

**Manistee Downtown Development Authority Board Meeting Minutes
February 13, 2019, Centra Wellness Admin. Building**

Present: Rachel Brooks (9:30), Tamara DePonio, T Eftaxiadis, Karen Goodman, Barry Lind, and Mayor Roger Zielinski
Excused Absence: Valarie Bergstrom, Shari Wild
Also Present: DDA Interim Director Tom Kaminski, Councilmembers Beaton and Szymanski, Ashlyn Korienek and Yvonne Zoia

Agenda Item

1. **Call to Order:** Meeting called to order by Vice-Chair Lind at 8:30 a.m.
2. **Approval of Agenda:** Motion by Eftaxiadis and Supported by Goodman to adopt the agenda, with Item 9.d deleted. **Motion approved.**
3. **Public Comment:** Councilmember Beaton suggested to the DDA to consider future branding of the District to promote events and resources available for families, including animals.
4. **Approval of November 14, 2018 DDA Board Meeting Minutes:** Motion by Eftaxiadis and Supported by Goodman to approve the November 14, 2018 meeting minutes as presented. **Motion approved.**
5. **Approval of January 9, 2019 DDA Board Meeting Minutes:** Motion by Goodman and Supported by Eftaxiadis to approve the January 9, 2019 meeting minutes as presented. **Motion approved.**
6. **Financial Reports:** Kaminski discussed status of the financial reports, including some invoices paid but not shown yet on the report. Following discussion there was Motion by Eftaxiadis and Supported by Goodman to approve the financial reports. **Motion approved.**
 - a. **City Invoice.** There was discussion of City of Manistee Invoice #313 dated January 9, 2019 for \$40,000 for services provided by the City in the District. Motion by Roger and Supported by Eftaxiadis to approve payment of City Invoice #313 for the amount of \$40,000. **Motion approved unanimously by roll call.** Motion by Eftaxiadis and Supported by Zielinski to act on future invoices for City services based on signed services agreements and through invoices that contain adequate level of detail on services and dates provided. **Motion approved.**
7. **Director and Committee Reports:**
 - a. **Director:** Kaminski provided status report of his work activities as summarized in his report dated February 6, 2019.
 - b. **Design:** Lind provided, and briefly discussed minutes of last committee meeting. Lind discussed suggestion by Museum to place banners to commemorate the 100 year anniversary. Lind proposed that the Design Committee works with the Museum staff to design and produce commemorative banners and associated hardware for a cost not to exceed \$5,000.
 - c. **Marketing & Promotions:** No report.
 - d. **Business Development:** Kaminski reported that the results of the recent survey of businesses in the District will be available by the survey vendor next month. DePonio reported on the status of the redevelopment of the 100 Washington Street property to house CDI's operations.
 - e. **Redevelopment:** The committee did not meet in February; no report.

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- f. **Recruitment:** Interviews of candidates for the DDA Economic Development Director will be scheduled shortly.
 - g. **Economic Development (other options):** Goodman reported that the Request for Information (RFI) for outside Economic Development services was completed, and Kaminski is in the process of submitting it to newspapers in selected Michigan cities and other relevant entities.
 - h. **TIF:** Kaminski has obtained proposal from Beckett & Reader to update the TIF Plan. Action will be taken under Item 9.a. below.
 - i. **Events:** Will be discussed further at next meeting following discussions at the Strategic Planning session.
 - j. **Rising Tide:** Zielinski summarized discussion of Rising Tide's last meeting.
8. **Old Business:**
- a. DDA Annual Strategic Planning Meeting: The DDA's Strategic Planning Meeting will take place later today following this DDA Board meeting.
9. **New Business:**
- a. Approval to Hire Beckett & Reader to Assist with TIF Plan: Following discussion there was Motion by Zielinski and Supported by Goodman to accept Beckett & Reader's proposal dated January 26, 2019 to update the TIF Plan for an amount not to exceed \$5,000. **Motion approved unanimously by roll call.**
 - b. Approval of American Cleaners Building Insurance: Kaminski solicited and obtained quote for Commercial Liability insurance for the vacant building. Following discussion, there was Motion by Zielinski and Supported by Eftaxiadis to obtain commercial liability insurance coverage for the building through Maury, Donnelly & Parr Inc. for the annual amount of \$350. **Motion approved unanimously by roll call.**
 - c. Approval to pay Tyler Leppanen \$200 in Downtown Dollars: Brooks and Kaminski discussed the assistance Tyler has provided related to DDA issues following his departure. There was Motion by Zielinski and Supported by Goodman to provide Tyler Leppanen a gift of appreciation for his assistance provided to the DDA since his departure. **Motion approved unanimously by roll call.**
 - d. Approval of MLRSB Grant Application: ITEM DELETED
10. **Public Comment:** Beaton expressed appreciation for DDA's payment of the City's invoice.
11. **Adjournment:** Meeting adjourned at 10:00 a.m.