

**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

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

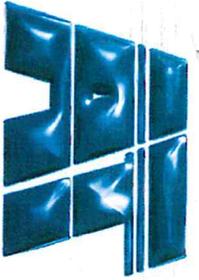
opportunity for funding to improve the entrance to the Downtown and Riverwalk per the recommendations of the MSU Downtown Manistee River Street & Rivewalk Improvement Study completed in 2018. The grant application that is due on April 17, 2019 will be drafted by Lissette Reyes of the Rising Tide on behalf 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 150<sup>th</sup> 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.



ANDERSON, TACKMAN & COMPANY, PLC  
16978 S. Riley Avenue  
Kincheloe, Michigan 49788

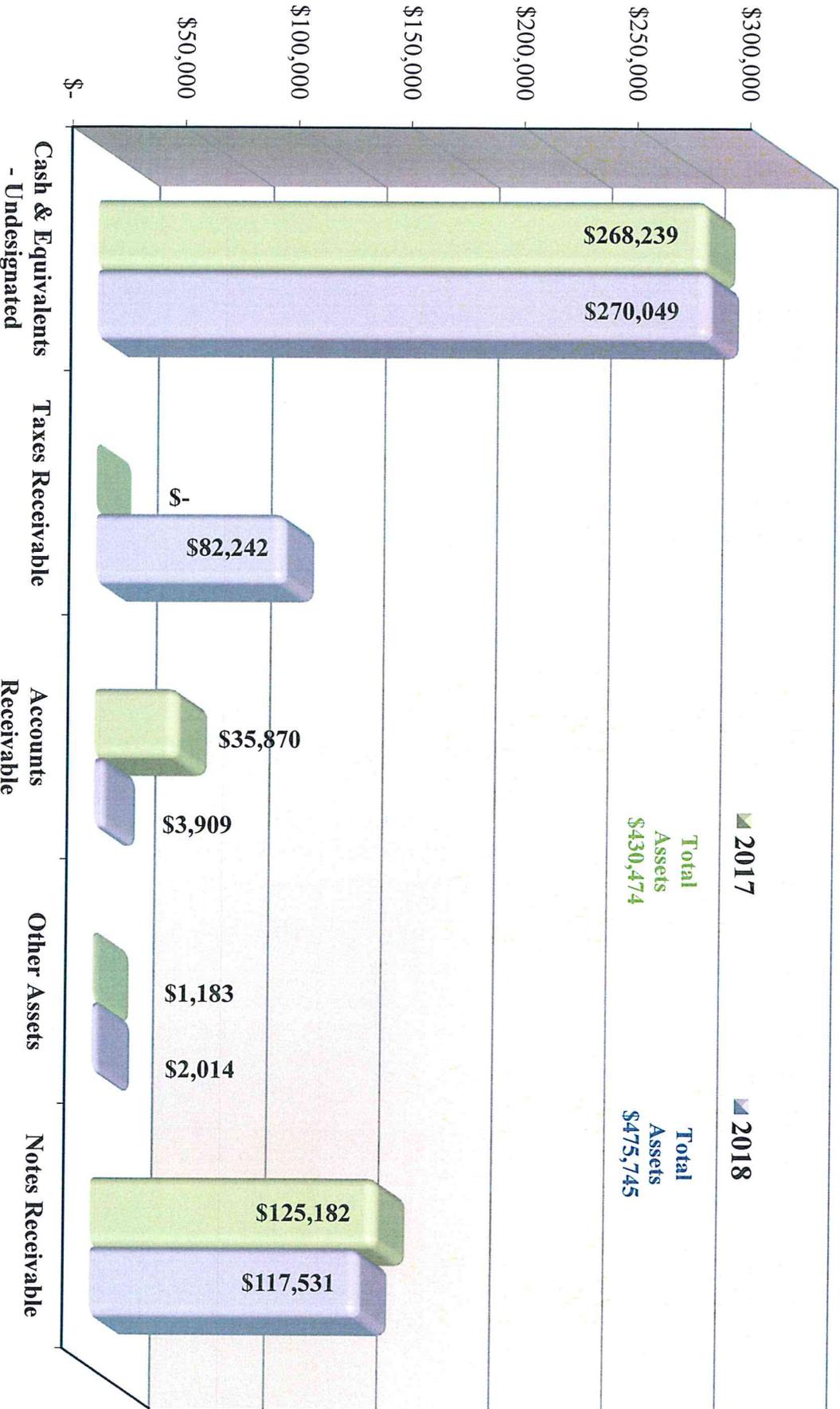
# Manistee Downtown Development Authority

BASIC FINANCIAL STATEMENTS  
GRAPHICAL PRESENTATION

June 30, 2018

# Manistee Downtown Development Authority Assets

## Two Year Comparison June 30, 2018

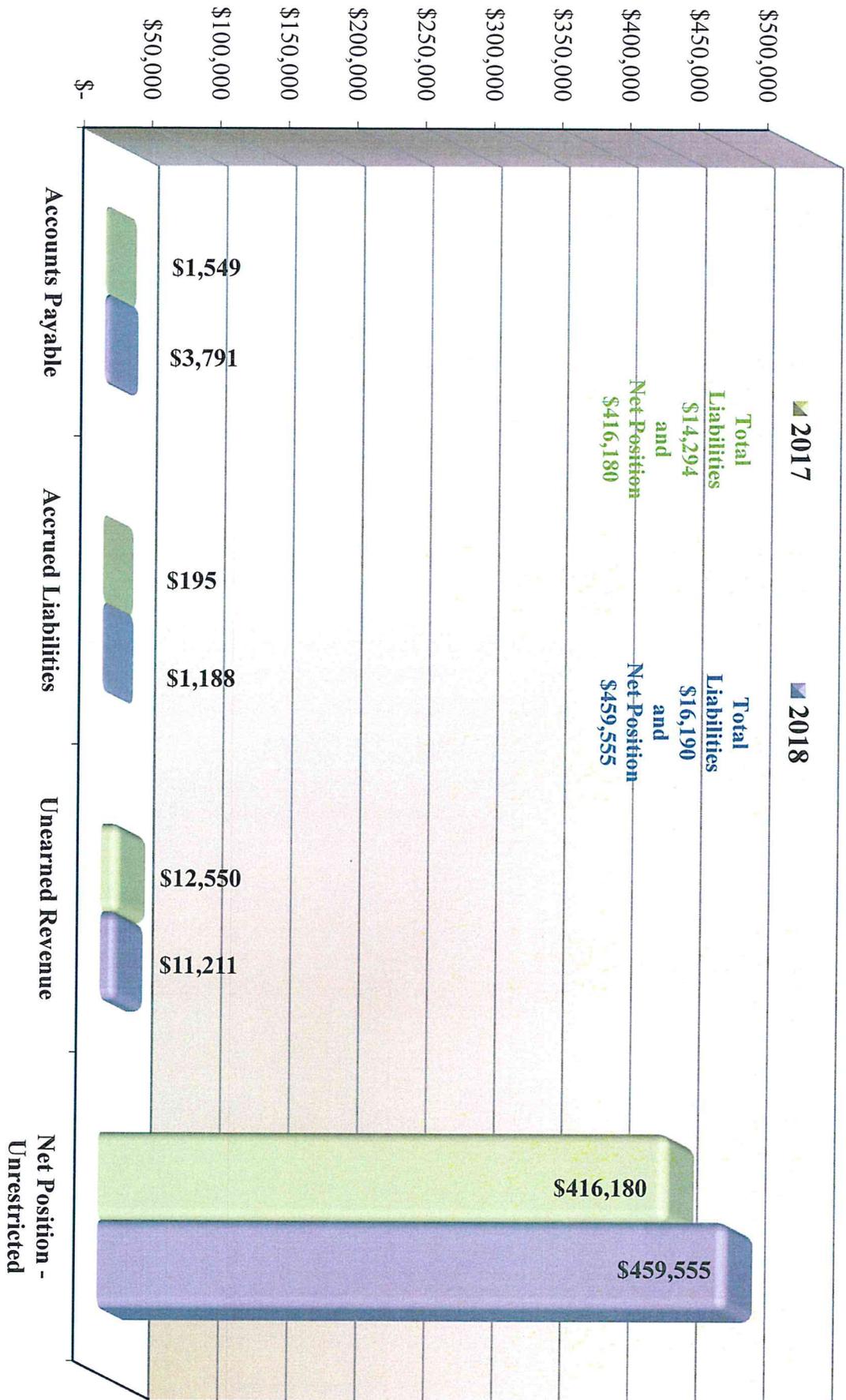


# Manistee Downtown Development Authority

## Liabilities and Net Position

### Two Year Comparison

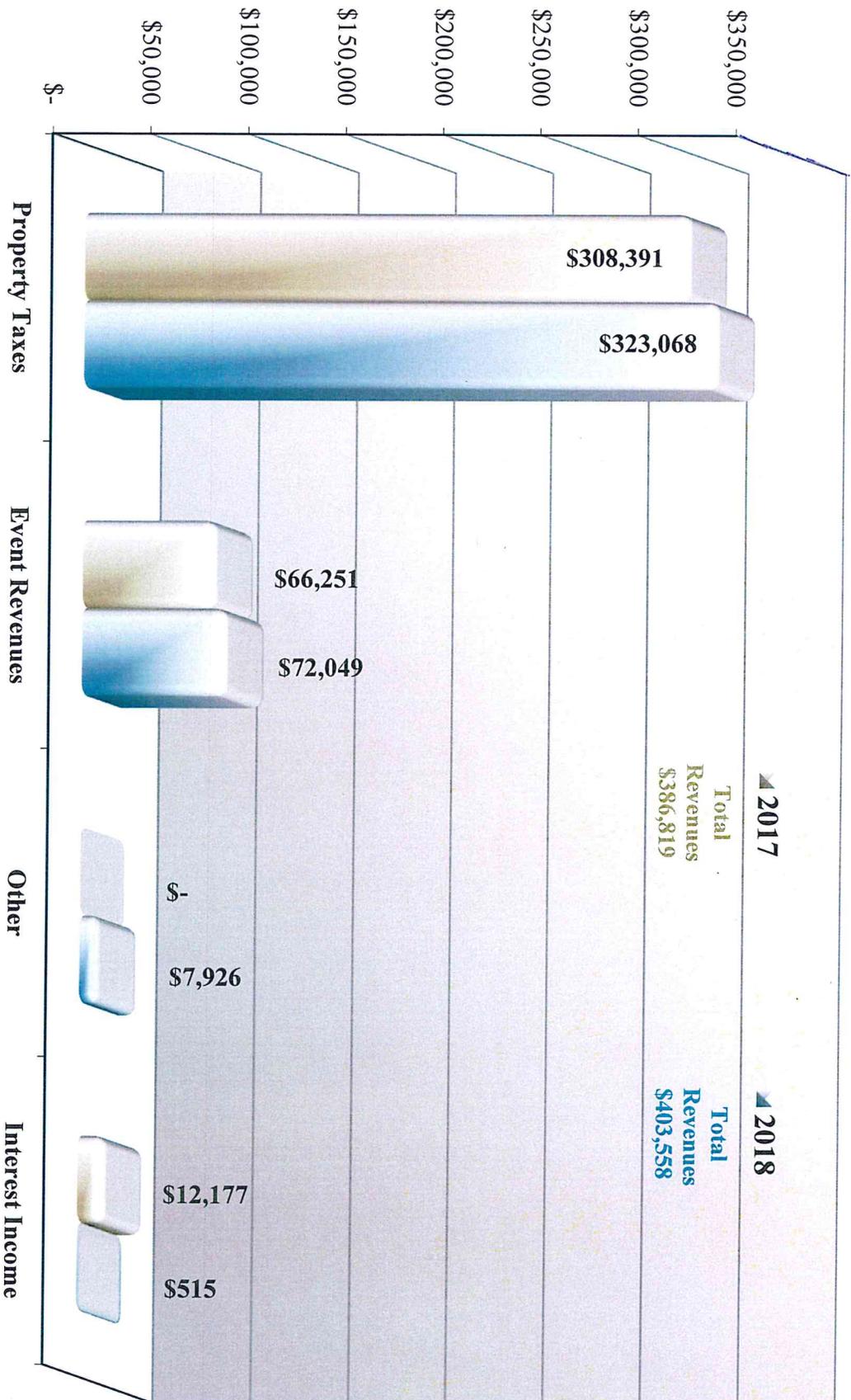
#### June 30, 2018



# Manistee Downtown Development Authority

## Revenues

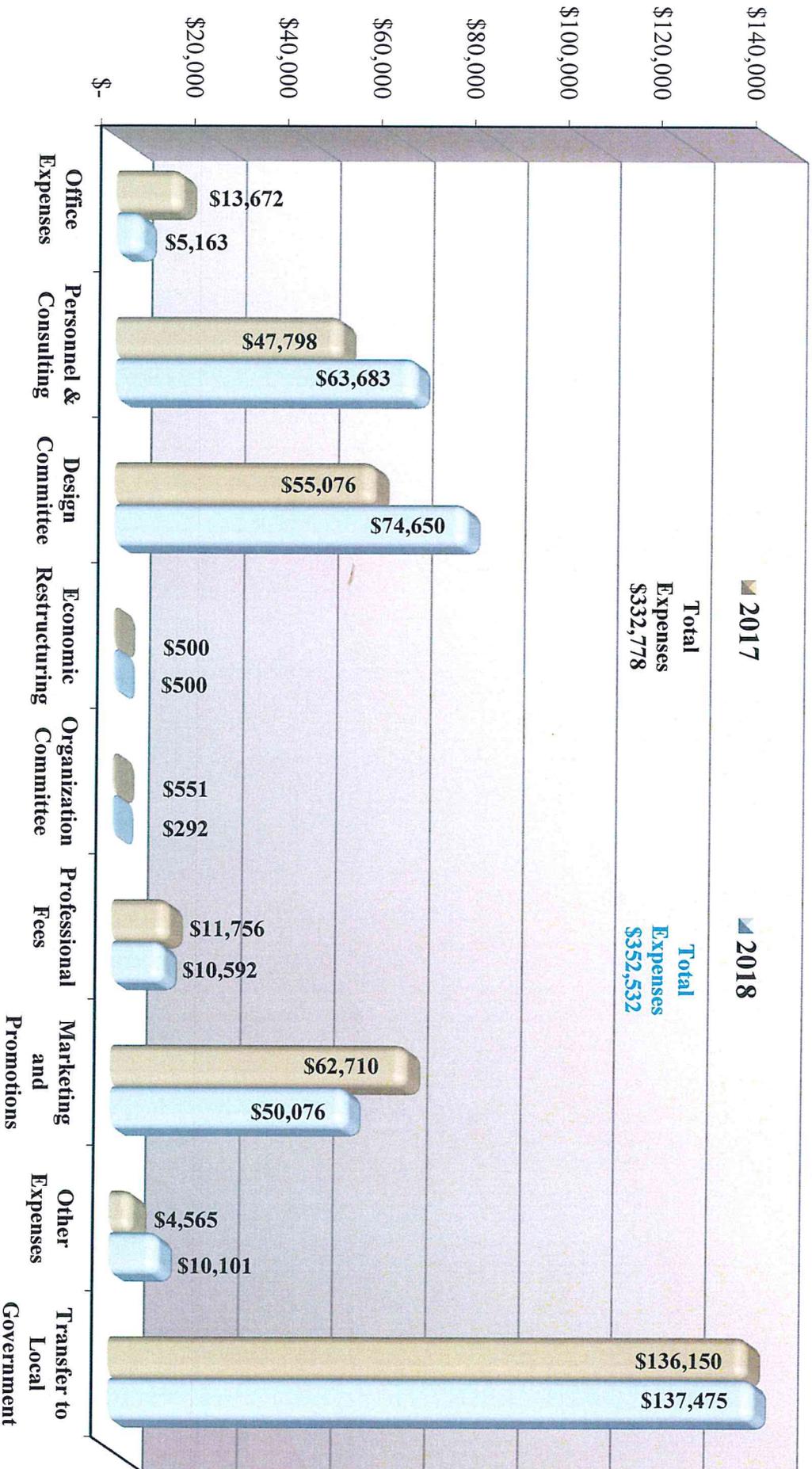
### Two Year Comparison June 30, 2018



# Manistee Downtown Development Authority

## Expenses

### Two Year Comparison June 30, 2018



# Manistee Downtown Development Authority

## Five Year General Fund Net Position Comparison June 30, 2018

