduling a meeting for feedback with the 2018 Participants and Judges.
5. Other business	None
6. Next Meeting Date	TBA
7. Adjournment	9:40 a.m.

36

DDA Business Survey

Email

Answered

28

Skipped

0

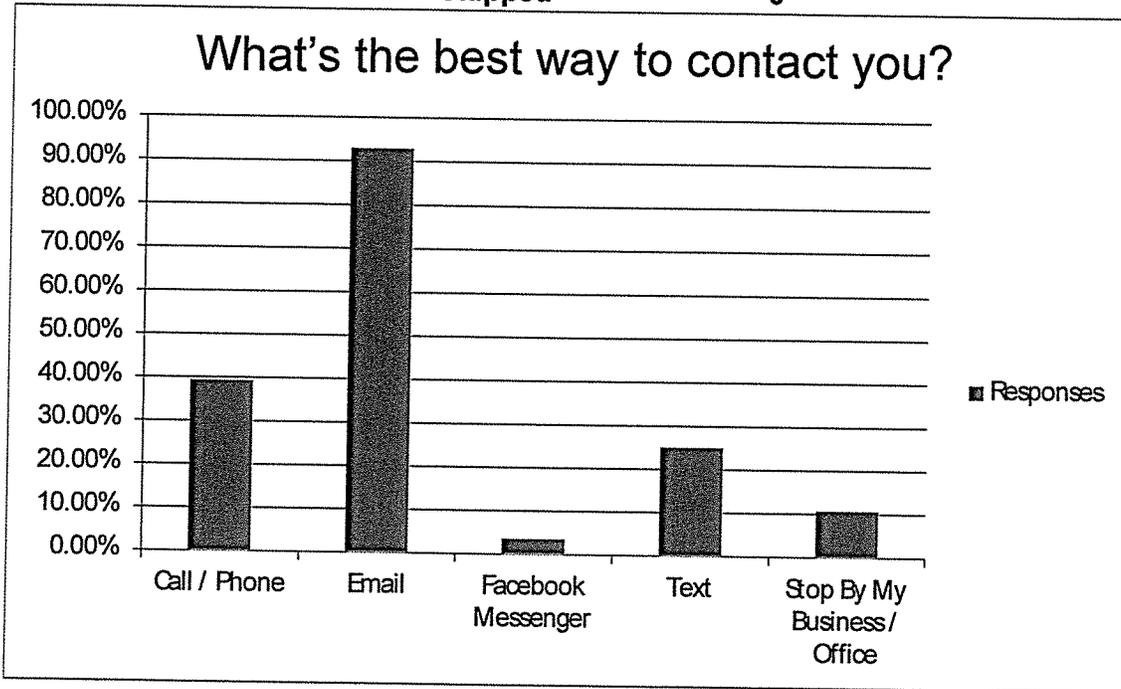
Respondents	Response Date	Responses
1	Feb 05 2019 08:55 AM	Kathryn@VisitManisteeCounty.com
2	Jan 30 2019 03:01 PM	Manisteebridal@gmail.com
3	Jan 29 2019 01:16 PM	allurenails57@yahoo.com
4	Jan 28 2019 10:10 PM	Prettypinksalon@outlook.com
5	Jan 28 2019 01:51 PM	diana@yogainmanistee.com
6	Jan 28 2019 01:50 PM	alexdoucetts@yahoo.com
7	Jan 28 2019 01:42 PM	carrie@outpostmanistee.com
8	Jan 28 2019 12:05 PM	hillst319@hotmail.com
9	Jan 24 2019 12:21 PM	dthcommunicraft@att.net
10	Jan 24 2019 11:37 AM	shelly@duchoninsurance.com
11	Jan 24 2019 09:39 AM	Shelley@theidealkitchen.com
12	Jan 23 2019 03:47 PM	shawnm@spicergroup.com
13	Jan 23 2019 03:34 PM	brandon@unsaltedliving.com
14	Jan 23 2019 03:02 PM	open01@ameritech.net
15	Jan 23 2019 12:58 PM	Sonfs@sbcglobal.net
16	Jan 23 2019 12:44 PM	Donna@glenwoodrestaurant.com
17	Jan 23 2019 11:03 AM	surroundings@charter.net
18	Jan 23 2019 10:36 AM	glakes@charter.net
19	Jan 23 2019 10:23 AM	lias@uwmanistee.org
20	Jan 23 2019 10:21 AM	kendra@douglasvalley.net
21	Jan 23 2019 10:07 AM	kenboren@charter.net
22	Jan 23 2019 10:05 AM	mknizac@fbinsmi.com
23	Jan 23 2019 09:56 AM	marynezki@yahoo.com
24	Jan 23 2019 09:31 AM	ltrucks@jackpine.com
25	Jan 23 2019 09:30 AM	barrylind@yahoo.com
26	Jan 23 2019 09:24 AM	stacie@manisteechamber.com
28	Jan 23 2019 09:19 AM	tom@amorsign.com

37.

DDA Business Survey Q4

What's the best way to contact you?

Answer Choices	Responses	
Call / Phone	39.29%	11
Email	92.86%	26
Facebook Messenger	3.57%	1
Text	25.00%	7
Stop By My Business / Office	10.71%	3
Answered		28
Skipped		0



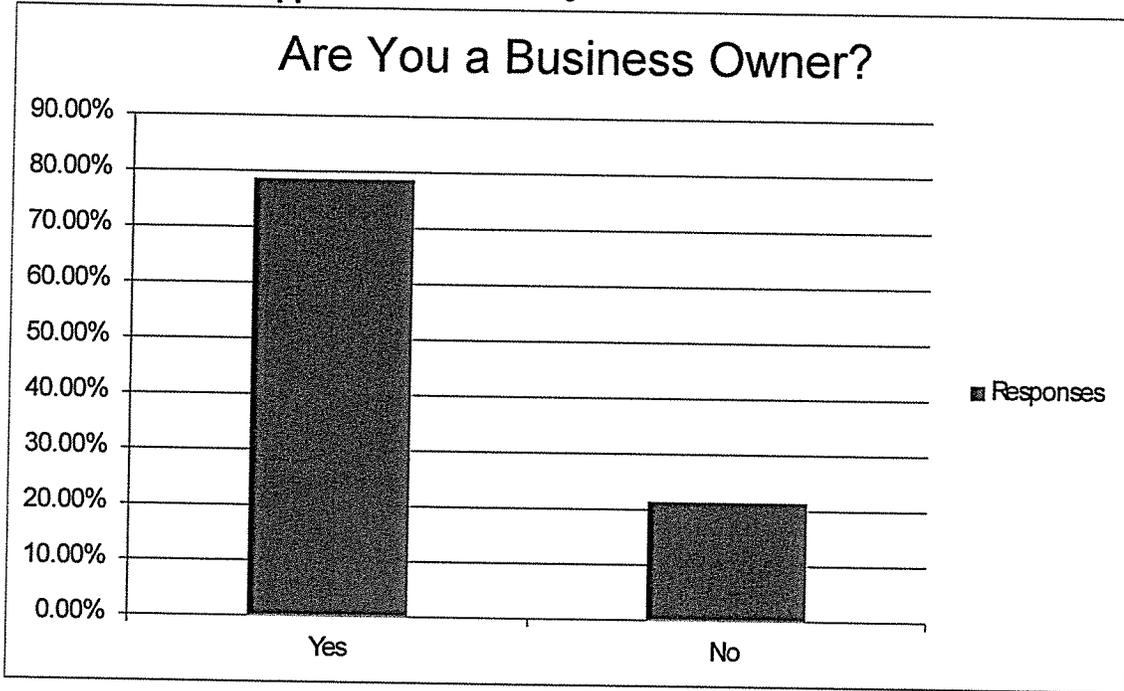
38.

DDA Business Survey

Q.5

Are You a Business Owner?

Answer Choices	Responses	
Yes	78.57%	22
No	21.43%	6
Answered		28
Skipped		0



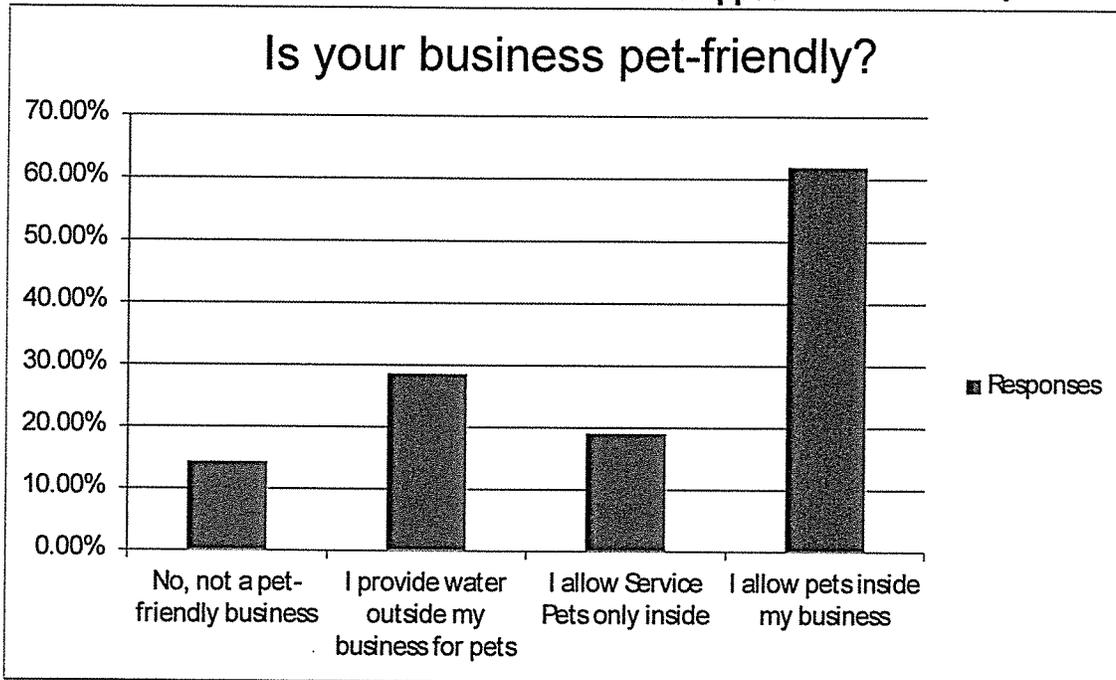
39.

DDA Business Survey

Q.9

Is your business pet-friendly?

Answer Choices	Responses	
No, not a pet-friendly business	14.29%	3
I provide water outside my business for pets	28.57%	6
I allow Service Pets only inside	19.05%	4
I allow pets inside my business	61.90%	13
	Answered	21
	Skipped	7

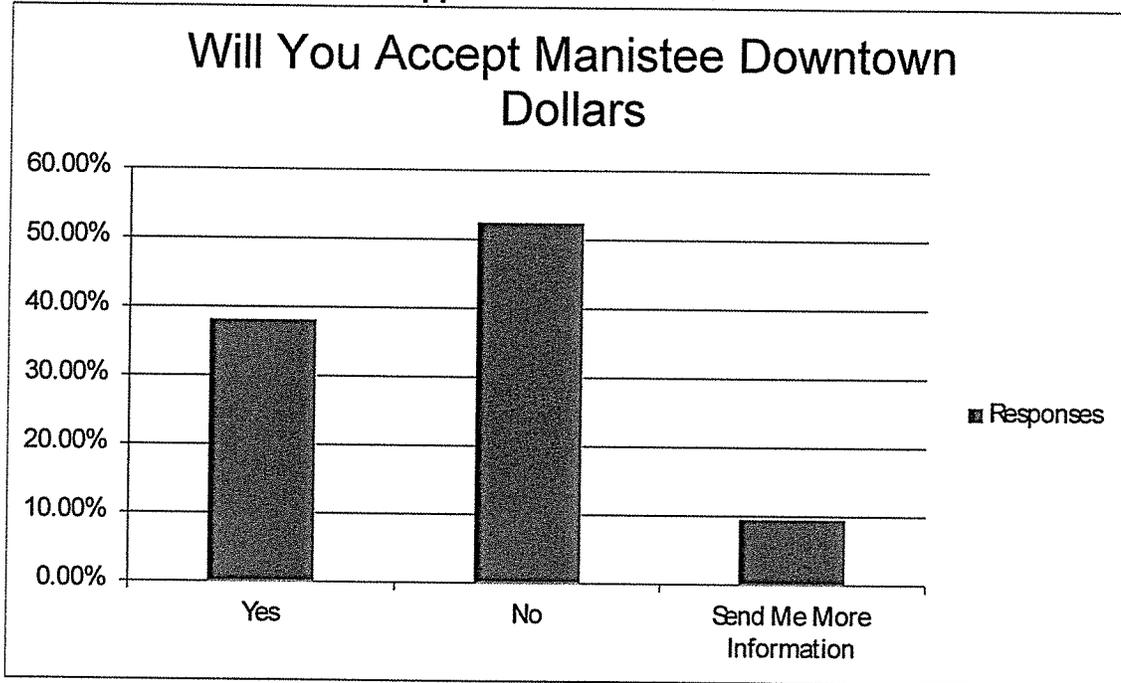


40.

DDA Business Survey Q.10

Will You Accept Manistee Downtown Dollars

Answer Choices	Responses	
Yes	38.10%	8
No	52.38%	11
Send Me More Information	9.52%	2
Answered		21
Skipped		7

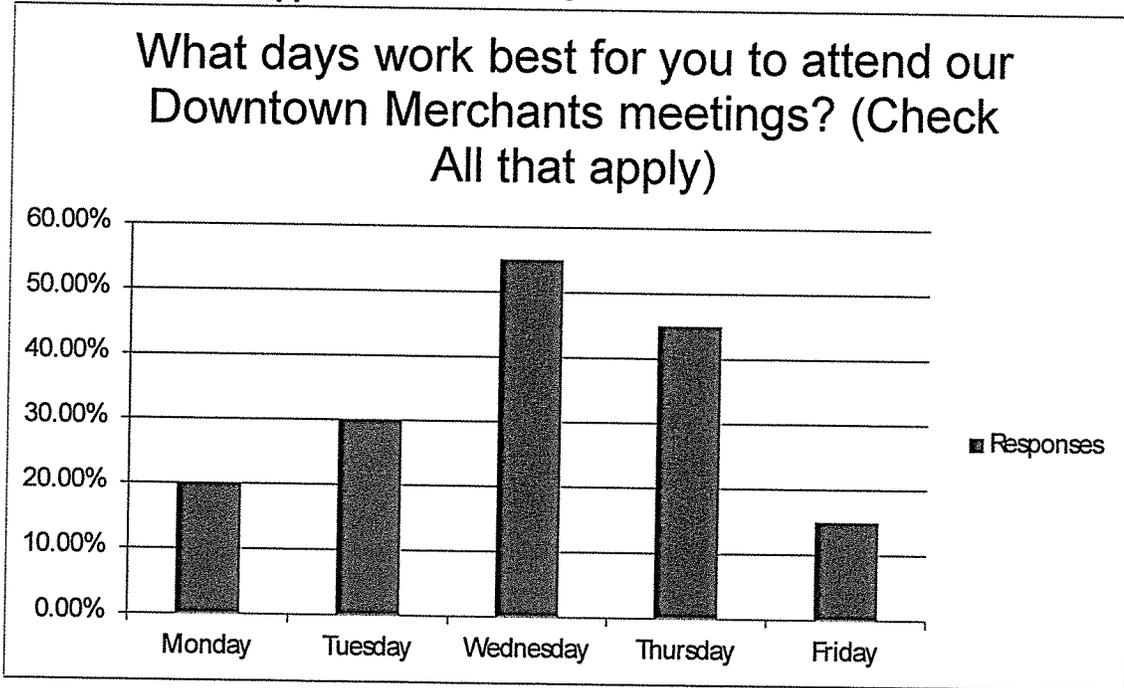


41.

DDA Business Survey Q.11

**What days work best for you to attend our Downtown Merchants meetings?
(Check All that apply)**

Answer Choices	Responses	
Monday	20.00%	4
Tuesday	30.00%	6
Wednesday	55.00%	11
Thursday	45.00%	9
Friday	15.00%	3
Answered		20
Skipped		8



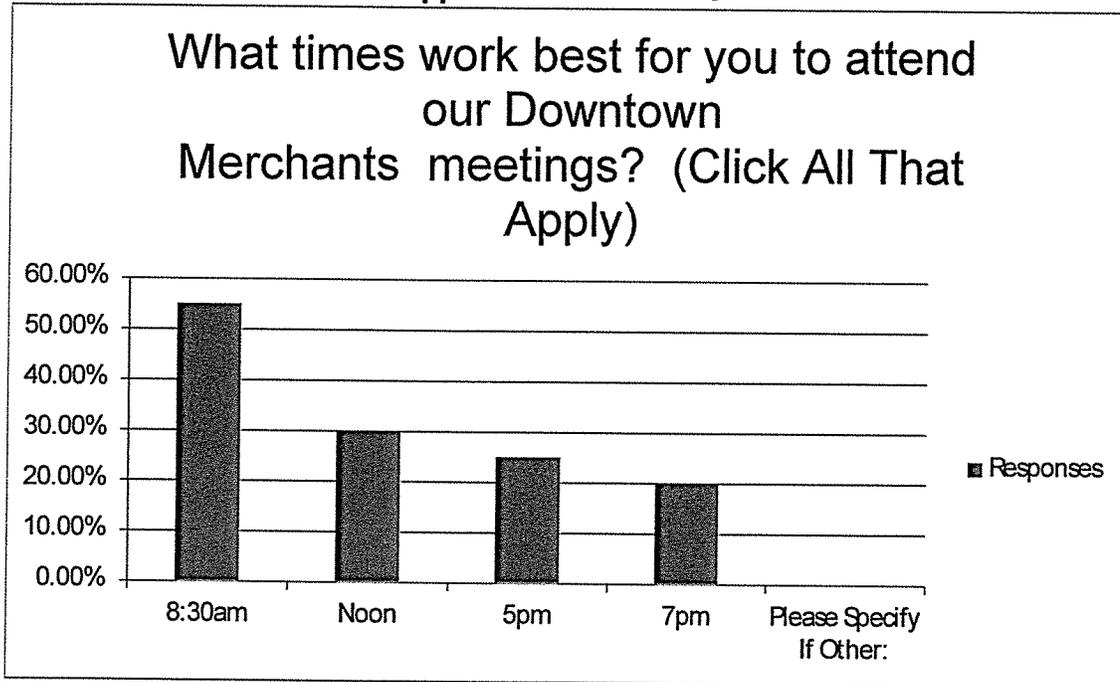
42.

DDA Business Survey

Q.12

What times work best for you to attend our Downtown Merchants meetings?

Answer Choices	Responses	
8:30am	55.00%	11
Noon	30.00%	6
5pm	25.00%	5
7pm	20.00%	4
Please Specify If Other:	0.00%	0
	Answered	20
	Skipped	8



43.

DDA Business Survey
Do you have seasonal hours

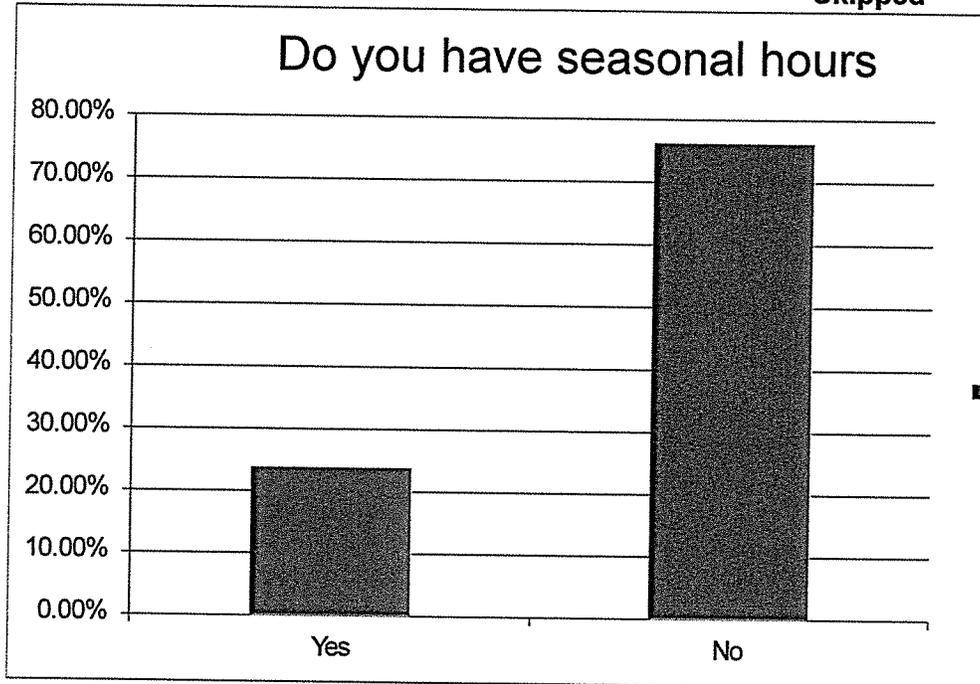
Q.13

Answer Choices

Yes	23.81%
No	76.19%

If Yes Can you specify the seasonal period and hours?

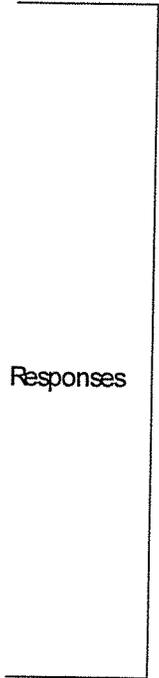
Answered
Skipped



44.

Responses

5
16
6
21
7



45.

DDA Business Survey

Q.14

Does your business close for a portion of the year?

Answer Choices

Responses

Yes

4.76%

1

No

95.24%

20

If "Yes" Can you specify the Normal Dates of Close through to ReOpen?

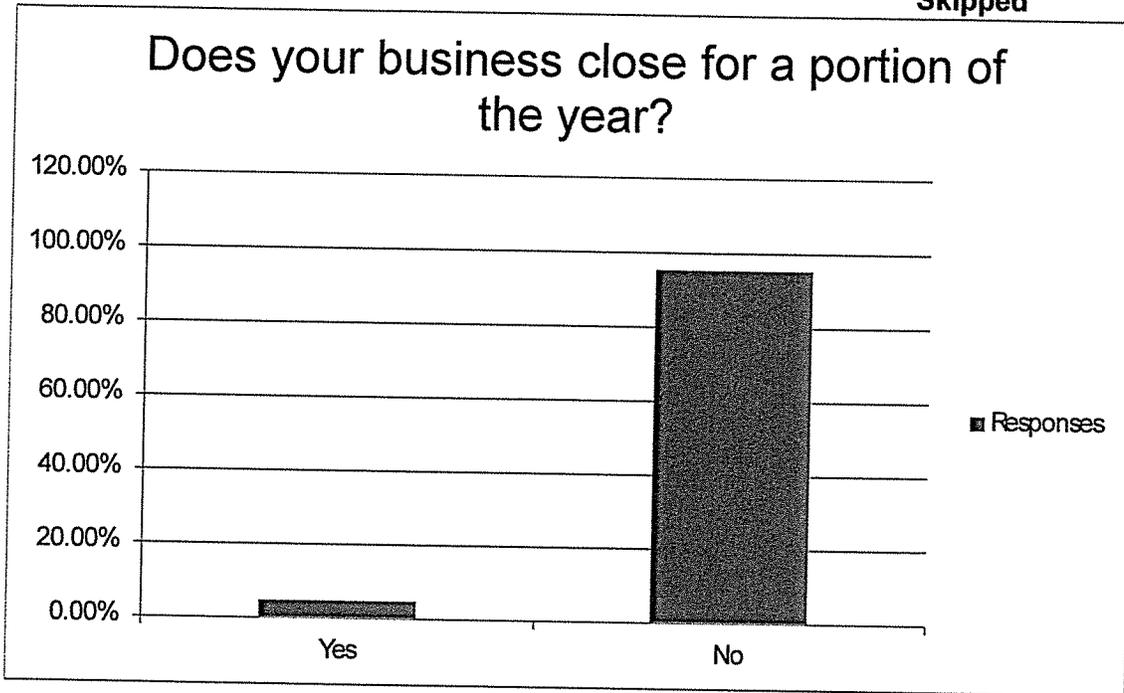
0

Answered

21

Skipped

7

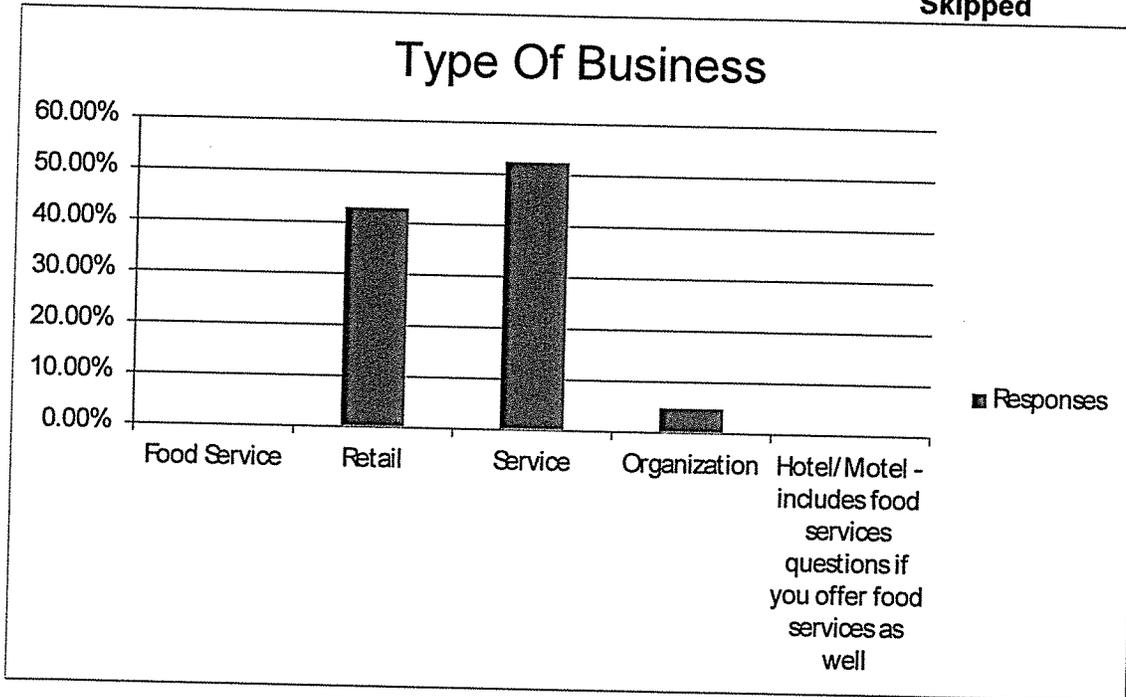


46

DDA Business Survey
 Type Of Business

Q.15

Answer Choices	Responses	
Food Service	0.00%	0
Retail	42.86%	9
Service	52.38%	11
Organization	4.76%	1
Hotel/Motel - includes food services questions if you offer food serv	0.00%	0
	Answered	21
	Skipped	7



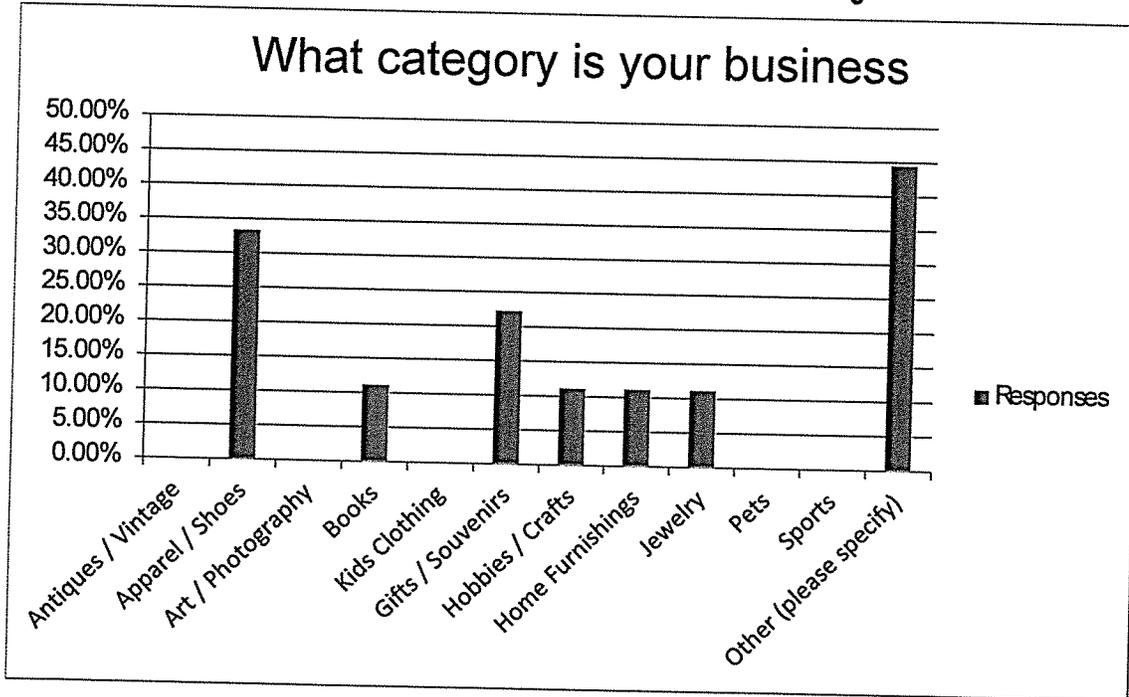
47.

DDA Business Survey

Q. 24

What category is your business

Answer Choices	Responses	
Antiques / Vintage	0.00%	0
Apparel / Shoes	33.33%	3
Art / Photography	0.00%	0
Books	11.11%	1
Kids Clothing	0.00%	0
Gifts / Souvenirs	22.22%	2
Hobbies / Crafts	11.11%	1
Home Furnishings	11.11%	1
Jewelry	11.11%	1
Pets	0.00%	0
Sports	0.00%	0
Other (please specify)	44.44%	4
Answered		9



- Other (please specify)
- Gourmet Kitchen Accessories & Counter-top Appliances
- Food/ Michigan products
- Tobacco store
- Wine

48.

DDA Business Survey

Q. 25

If we promoted a late night shopping in 2019, would/could you stay open until 8 pm on that day?

Answer Choices

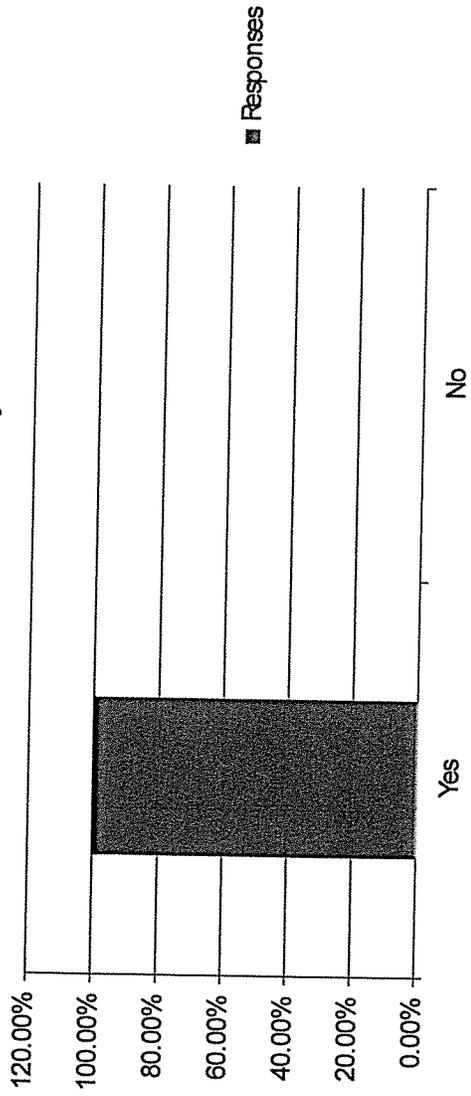
Responses
100.00%
0.00%

Yes
No

If Yes, What Days Could Your Business Stay Open until 8PM? (All, or name the day

Answered
Skipped

If we promoted a late night shopping in 2019, would/could you stay open until 8 pm on that day?



49

DDA Business Survey

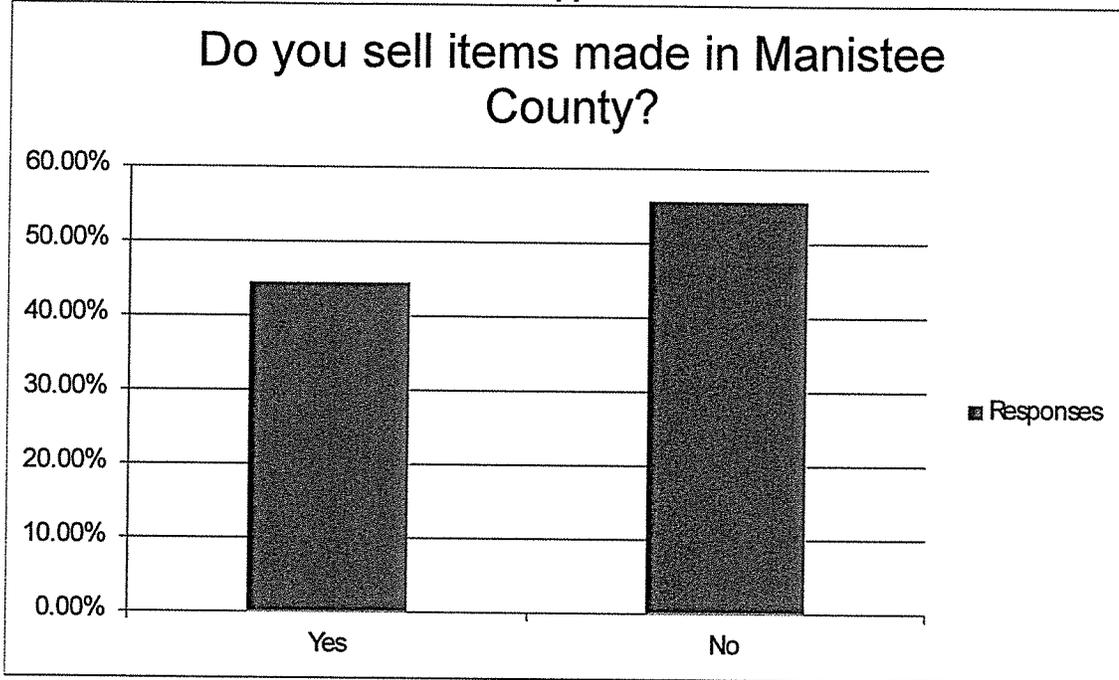
Q. 26

Do you sell items made in Manistee County?

Answer Choices	Responses
Yes	44.44%
No	55.56%

If Yes, Please list some samples:

Answered	Skipped
3	5
9	19



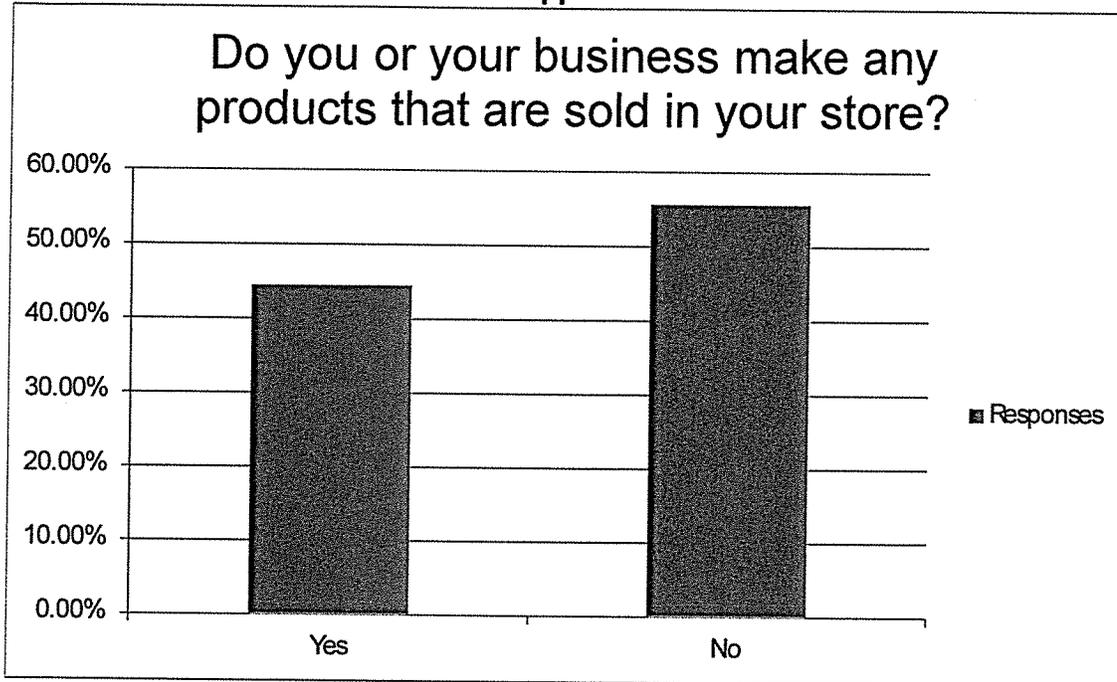
50.

DDA Business Survey

Q. 27

Do you or your business make any products that are sold in your store?

Answer Choices	Responses
Yes	44.44% 4
No	55.56% 5
If Yes, Please List Some Samples	3
Answered	9
Skipped	19



Respondents

If Yes, Please List Some Samples

pottery

Table runners. Placemats pillows quilts

Wine/Cider

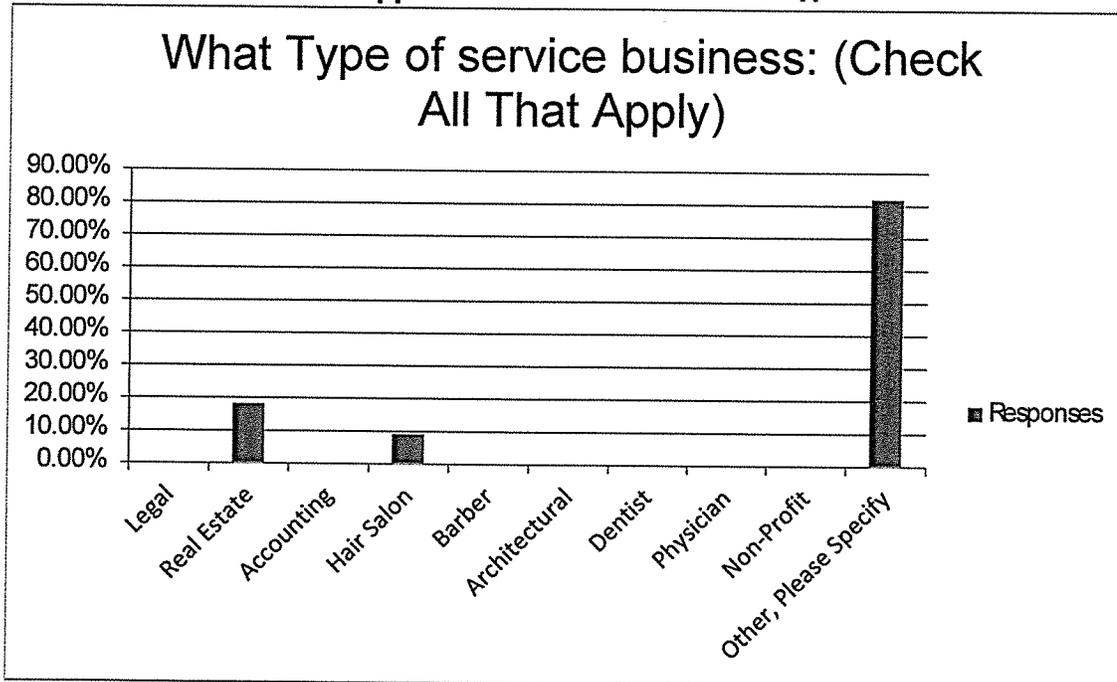
51

DDA Business Survey

Q. 28

What Type of service business: (Check All That Apply)

Answer Choices	Responses	
Legal	0.00%	0
Real Estate	18.18%	2
Accounting	0.00%	0
Hair Salon	9.09%	1
Barber	0.00%	0
Architectural	0.00%	0
Dentist	0.00%	0
Physician	0.00%	0
Non-Profit	0.00%	0
Other, Please Specify	81.82%	9
Answered		11
Skipped		17



Other, Please Specify

- nail salon
- Yoga classes
- Insurance
- Civil Engineering
- office rental
- Construcion management & Project Management
- Insurance
- Email, Donain Hosting, Website Design
- Design and Manufacturer of Signs, Awnings, and LED Displays

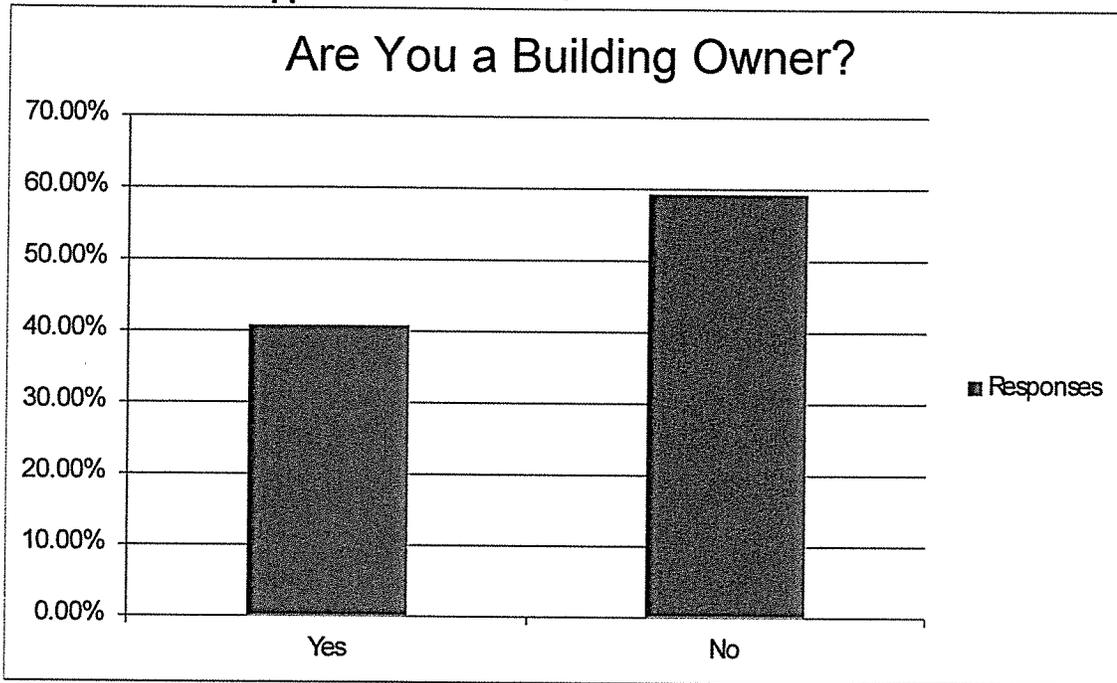
52.

DDA Business Survey

Q. 30

Are You a Building Owner?

Answer Choices	Responses	
Yes	40.74%	11
No	59.26%	16
Answered		27
Skipped		1



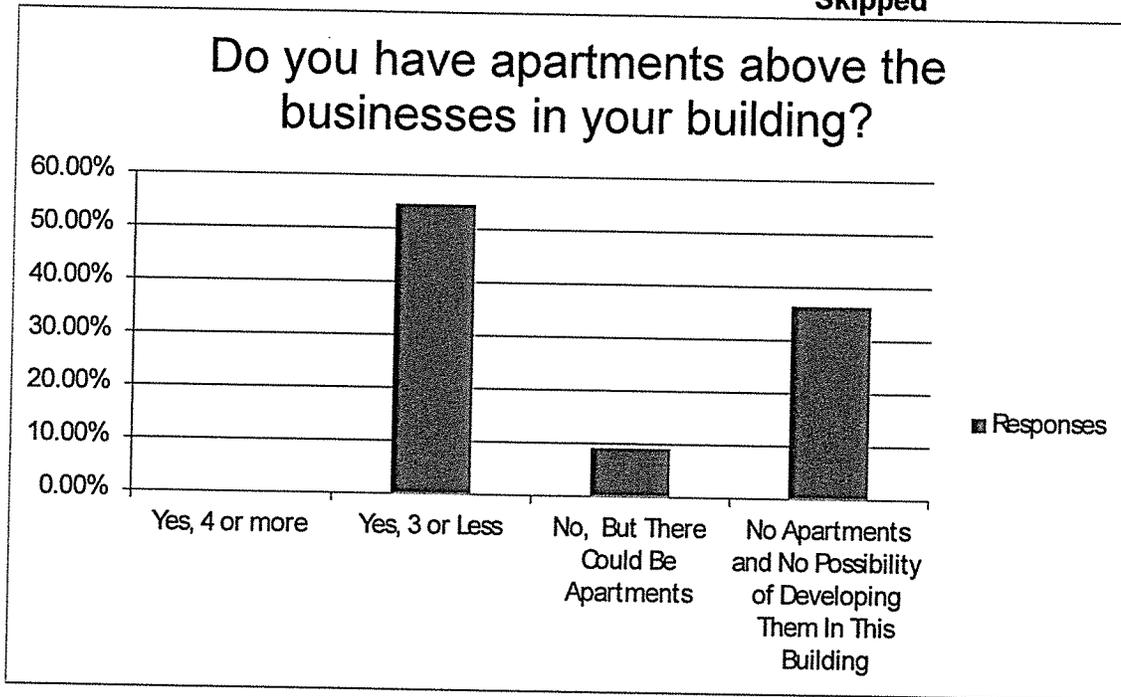
53.

DDA Business Survey

Q. 31

Do you have apartments above the businesses in your building?

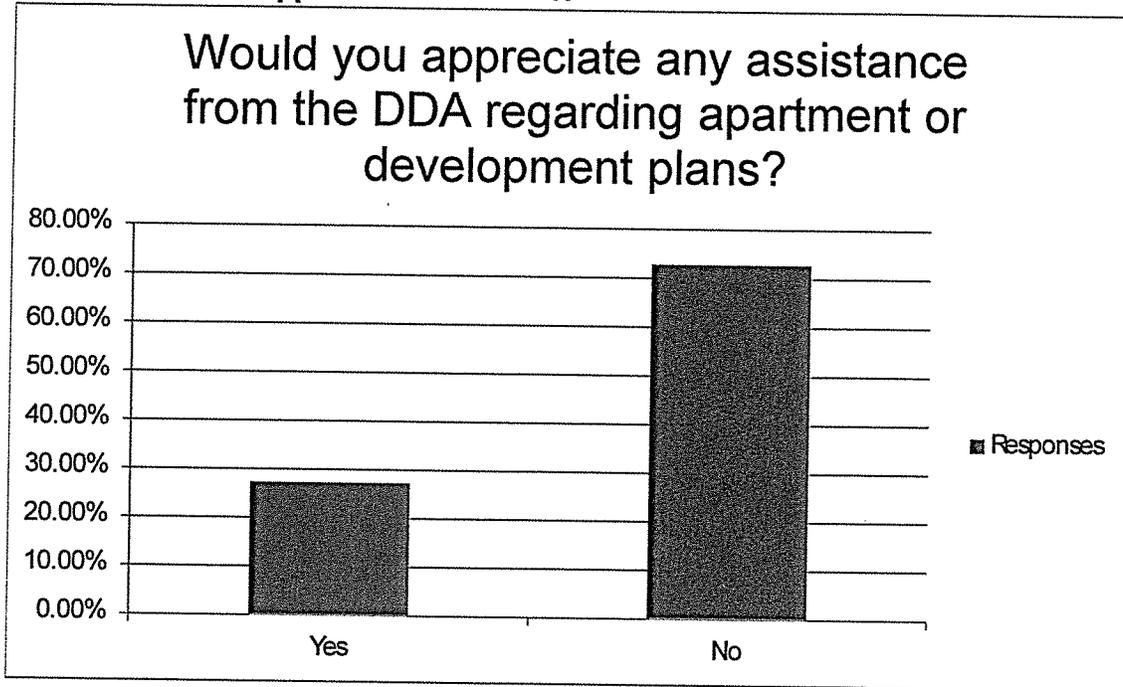
Answer Choices	Responses	
Yes, 4 or more	0.00%	0
Yes, 3 or Less	54.55%	6
No, But There Could Be Apartments	9.09%	1
No Apartments and No Possibility of Developing Them In This Building	36.36%	4
If "Yes" then are the rooms rented short term (30 days or less) or long term.		4
	Answered	11
	Skipped	17



54

Would you appreciate any assistance from the DDA regarding apartment or development plans?

Answer Choices	Responses	
Yes	27.27%	3
No	72.73%	8
Answered		11
Skipped		17



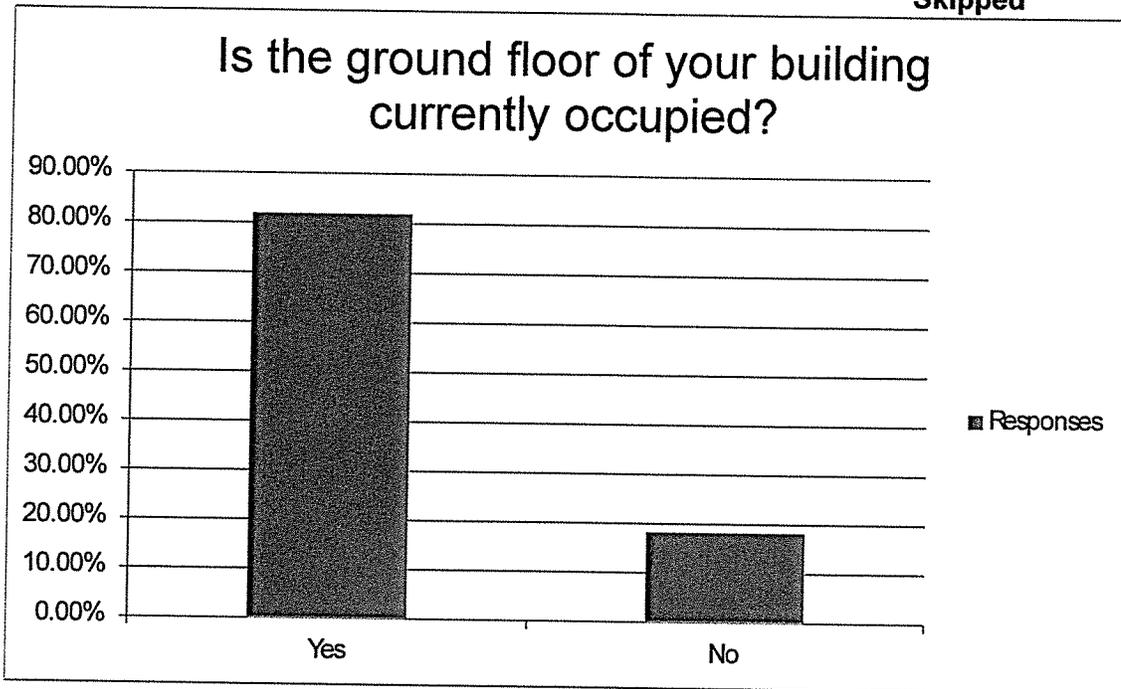
55.

DDA Business Survey

Q. 33

Is the ground floor of your building currently occupied?

Answer Choices	Responses	
Yes	81.82%	9
No	18.18%	2
If Yes Name The Businesses, If No, What are the Current Plans for the Ground Floor		6
Answered		11
Skipped		17



Respondents

- Manistee County Visitors Center
- allure nails
- Duchon Insurance Agency
- Quilt shop
- Gliks, Lighthouse Group, There is one unit left for retail space at 415 River St. which is available now.
- Manistee Bridal

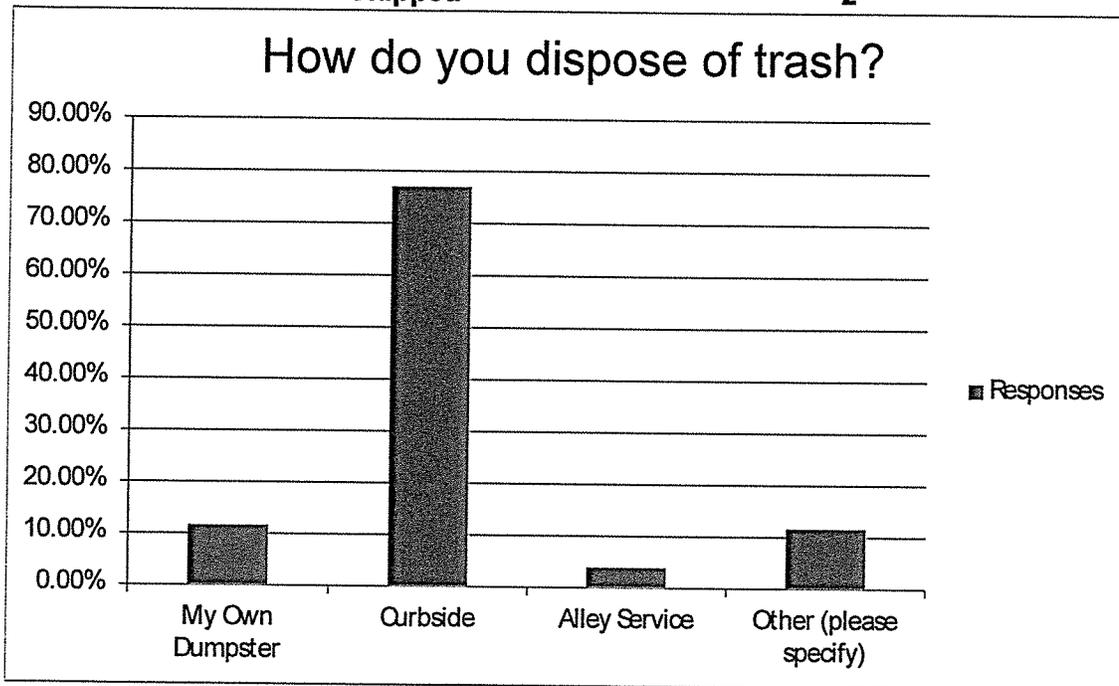
56

DDA Business Survey

Q. 34

How do you dispose of trash?

Answer Choices	Responses	
My Own Dumpster	11.54%	3
Curbside	76.92%	20
Alley Service	3.85%	1
Other (please specify)	11.54%	3
Answered		26
Skipped		2



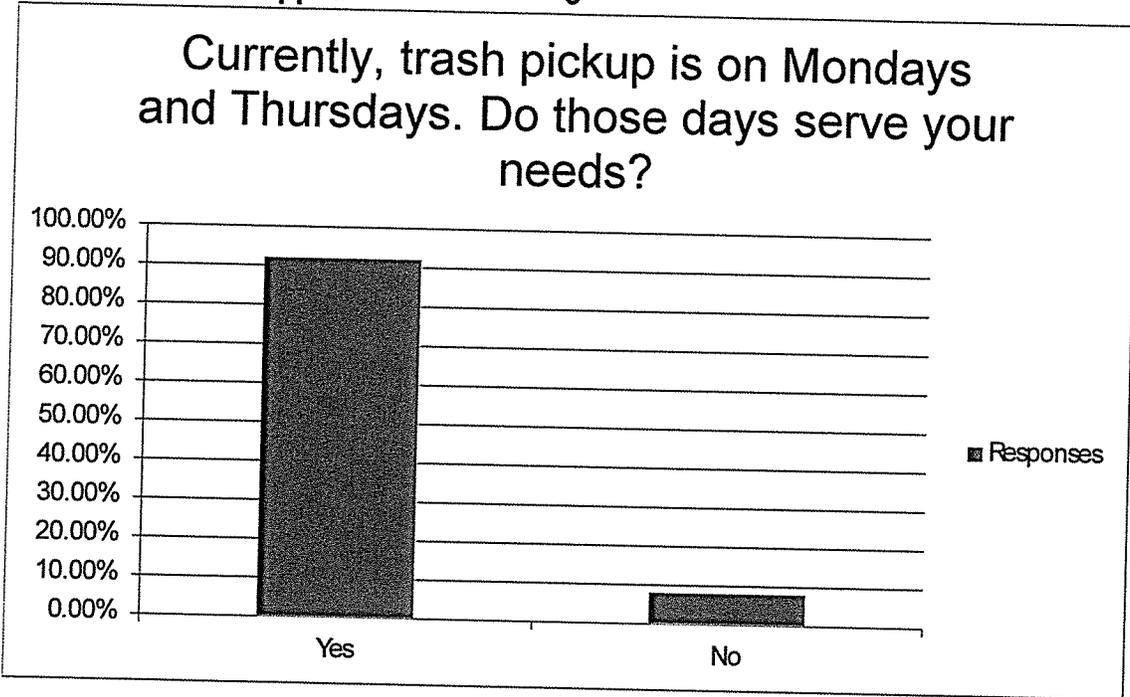
57.

DDA Business Survey

Q. 35

Currently, trash pickup is on Mondays and Thursdays. Do those days serve your needs?

Answer Choices	Responses	
Yes	92.00%	23
No	8.00%	2
Answered		25
Skipped		3



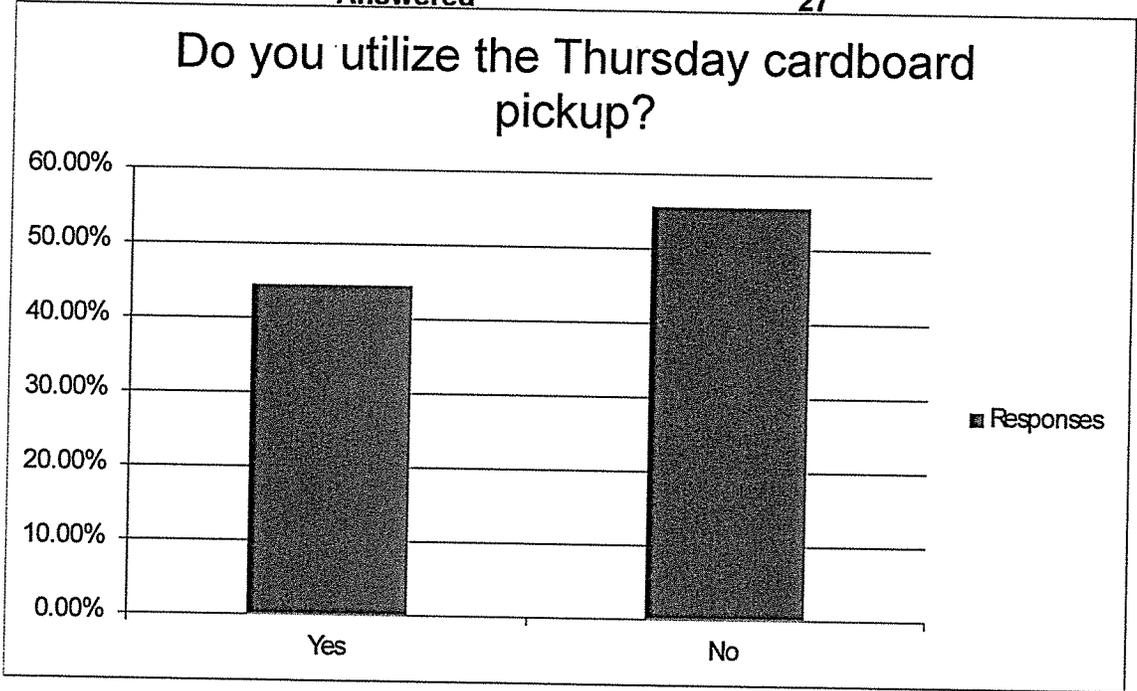
58

DDA Business Survey

Q. 36

Do you utilize the Thursday cardboard pickup?

Answer Choices	Responses	
Yes	44.44%	12
No	55.56%	15
If No, Please Explain		10
	Answered	27

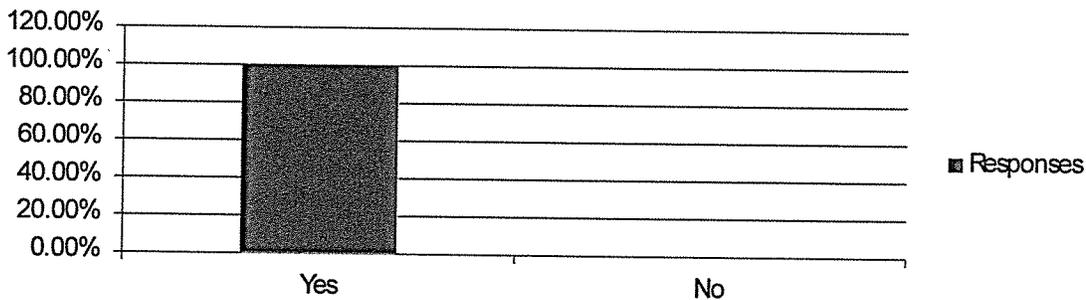


59.

Snow removal is provided one time daily in the morning on the streets and sidewalks requiring owners to do sidewalk snow removal throughout the remainder of the day. Should we continue to provide this service?

Answer Choices	Responses	
Yes	100.00%	25
No	0.00%	0
If No, Please Explain:		2
Answered		25
Skipped		3

Snow removal is provided one time daily in the morning on the streets and sidewalks requiring owners to do sidewalk snow removal throughout the remainder of the day. Should we continue to provide this service?



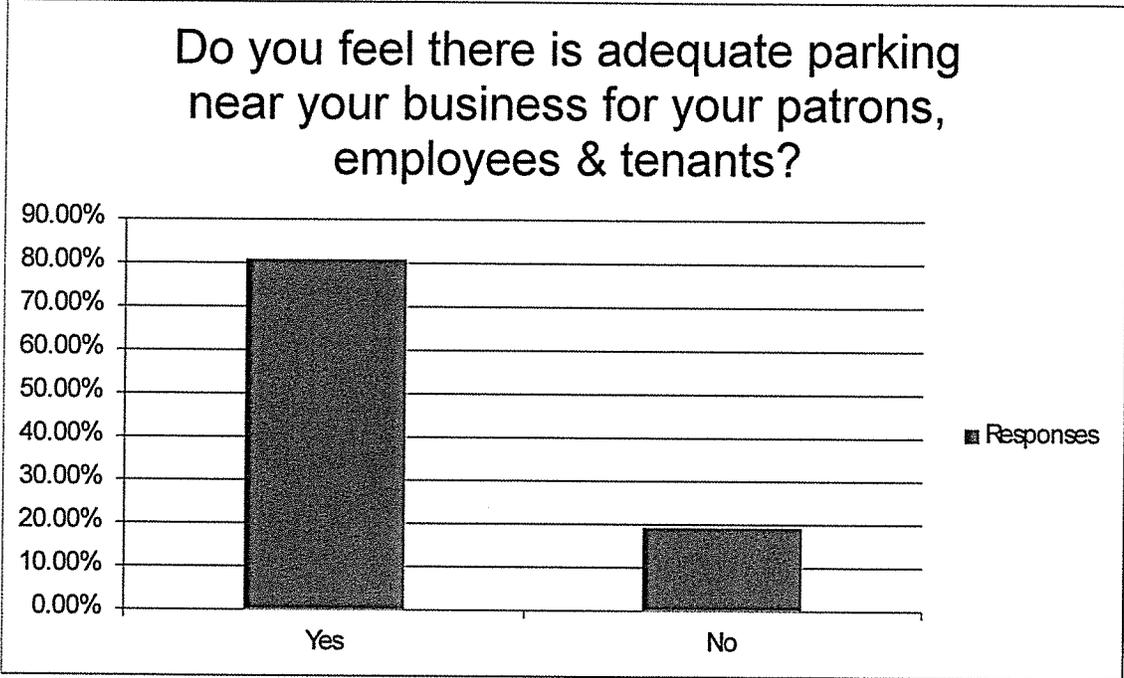
60.

DDA Business Survey

Q.39

Do you feel there is adequate parking near your business for your patrons, employees & tenants?

Answer Choices	Responses	
Yes	80.77%	21
No	19.23%	5
Answered		26
Skipped		2

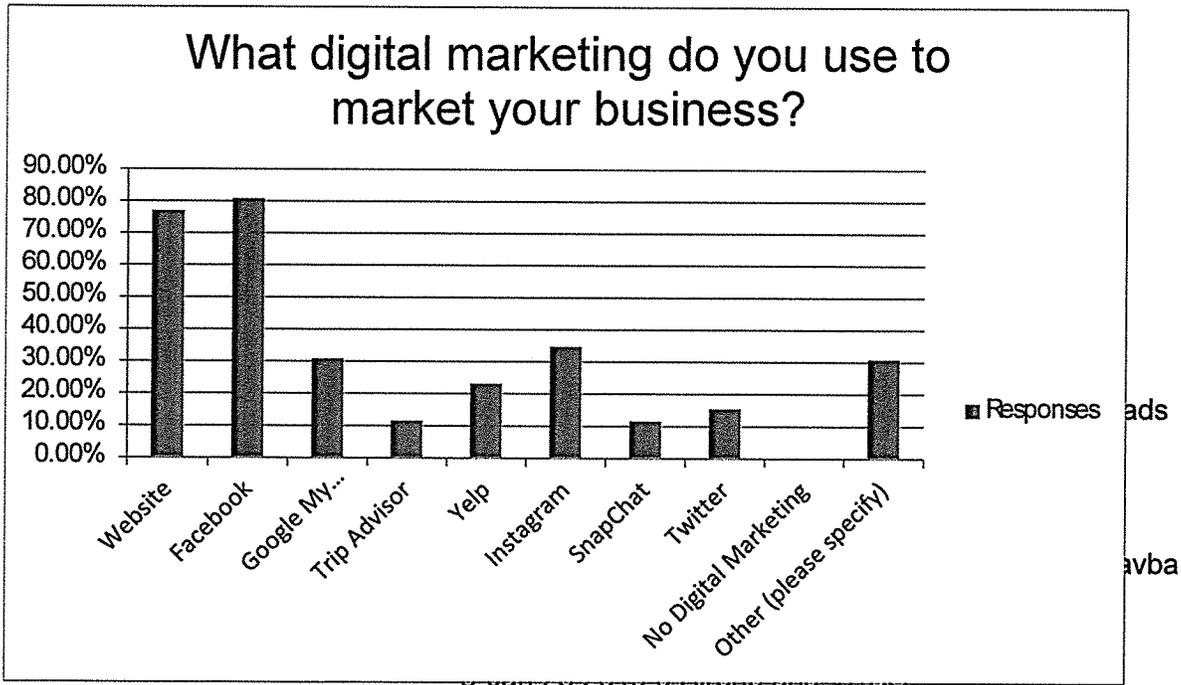


61.

DDA Business Survey Q. 40

What digital marketing do you use to market your business?

Answer Choices	Responses	
Website	76.92%	20
Facebook	80.77%	21
Google My Business/Google Places	30.77%	8
Trip Advisor	11.54%	3
Yelp	23.08%	6
Instagram	34.62%	9
SnapChat	11.54%	3
Twitter	15.38%	4
No Digital Marketing	0.00%	0
Other (please specify)	30.77%	8
Answered		26
Skipped		2



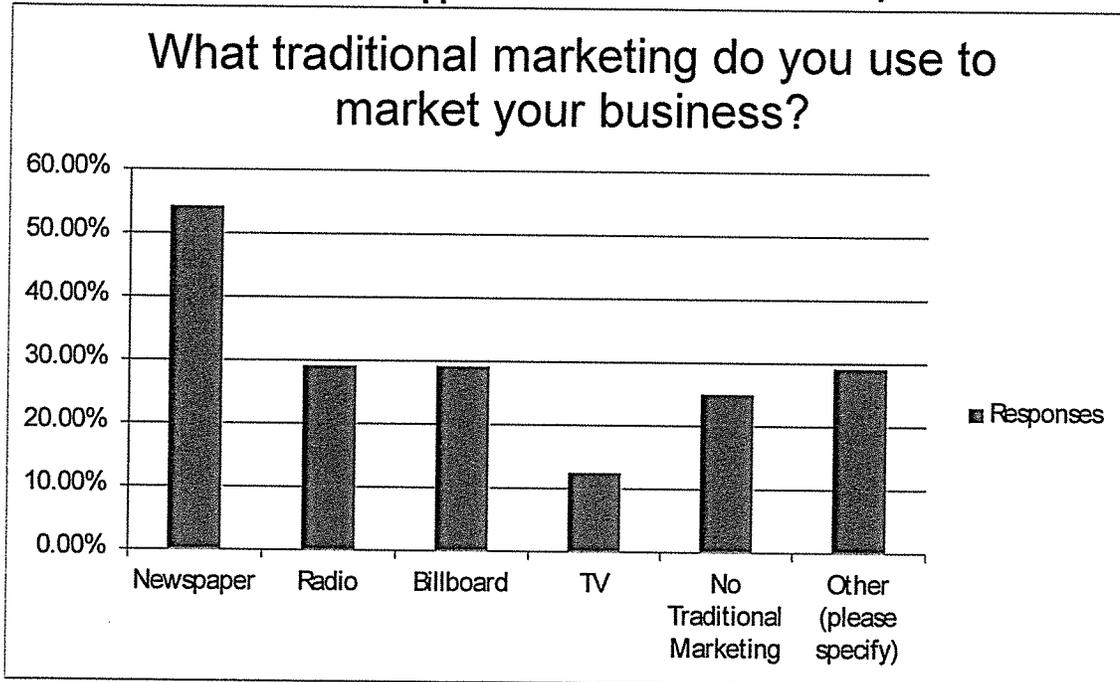
62.

DDA Business Survey

Q. 41

What traditional marketing do you use to market your business?

Answer Choices	Responses	
Newspaper	54.17%	13
Radio	29.17%	7
Billboard	29.17%	7
TV	12.50%	3
No Traditional Marketing	25.00%	6
Other (please specify)	29.17%	7
Answered		24
Skipped		4



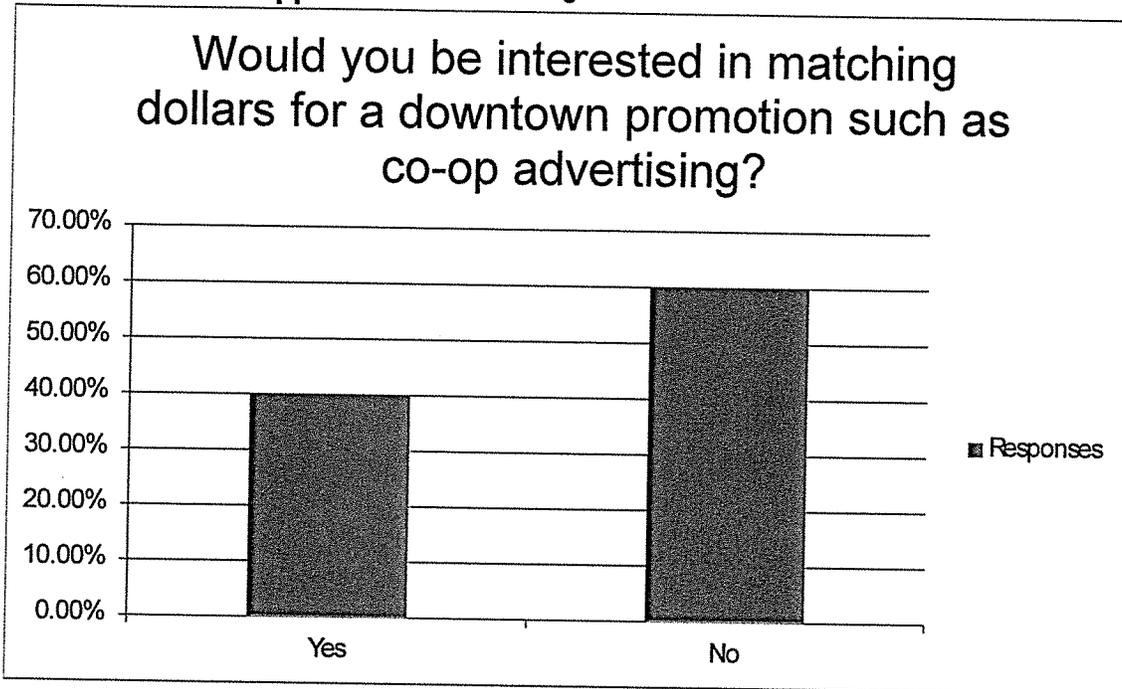
63.

DDA Business Survey

Q. 42

Would you be interested in matching dollars for a downtown promotion such as co-op advertising?

Answer Choices	Responses	
Yes	40.00%	10
No	60.00%	15
Answered		25
Skipped		3



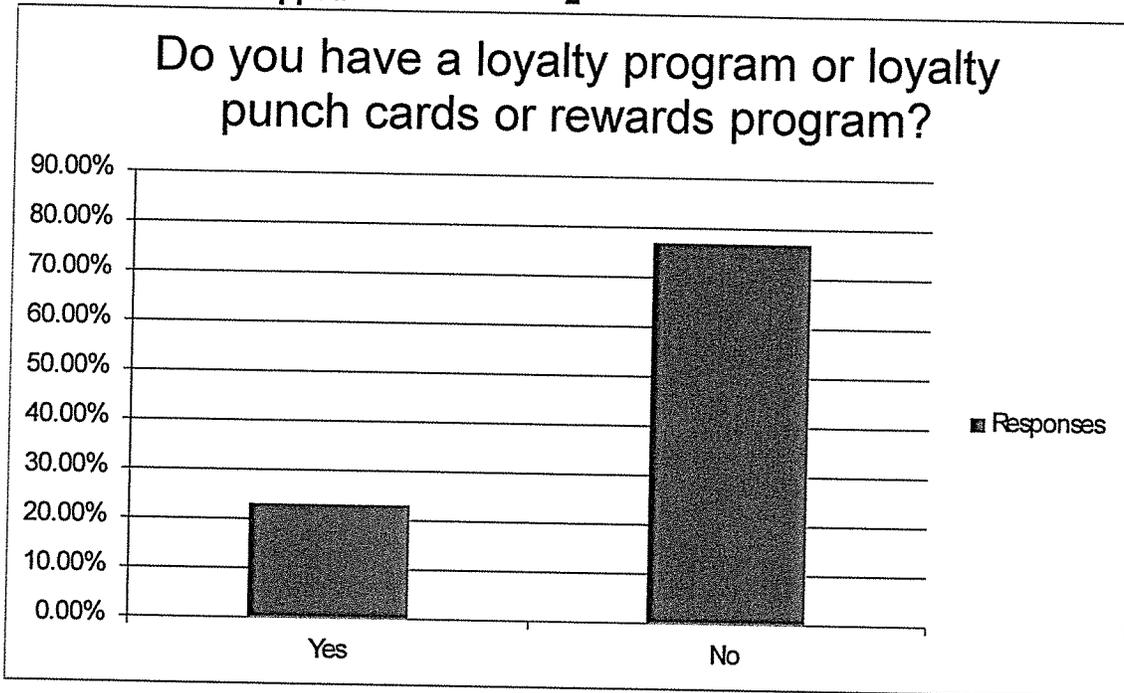
64.

DDA Business Survey

Q. 43

Do you have a loyalty program or loyalty punch cards or rewards program?

Answer Choices	Responses	
Yes	23.08%	6
No	76.92%	20
Answered		26
Skipped		2



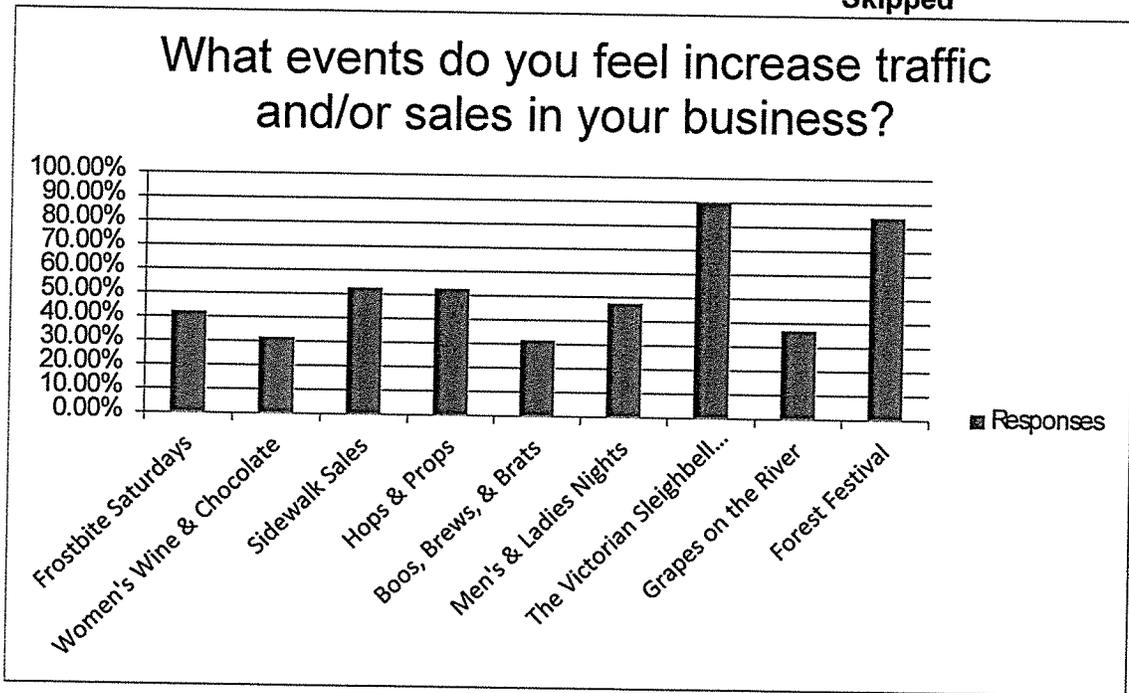
65.

DDA Business Survey

Q. 44

What events do you feel increase traffic and/or sales in your business?

Answer Choices	Responses	
Frostbite Saturdays	42.11%	8
Women's Wine & Chocolate	31.58%	6
Sidewalk Sales	52.63%	10
Hops & Props	52.63%	10
Boos, Brews, & Brats	31.58%	6
Men's & Ladies Nights	47.37%	9
The Victorian Sleighbell Parade & Old Christmas Weekend	89.47%	17
Grapes on the River	36.84%	7
Forest Festival	84.21%	16
Answered		19
Skipped		9



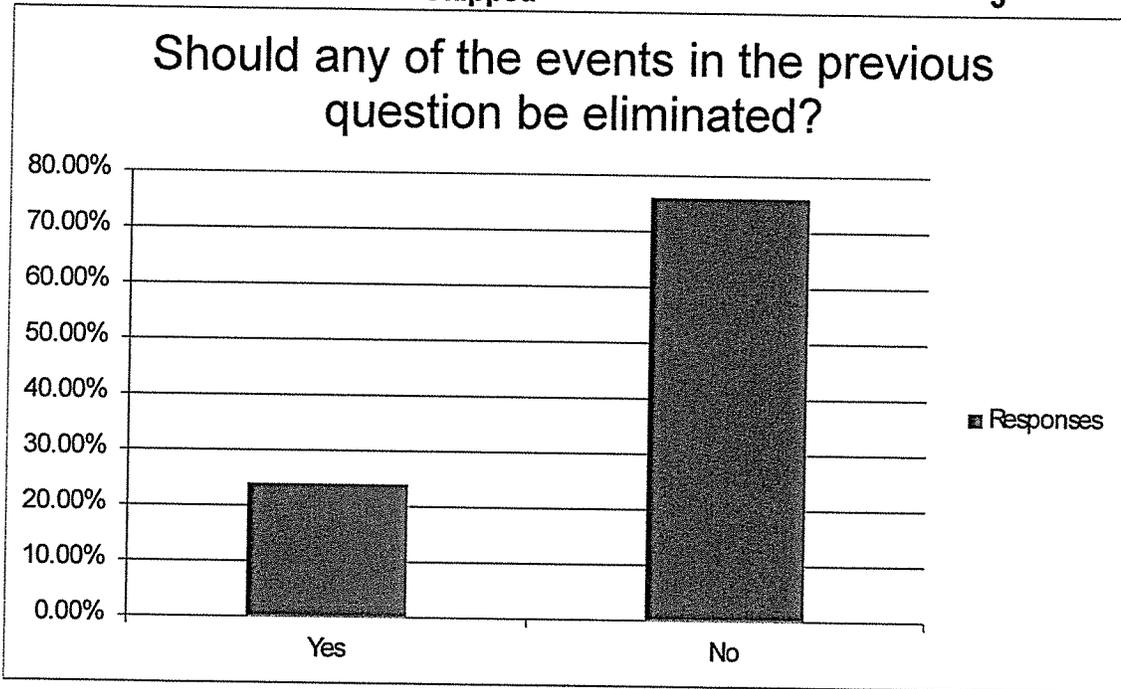
66.

DDA Business Survey

Q. 45

Should any of the events in the previous question be eliminated?

Answer Choices	Responses	
Yes	24.00%	6
No	76.00%	19
If Yes, Then Please Specify		9
Answered		25
Skipped		3



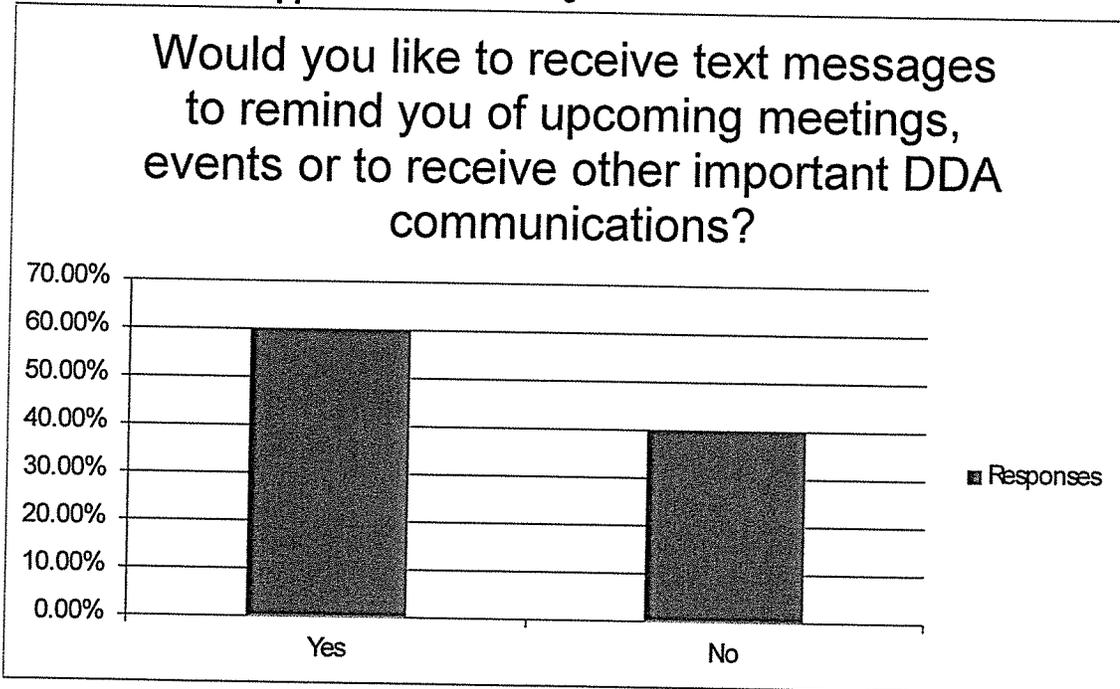
67.

DDA Business Survey

Q. 46

Would you like to receive text messages to remind you of upcoming meetings, events or to receive other important DDA communications?

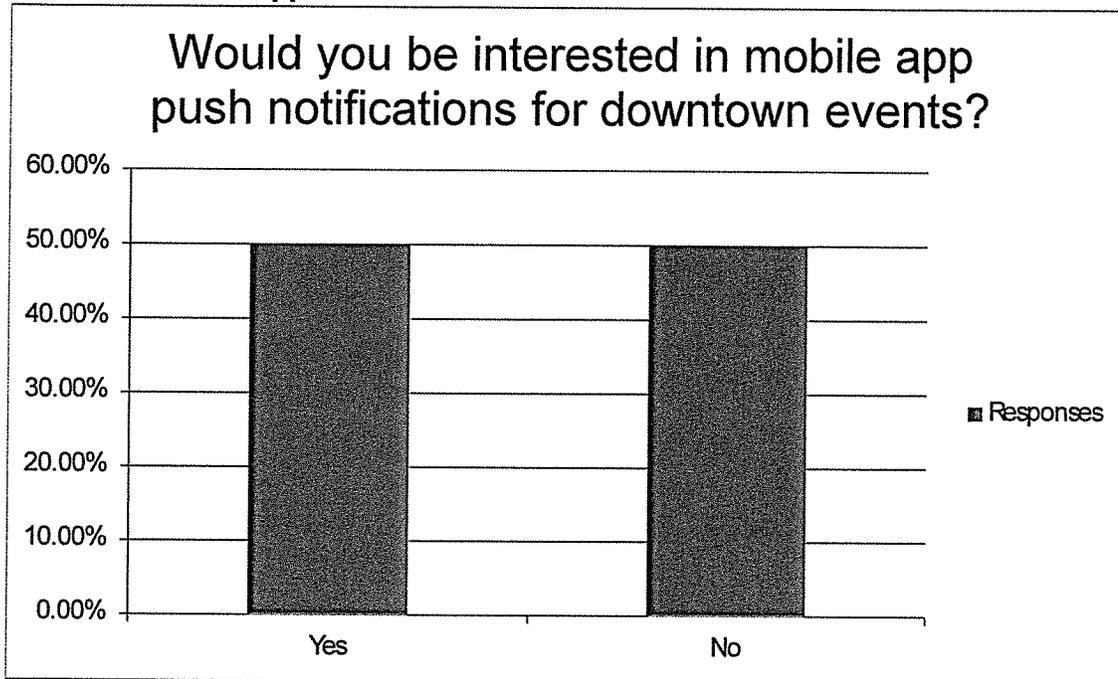
Answer Choices	Responses	
Yes	60.00%	15
No	40.00%	10
Answered		25
Skipped		3



68.

Would you be interested in mobile app push notifications for downtown events?

Answer Choices	Responses	
Yes	50.00%	13
No	50.00%	13
Answered		26
Skipped		2



69

DDA Business Survey

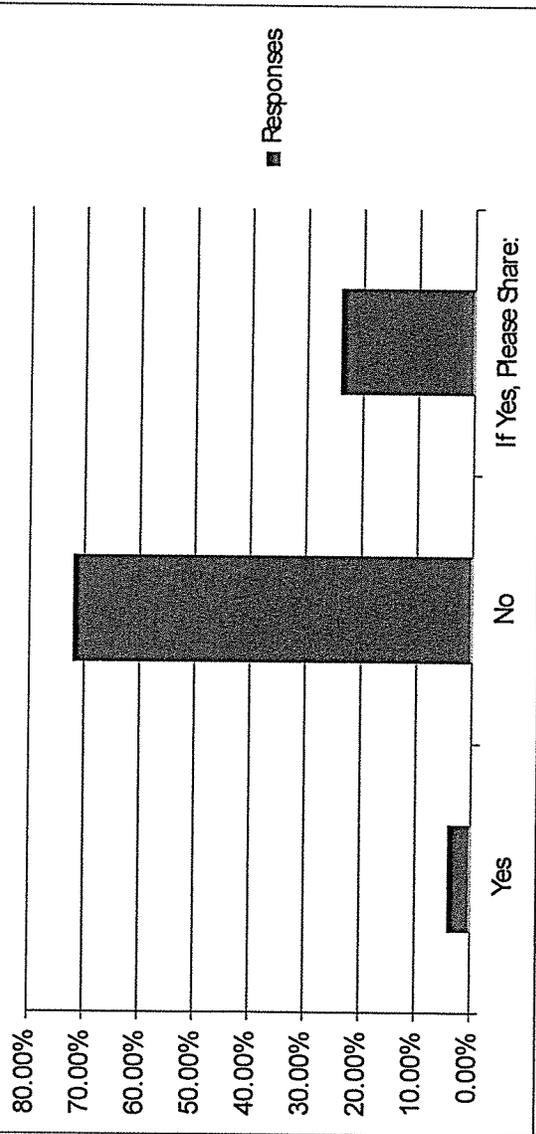
Q. 48

Do you have any additional comments, suggestions or feedback to share?

Answer Choices Responses

Yes	4.00%	1
No	72.00%	18
If Yes, Please Share:	24.00%	6
Answered	25	
Skipped	3	

Do you have any additional comments, suggestions or feedback to share?



70.

Tom Kaminski

From: Rachel Brooks <sleekorenda@gmail.com>
Sent: Friday, March 29, 2019 10:08 AM
To: Tom Kaminski; Barry Lind; EF Tax; Valarie Bergstrom; Shari Wild; Tamara DePonio; Karen; Kyle Mosher; Roger Zielinski
Subject: DDA Board and Sleighbell

Dear DDA Board Members:

This letter is to inform you I will be resigning from the DDA Board effective June 30, 2019. My husband and I have an accepted offer on a condo Downtown Grand Rapids so I will not have time to serve on the Board. I am not closing my shop, I will commute between our home in Brethren and Grand Rapids.

If the Board approves, I made a commitment to the Sleighbell committee to Chair the event for the rest of the year. Hopefully this year I can train committee members on my responsibilities which include: calling and writing grants for sponsorships, brochure development and distribution, leading meetings, managing the budget, updating the work plan, responding to media inquires and overseeing the Sleighbell Parade. I will resign from the committee effective Dec 31, 2019.

If anyone has any concerns or questions, please don't hesitate to ask.

Best,
Rachel Brooks

71.