

AGENDA

Manistee DDA

Wednesday, May 8, 2019 at 12:00 p.m.

Council Chambers, 3rd floor, City Hall

1. Call to Order.
2. Approval of the Agenda
3. Public Comment (limit 5 minutes per person)
4. Approval of April 10, 2019 Meeting Minutes
5. Approval of April 26, 2019 Special Meeting Minutes
6. Financial Report
7. Committee Reports
 - A. Director – T. Kaminski
 - B. Design – B. Lind
 - 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 – B. Lind
8. Old Business
9. New Business
10. Public Comment (limit 5 minutes per person)
11. Adjournment

1.

Manistee Downtown Development Authority Board Special Meeting Minutes
April 26, 2019, 8:00 a.m. Manistee City Hall

Present: Rachel Brooks, Tamara DePonio, T Eftaxiadis, Barry Lind, Mayor Roger Zielinski, Valarie Bergstrom, Karen Goodman and Kyle Moser.
Excused Absence: Shari Wild
Also Present: DDA Interim Director Tom Kaminski, Ashlyn Korienek.

Agenda Item

1. **Call to Order:** Meeting called to order by Chair Brooks at 8:00 a.m.
2. **Approval of Agenda:** Motion by Moser and Supported by Zielinski to adopt the agenda as presented. **Motion approved.**
3. **Public Comment:** None.
4. **Consideration of a recommendation from the Recruitment Committee to increase the hours of the open and newly created DDA Administrator position from 30 hours per week to 40 hours per week, and to also consider a recommendation from the Recruitment Committee to offer the full time DDA Administrator position to an applicant, pending approval by City Council.** Brooks discussed the Recruitment Committee's recommendation to increase the hours allocated for the DDA Director position from 30 to 40. Following discussion there was Motion by Moser and Supported by DePonio to increase the DDA Director position from 30 to 40 hours. **Motion approved unanimously by roll call of the DDA Board members in attendance.**

There was further discussion of the process for the hiring of the candidate recommended by the Recruitment Committee. Zielinski expressed the desire to meet the candidate prior to the consideration of the approval of the appointment by Council. Zielinski also questioned the qualifications of the recommended candidate to perform economic development services. Eftaxiadis explained that while the candidate would not be hired to provide all ED services required by the DDA, she has had exposure to DDA-related ED functions in her current position to identify, procure and coordinate specialized ED services potentially contracted out by the DDA to third party(ies). Additionally, several DDA Board members expressed the need to meet the candidate prior to the Board making a formal recommendation to Council. It was agreed that the Board needs to hold a special meeting to approve the offer of employment to the selected candidate, and that a "meet & greet" session with the candidate will be held prior to the Council action on the matter. There was Motion by Bergstrom and Supported by Eftaxiadis to authorize the Recruitment Committee to make a provisional employment offer to the selected candidate for the full-time, exempt position of Executive Director contingent on background checks, references and the approval of the DDA Board and City Council. **Motion approved.**

5. **Public Comment:** None
6. **Adjournment:** Meeting was adjourned at 8:30 a.m.

2.

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

ASSETS	<u>April 30, 2019</u>
Current Assets	
Checking/Savings	
248-000 · Petty Cash	1,000.00
248-010 · Checking - West Shore Bank	218,498.33
248-008 · Land Acquisition Account - WSB	78,655.14
248-003 · Façade Grants Checking	5,001.79
Total Checking/Savings	<u>303,155.26</u>
248-028 · Accounts Receivable	5,219.33
12100 · Pre-Paid Expenses	1,181.50
Total Other Current Assets	<u>6,400.83</u>
Total Current Assets	<u>309,556.09</u>
Other Assets	
248-182 · Investment - Amer Cleaners Prop	84,159.60
TOTAL ASSETS	<u><u>393,715.69</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
248-202 · Accounts Payable	400.00
248-204 · Unearned Revenue	3,250.00
248-210 · Payroll Liabilities	35.48
Total Current Liabilities	<u>3,685.48</u>
Total Liabilities	<u>3,685.48</u>
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	(41,138.71)
Total Equity	<u>390,030.21</u>
TOTAL LIABILITIES & EQUITY	<u><u>393,715.69</u></u>

3.

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

ASSETS	<u>April 30, 2019</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking 2018	283.24
248-015 · Downtown Dollars Checking 2019	6,096.95
Total Checking/Savings	<u>6,380.19</u>
Accounts Receivable	
248-2028 · Accounts Receivable	900.00
TOTAL ASSETS	<u><u>7,280.19</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	1,695.00
2019 Downtown \$ Outstanding	6,495.54
Total Liabilities	<u>8,190.54</u>
Equity	
248-390 · Fund Balance	26.59
Net Income	-936.94
Total Equity	<u>-910.35</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,280.19</u></u>

(4)

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

ASSETS	<u>April 30, 2019</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	14,661.69
Total Current Assets	<u>14,661.69</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	6,443.39
Duchon Insurance	3,065.78
J Catlett's Men's Styling LLC	4,438.86
Total Other Assets	<u>13,948.03</u>
TOTAL ASSETS	<u><u>28,609.72</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	28,358.91
Net Income	250.81
Total Equity	<u>28,609.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>28,609.72</u></u>

51

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

Ordinary Income/Expense	Jul '18 - June 19	Budget	\$ Over Budget	% of Budget
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	10,500	-	10,500	100.00%
248-281 · Hops & Props - Other	33,165	33,500	(335)	99.00%
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	668	100	568	668.00%
248-638 · Downtown Brochure Ads	-	2,000	(2,000)	0.00%
Total 248-642 · Miscellaneous Income	<u>668</u>	<u>2,100</u>	<u>(1,432)</u>	<u>31.81%</u>
Total Income	<u>265,074</u>	<u>368,167</u>	<u>(103,093)</u>	<u>72.00%</u>
Expense				
Office Related Expenses				
248-847 · Advertising	1,297	300	997	432.33%
248-853 · Office Equipment and Supplies	2,484	1,000	1,484	248.40%
248-854 · Postage	105	350	(245)	30.00%
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	519	-	519	100.00%

(6)

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>7,711</u>	<u>6,880</u>	<u>831</u>	<u>112.08%</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	2,025		1,601	100.00%
248-711 · Unemployment	182	-	182	100.00%
248-712 · Workmen's Comp Ins	351	-	351	100.00%
248-718 · Gross Salary - Director - Other	24,766	65,000	(40,234)	38.10%
Total 248-718 · Gross Salary - Director	<u>27,780</u>	<u>65,000</u>	<u>(37,220)</u>	<u>42.74%</u>
Total Gross Salary - Director	<u>27,780</u>	<u>65,000</u>	<u>(37,220)</u>	<u>42.74%</u>
Total Personnel Related Expense	<u>29,980</u>	<u>65,000</u>	<u>(35,020)</u>	<u>46.12%</u>
Fee Related Expenses				
248-618 · Penalties and Interest	266	-	266	100.00%
248-731 · Bank Service Charges	397	100	297	397.00%
248-906 · TIF Plan Redevelopment	3,500	-	3,500	100.00%
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	4,000	5,000	(1,000)	80.00%
Total Fee Related Expenses	<u>148,456</u>	<u>147,350</u>	<u>1,106</u>	<u>100.75%</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	14,045	8,000	6,045	175.56%
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 Related Expense	<u>64,645</u>	<u>71,800</u>	<u>(7,155)</u>	<u>90.04%</u>

7.

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>
Economic Restructuring				
248-628 · Property Restructuring	5,343	-	5,343	N/A
248-626 · Vogue Debt Forgiveness	5,000	-	5,000	
Total Economic Restructuring	<u>10,343</u>	<u>-</u>	<u>10,343</u>	
Organization Committee				
248-608 · Spark Manistee	6,458	6,500	(42)	99.35%
248-602 · Downtown Dollars Program	547	400	147	136.75%
248-600 · Main Street Program Newsletter	-	300	(300)	0.00%
Total Organization Committee	<u>7,005</u>	<u>7,200</u>	<u>(195)</u>	<u>97.29%</u>
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	11,792	21,500	(9,708)	54.85%
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	<u>38,758</u>	<u>70,900</u>	<u>(32,142)</u>	<u>54.67%</u>
Total Expense	<u>306,898</u>	<u>369,130</u>	<u>(62,232)</u>	<u>83.14%</u>
Net Operating Income	<u>(41,824)</u>	<u>(963)</u>	<u>(40,861)</u>	

8.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Monthly Disbursements

As of April 30, 2019

Type	Date	Num	Name	Memo	Credit
Paycheck	04/05/2019	4466	Thomas Kaminski	Payroll	\$786.00
Bill Pmt -Check	04/05/2019	4467	Void	Voided check	0.00
Bill Pmt -Check	04/05/2019	4468	Connie M Tewes CPA LLC	March accounting	400.00
Liability Check	04/08/2019	4469	Michigan Unemployment Insurance Agency	1586992 000 1st 2019	81.33
Liability Check	04/11/2019	EFTPS	INTERNAL REVENUE SERVICE	80-0322654	459.94
Bill Pmt -Check	04/17/2019	4471	Cardmember Service	Constant Contact	45.00
Bill Pmt -Check	04/17/2019	4472	Thomas Kaminski - v	Roll of stamps reimbursement	55.00
Bill Pmt -Check	04/17/2019	4473	Jackpine Business Centers	Return address labels	10.00
Bill Pmt -Check	04/17/2019	4474	City of Manistee	Holiday Decorations	10,500.00
Bill Pmt -Check	04/17/2019	4475	MLive	Economic Development RFI ad	161.20
Bill Pmt -Check	04/17/2019	4476	The Pioneer Group	Advertising for DDA Admin	123.25
Paycheck	04/19/2019	4470	Thomas Kaminski	Payroll	843.08
Liability Check	04/22/2019	MT0	STATE OF MICHIGAN		219.40
Check	04/22/2019	MT0	State of Michigan	80-0322654	219.40
Bill Pmt -Check	04/28/2019	4478	Beckett & Raeder	80-0322654	102.37
Bill Pmt -Check	04/28/2019	4479	Jackpine Business Centers	TIF Consulting - 70% Progress billing	3,500.00
Bill Pmt -Check	04/28/2019	4480	RIGHTside design LLC	Office Supplies (FOR ENVELOPES)	200.97
Bill Pmt -Check	04/28/2019	4481	Thomas Kaminski - v	Outdoor ad update for Sleighbell Festival	80.00
Liability Check	04/30/2019	EFTPS	INTERNAL REVENUE SERVICE	2 rolls of stamps for SPARK sponsorship mailing	110.00
				Federal Payroll Taxes	516.46
				TOTAL	\$18,194.00

9.

Tom Kaminski

From: Tom Kaminski
Sent: Wednesday, May 1, 2019 3:20 PM
To: Rachel Brooks; Tamara DePonio; Barry Lind; Valarie Bergstrom; EF Tax; Kyle Mosher; Shari Wild; karengoody22@yahoo.com; Roger Zielinski
Subject: Interim Director Activity Update for April 6, 2019 - May 1, 2019

Dear DDA Board Members:

As we approach the May 8, 2019 board meeting, it is time for me to update you on my activities for the time period listed above.

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

Week of 3/31/19 – 4/6/19 = 25.75 hours
Week of 4/7/19 – 4/13/19 = 17.25 hours
Week of 4/14/19 – 4/20/19 = 21.00 hours
Week of 4/21/19 – 4/27/19 = 22.75 hours

This totals 86.75 hours or an average of over 21.50 hours per week.

During the past four and a half 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, March reconciliation of downtown dollars at the bank, delivering and selling downtown dollars, reviewing emails/phone calls, and responding to those emails/phone calls, meeting with various board members and other individuals, attending meetings, etc.
- Prepared the April 10th board meeting agenda and packet, and posted and prepared the April 26th Special meeting agenda and packet, and sent it to all board members, City officials and media. I am currently in the process of this same activity for the May 8th regular board meeting. Attended and participated in those meetings.
- Met with the TIF committee twice during the past month to update projects and the financials to the draft plan. Communicated these proposed changes to the consultant. Also met with the City Manager and City Finance Officer regarding various aspects of the plan.
- Met with City Council and several DDA Board members regarding the proposed DDA budget.
- Worked with Valarie Bergstrom to finalize the sponsorship letters for the 2019 Spark competition event. Copied, stuffed, stamped and mailed over 300 letters regarding Spark sponsorship.
- Working currently with a local business on obtaining a Redevelopment liquor license.
- Working with local downtown businesses to obtain an outdoor seating permit for 2019. Issuing the permit to several businesses after all insurance and other City requirements are met.
- Assisted the Recruitment Committee with various information requested.

10.

- Sent in trademark renewal information for the Sleighbell event.
- Attended Design Committee meeting on April 18th.
- Miscellaneous research on many of the items listed above.

For your information, the agenda and board packet should be emailed to you on Friday. I will be gone on vacation all of next week, and will not be present at your board meeting. If you have questions, please contact me at 231-510-2530 (cell phone), 231-398-3262 (DDA office), or at manisteedda@manisteedowntown.com.

Thanks,

Tom

Tom Kaminski
Interim Director
Manistee Downtown Development Authority

11.

Manistee DDA Design Committee
April 18, 2019
Meeting Minutes
Chamber of Commerce

1. **Call to Order**
Meeting was called to order at 8:05am by Chair Barry Lind

Present: Lind, Shari Wild, Jeff Mikula (8:30), Dennis terHorst
Absent: Jeff Reau, Kyle Mosher, Janet Duchon, Stacy Bytwork
Also Present: Tom Kaminski
2. **Approval of Agenda**
Motion by terHorst, support by Wild to approve agenda as amended. M/C
3. **Approval of Minutes**
Motion by Wild, support by terHorst to approve the meeting minutes from March 21, 2019. M/C
4. **Public Comment: None**
5. **Reviewed status of FY 2018/19 projects**
 - **Parking Signage** – The committee is hopeful that this project can be completed by summer. Have requested a sample and signage map to insure that the sign size works and that all locations are covered.
 - **MSU Project** – Lissette Reyes has submitted a grant application on behalf of the DDA/City to implement some of the recommendations from the final report.
 - **Downtown Garbage** – Mikula gave an update on how this project (Garbage corals and associated changes) is moving forward within DPW/City – It is moving forward.
 - **Facade Grants** – Discussed the fact that there are dollars remaining for the current year, and if any additional promotion of the program would be warranted. Consensus was not to do anything for the time being until the DDA Director position is permanently filled.
6. **Reviewed status of other committee projects**
 - **Landscaping Contract** – Informed the Committee that the Contract was approved by the full board. Then discussed the current state of TIF renewal and how the Landscaping contract fits into the overall picture of fees allocated to the City for services.
 - **Blight** – Wild will be drafting a letter to the city on DDA blight concerns.
7. **Old Business**
 - **150th Banners**
Lind updated the committee that work is being done by the Historical Museum and Right Side Design Group on the banner designs with a plan to create a full size example banner for review before submitting the project to bids.

- FY 2019/20 Projects

The committee was updated on the fact that the full board has included all of the requested projects for the next fiscal year into their draft budget. Each item was reviewed.

- 1) Paver Leveling - \$20,000
- 2) Purchase the "Art Park" - \$50,000
- 3) Painting of the Trash Cans and Flower Planters within the district - \$3,400
- 4) Create a Capital Improvement Plan for the Riverwalk - \$5,000
- 5) Move the "American Cleaners" Project forward - \$28,000
- 6) Facade Grant program - \$10,000

- Adopted Flower Beds

Mikula updated the committee that water is available either at or near each of the flower beds. Lind will work to schedule the first walkthrough with DPW under the landscaping contract for the year, and we will identify those water locations at that time.

8. New Business

- Meeting Time Change

There was a request to adjust the meeting time from 8:00 to 8:30 going forward, after discussion the consensus was to adopt the new time starting with the May meeting.

9. There being no further business to conduct, the meeting was adjourned at the call of the Chair at 9:25 am.

10. Next meeting Thursday, May 16th, 8:0 am at the Chamber

13.