

AGENDA

Manistee Downtown Development Authority

Wednesday, June 12, 2019 at 12:00 p.m.

Council Chambers, 3rd floor, City Hall

1. Call to Order
2. Approval of the Agenda
3. 12:00 p.m. - Public Hearing for the purpose of receiving public comment on the proposed FY2019/20 DDA budget.
4. Consideration to approve the FY2019/20 DDA budget in the amount of \$523,450.
5. General Public Comment (limit 5 minutes per person)
6. Stacie Bytwork, President of the Manistee Area Chamber of Commerce will provide an Economic Development update.
7. Approval of April 10, 2019 Meeting Minutes
8. Approval of May 8, 2019 Meeting Minutes
9. Approval of May 14, 2019 Special Meeting Minutes
10. Financial Report
11. Committee Reports
 - A. Director - T. Kaminski
 - B. Design - B. Lind (See B and C under new business for action items)
 - 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. Eftaxiadis
 - I. Events – K. Goodman
 - J. Rising Tide – B. Lind
12. Old Business
13. New Business
 - A. Consideration of liquor license application for Hops and Props event.

1.

- B. Consideration of a Façade Grant application from the Spicer Group.
- C. Authorization letter to Consumers Energy

14. Public Comment (limit 5 minutes per person)

15. Adjournment

2.

DOWNTOWN MANISTEE
Michigan

TO: Manistee News Advocate
FROM: Thomas Kaminski, DDA Interim Director
DATE: May 29, 2019
RE: Notice of Public Hearing on FY2019/20 DDA Budget



Please publish the following advertisement in the Manistee News Advocate on the following dates: Monday, June 3, 2019, Tuesday, June 4, 2019, and Wednesday, June 5, 2019. Please place a black border around the advertisement. **The ad should appear under public notices in the classified section of the newspaper.** Please remit the invoice to the Manistee Downtown Development Authority, 70 Maple Street, Manistee, MI 49660.

NOTICE OF PUBLIC HEARING ON FY2019/20 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

A public hearing will be held on Wednesday, June 12, 2019 at 12:00 p.m. in City Council Chambers, 3rd floor of Manistee City Hall, 70 Maple Street, Manistee, Michigan, for the purpose of receiving public comment on the proposed FY 2019/20 Manistee Downtown Development Authority budget. The proposed budget is available for public inspection near the elevator in City Hall's first floor lobby, and on the DDA's website at www.manisteedda@manisteedowntown.com (under forms & docs). The DDA board will consider final adoption of the proposed budget immediately following the public hearing during its regular meeting.

Manistee Downtown Development Authority
Thomas D. Kaminski, Interim DDA Director

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PROPOSED 2019/20 BUDGET

11:05 PM

04/04/19

Accrual Basis

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget Overview
 July 2019 through June 2020

	Jul '19 - Jun 20
Ordinary Income/Expense	
Income	
TIF Revenues	
248-573 · Local Comm Stabil Author Share	20,000.00
248-401 · TIF Revenue	251,884.00
Total TIF Revenues	271,884.00
Committee Revenues	
248-278 · Spark Manistee	8,000.00
Total Committee Revenues	8,000.00
Event Revenue	
248-280 · Event Revenues	
248-283 · Sleighbell	15,000.00
248-281 · Hops & Props	33,500.00
Total 248-280 · Event Revenues	48,500.00
Total Event Revenue	48,500.00
248-664 · Interest Income	500.00
248-642 · Miscellaneous Income	
Transfer In Fund Balance	192,566.00
248-642 · Miscellaneous Income - Other	2,000.00
Total 248-642 · Miscellaneous Income	194,566.00
Total Income	523,450.00
Expense	
Payroll and Contracted Services	110,000.00
Office Related Expenses	
248-700 · Office Space (Rent)	0.00
248-870 · Phone/Internet	300.00
248-847 · Advertising	300.00
248-868 · Insurance	2,350.00
248-853 · Office Equipment and Supplies	1,000.00
248-854 · Postage	300.00
248-857 · Membership Dues	600.00
248-858 · Miscellaneous-Office Related	300.00
248-859 · Printing & Reproduction	250.00
248-863 · Travel	1,000.00
248-865 · Training-Education-Conferences	1,250.00
248-866 · Meeting Hosting-Refreshments	300.00
Total Office Related Expenses	7,950.00
Fee Related Expenses	
248-731 · Bank Service Charges	100.00
248-901 · Accounting	5,000.00
248-902 · Legal Fees	1,000.00
248-903 · Bond Payment-Streetscape	137,700.00
248-904 · Annual Audit	1,500.00
Total Fee Related Expenses	145,300.00
Design Committee RelatedExpense	
248-665 · Hanging Baskets Watering Cont	13,000.00
248-639 · Landscaping	18,000.00
248-651 · City Maintenance in DDA	22,000.00
248-653 · Holiday Decorations	8,500.00
248-658 · Downtown Maintenance	28,400.00
Transfer to Facade Grant Fund	10,000.00
Transfer to Property Acquisitio	25,000.00
Total Design Committee RelatedExpense	124,900.00

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11:05 PM

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget Overview
July 2019 through June 2020

04/04/19

Accrual Basis

	Jul '19 - Jun 20
Economic Restructuring Committee	
248-628 · Property Acquisition	78,000.00
Total Economic Restructuring Committee	78,000.00
Organization Committee	
248-600 · Main Street Program Newsletter	300.00
248-602 · Downtown Dollars Program	500.00
248-608 · Spark Manistee	8,000.00
Total Organization Committee	8,800.00
Promotions Committee Expenses	
248-751 · Promotions Committee Expense	
248-748 · Website Redevelopment	500.00
248-855 · Advertising	5,000.00
248-764 · Sleighbell Weekend	21,500.00
248-761 · Hops & Props on the River	21,500.00
Total 248-751 · Promotions Committee Expense	48,500.00
Total Promotions Committee Expenses	48,500.00
Total Expense	523,450.00
Net Ordinary Income	0.00
Net Income	0.00



Manistee DDA Meeting Minutes
Wednesday, May 8 at 12pm
City Council Chambers, City Hall

In attendance; Shari Wild, Rachel Brooks, Kyle Mosher, Tamera DePanio, Barry Lind, Roger Zielinski

Absent: T Eftaxiadis, Karen Goodman, Tom Kaminski, Interim Director

Meeting was called to order at 12:01pm

Approval of the Agenda: Wild made the motion, Bergstrom seconded, motion carried

Public Comment: None

Approval of April 20, 2019 meeting minutes: Tabled for June Meeting

Approval of April 26, 2019 special meeting minutes: Wild made the motion, Mosher seconded, motion carried

Financial Report: Wild made the motion, Mosher second, motion carried

Committee Reports:

Director: No report

Design: Sample historic banner is up at Boyer Agency; met with DPW on sidewalk paver repair

Marketing & Promotions: No report

Business Development: Bergstrom said SPARK is the primary focus, date set for Jan 25, 2020

Redevelopment: No report

Economic Development: No report

TIF: set of edits going back and forth with committee and consultant

Events: No report

Rising Tide: no steering committee meeting since last Board meeting; Lissette said they are working with MEDC for additional facade money from the State of Michigan and working with the Historic District Commission for a downtown Merrill

Old Business: None

New Business: None

Public Comment: None

6.

Meeting Adjourned at 12:20pm

7.

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Monthly Disbursements For May 2019

Type	Date	Check	Name	Description	Amount
248-001 - Checking - West Shore Bank					
Paycheck	05/03/2019	4477	Thomas Kaminski	Payroll	857.60
Bill Pmt -Check	05/15/2019	4478	Connie M Tewes CPA LLC	April accounting	400.00
Bill Pmt -Check	05/15/2019	4479	PATENT AND TRADEMARK OFFICE	Sleighbell trademark #4807380 renewal - 5 years	925.00
Paycheck	05/17/2019	4480	Thomas Kaminski	Payroll	410.00
Bill Pmt -Check	05/21/2019	4481	Cardmember Service	APRIL SUBSCRIPTION	45.00
Bill Pmt -Check	05/21/2019	4482	Jackpine Business Centers	Office expense	2,063.48
Bill Pmt -Check	05/21/2019	4483	RIGHTside design LLC	Banners	110.00
				TOTAL	<u>4,811.08</u>

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

ASSETS	<u>May 31, 2019</u>
Current Assets	
Checking/Savings	
248-000 · Petty Cash	1,000.00
248-010 · Checking - West Shore Bank	215,523.02
248-008 · Land Acquisition Account - WSB	78,672.92
248-003 · Façade Grants Checking	5,002.11
Total Checking/Savings	<u>300,198.05</u>
248-028 · Accounts Receivable	5,219.33
12100 · Pre-Paid Expenses	2,106.50
Total Other Current Assets	<u>7,325.83</u>
Total Current Assets	<u>307,523.88</u>
Other Assets	
248-182 · Investment - Amer Cleaners Prop	84,159.60
TOTAL ASSETS	<u><u>391,683.48</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
248-202 · Accounts Payable	400.00
248-204 · Unearned Revenue	3,250.00
248-210 · Payroll Liabilities	517.64
Total Current Liabilities	<u>4,167.64</u>
Total Liabilities	<u>4,167.64</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	(43,653.08)
Total Equity	<u>387,515.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>391,683.48</u></u>

9.

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

ASSETS	<u>May 31, 2019</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking 2018	147.24
248-015 · Downtown Dollars Checking 2019	6,587.31
Total Checking/Savings	<u>6,734.55</u>
Accounts Receivable	
248-2028 · Accounts Receivable	-
	<u> </u>
TOTAL ASSETS	<u><u>6,734.55</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	1,574.00
2019 Downtown \$ Outstanding	6,210.54
Total Liabilities	<u>7,784.54</u>
Equity	
248-390 · Fund Balance	26.59
Net Income	-1,076.58
Total Equity	<u>-1,049.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,734.55</u></u>

10.

**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>

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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>
Ordinary Income/Expense				
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	(725)	-	(725)	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	12,000	-	12,000	100.00%
248-281 · Hops & Props - Other	33,165	33,500	(335)	99.00%
Total 248-281 · Hops & Props	<u>45,165</u>	<u>33,500</u>	<u>11,665</u>	<u>134.82%</u>
Total 248-280 · Event Revenues	<u>67,855</u>	<u>77,900</u>	<u>(10,045)</u>	<u>87.11%</u>
Total Event Revenue	<u>67,855</u>	<u>77,900</u>	<u>(10,045)</u>	<u>87.11%</u>
248-642 · Miscellaneous Income				
248-664 · Interest Income	742	100	642	742.00%
248-704 · Other Income	50		50	100.00%
248-638 · Downtown Brochure Ads	-	2,000	(2,000)	0.00%
Total 248-642 · Miscellaneous Income	<u>792</u>	<u>2,100</u>	<u>(1,308)</u>	<u>37.71%</u>
Total Income	<u>266,573</u>	<u>368,167</u>	<u>(101,594)</u>	<u>72.41%</u>
Expense				
Office Related Expenses				
248-847 · Advertising	1,297	300	997	432.33%
248-853 · Office Equipment and Supplies	2,626	1,000	1,626	262.60%
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%

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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	564	-	564	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	7,898	6,880	1,018	114.80%
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	2,147	-	1,601	100.00%
248-711 · Unemployment	210	-	210	100.00%
248-712 · Workmen's Comp Ins	351	-	351	100.00%
248-718 · Gross Salary - Director - Other	26,366	65,000	(38,634)	40.56%
Total 248-718 · Gross Salary - Director	29,530	65,000	(35,470)	45.43%
Total Gross Salary - Director	29,530	65,000	(35,470)	45.43%
Total Personnel Related Expense	31,730	65,000	(33,270)	48.82%
Fee Related Expenses				
248-618 · Penalties and Interest	266	-	266	100.00%
248-731 · Bank Service Charges	412	100	312	412.00%
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	4,400	5,000	(600)	88.00%
Total Fee Related Expenses	148,871	147,350	1,521	101.03%
Design Committee Related Expense				
Riverwalk				
248-659 · Riverwalk Landscaping	18,000	18,000	-	100.00%
Total Riverwalk	18,000	18,000	-	100.00%
Signage				
248-663 · Traffic/Wayfinding Signs	-	800	-	-
Total Signage	-	800	(800)	0.00%
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	5,600	13,000	(7,400)	43.08%
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%
248-663 · Banners	110	-	110	100.00%
Total Design Committee Related Expense	64,755	71,800	(7,045)	90.19%

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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	25,431	21,500	3,931	118.28%
Total 248-751 · Promotions Committee Expense	<u>40,422</u>	<u>70,900</u>	<u>(30,478)</u>	<u>57.01%</u>
Total Expense	<u>311,024</u>	<u>369,130</u>	<u>(58,106)</u>	<u>84.26%</u>
Net Operating Income	<u>(44,451)</u>	<u>(963)</u>	<u>(43,488)</u>	

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Tom Kaminski

To: Rachel Brooks; Barry Lind; vabergstrom@outlook.com; EF Tax; Kyle Mosher; Shari Wild; karengoody22@yahoo.com; Roger Zielinski; Tamara DePonio
Cc: Caitlyn Berard
Subject: Interim Director Activity Update for April 28, 2019 - June 1, 2019

Dear DDA Board Members:

As we approach the June 12, 2019 Board meeting and the end of my Interim job with the DDA, it is time for me to update you on my activities for the time period listed above.

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

Week of 4/28/19 – 5/4/19 = 20.25 hours
Week of 5/5/19 – 5/11/19 = 0.00 hours (gone on vacation)
Week of 5/12/19 - 5/18/19 = 18.00 hours
Week of 5/19/19 – 5/25/19 = 18.25 hours
Week of 5/26/19 – 6/1/19 = 8.75 hours

This totals 65.25 hours or an average of just over 13 hours per week.

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, April 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 May 9th board meeting agenda and packet, and posted and prepared the May 14th DDA 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 June 12th regular board meeting.
- Attended and participated in the May 16th Design Committee meeting and the May 3rd Business Development Committee meeting.
- Attended and participated in the City Council Work Session on May 14th and the City Council regular meeting on May 21st.
- Various communications with TIF Committee members and the Consultant.
- Finalized and issued several outdoor seating permits to various downtown businesses.
- Spent several hours at the former American Cleaners property, just prior to the Memorial Day weekend, weed whacking grass, cleaning up the parking lot, trimming bushes, removing stickers from the windows, etc. I think you will agree that the property looks a lot better, however, it needs some maintenance again. I am currently soliciting a price from the City to keep the grass mowed throughout the remainder of the summer months. Thanks to Dennis Terhorst for his assistance with the window stickers.
- Worked with Lissette Reyes on façade grant information for a State grant application.

- Performed background checks on the new DDA Executive Director.
- Worked on preparing a packet and agenda request for City Council's approval of the new DDA Executive Director.
- Worked with Spicer Group on a façade grant application.
- Met with a Consumers Power representative requesting permission to enter DDA property for core sampling. Took issue to the Design committee for approval, and prepared permission letter. Further explanation on this subject will be provided at the board meeting.
- Finalized and sent a blight letter to the City Manager at the request of the Design Committee
- Research work on a parking lot ownership issue.
- Posted, advertised and prepared a public hearing notice for adoption of the DDA budget. Worked with Barry Lind to get the proposed budget on the DDA website for public viewing.
- Researched and delivered loan information to a local business within the DDA District.
- Worked on providing insurance information to the City for the Hops and Props event.

For your information, the agenda and board packet should be emailed to you on Thursday morning. I will not be in the office on Thursday afternoon (Chamber golf outing), or on Friday (Camping). You can always reach me on my cell phone at 231-510-2530 (call or text).

Thanks,

Tom

Tom Kaminski
Interim Director
Manistee Downtown Development Authority

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Manistee DDA Design Committee
May 16, 2019
Meeting Minutes
Chamber of Commerce

1. Call to Order

Meeting was called to order at 8:36am by Chair Barry Lind

Present: Lind, Shari Wild, Jeff Mikula (8:40), Dennis terHorst, Stacy Bytwork

Absent: Jeff Reau, Kyle Mosher, Janet Duchon

Also Present: Tom Kaminski

2. Approval of Agenda

Motion by Wild, support by terHorst to approve agenda as amended. M/C

3. Approval of Minutes

Motion by Wild, support by Bytwork to approve the meeting minutes from April 18, 2019. M/C

4. Public Comment: None

5. Reviewed status of FY 2018/19 projects

- **Parking Signage** – Mikula showed the committee a sample parking sign. It was agreed that it would be best to view the sign installed. Mikula was going to have DPW install the sign and let the committee know so that members could view the sign. Mikula will formalize a signage map for the committee to discuss. It was requested that Kaminski research the ownership of the parking lot behind PNC Bank, as there is conflicting information as to whether or not it is City owned.

- **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, no feedback yet on this grant request.

- **Downtown Garbage** – Mikula gave an update on how this project (Garbage corals and associated changes) is moving forward within DPW/City: Design work has begun on the garbage corals, and it is intended that the design work run in parallel to any action by the City in updating the City Ordinance.

- **Facade Grants** – A new facade grant request has come in (action later under new business). It was also reported that Kaminski has worked with Reyes to submit a proposal for additional funding of this program from MEDC.

6. Reviewed status of other committee projects

- **Landscaping Contract** – The first walkthrough was conducted between the DDA and DPW. Overall very constructive dialog is occurring.

- **Blight** – Wild updated the committee on the events of the last HDC meeting with regards to the Rozmarek and Gordon properties. Wild is optimistic that progress will be made soon. Wild

presented a draft of a letter to Council / City Staff / Public Safety about our concerns over specific properties. After some discussion, Kaminski was directed to send out the letter as presented.

- 150th Banners

Lind gave an update on the bid process for the banners. CommuniCraft was the low bidder. The banner hardware has arrived. Discussed with Mikula timing of hardware installation and installation of the banners. It is planned to have the banner hardware installed ASAP with the banners themselves installed on Friday May 24th along with the flower baskets. Lind mentioned that a sample banner is currently installed in front of the Boyer Agency building.

- Flower Baskets

Duchon while not in attendance had emailed an update earlier that the baskets were to be delivered by Weesies on Thursday May 23.

7. Old Business

- FY 2019/20 Projects

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

Lind updated the committee that during the walkthrough with DPW water sources were identified for each flower bed. Duchon had indicated via email that she was working to get volunteers for each flower bed.

8. New Business

- Day of Serving

Bytwork asked if the committee knew of any projects that could be submitted for the upcoming Day of Serving. After discussion, it was recommended that Kaminski submit a project to tidy up the American Cleaner's parcel as it is a gateway to downtown.

- Facade Grant Application

A facade grant application from Spicer Group was reviewed. Since the application was submitted, additional project details were discussed with Kaminski who shared this information with the committee. Motion by Wild, support by Lind to approve the grant request in an amount up to \$5,000 at a 50% match per the terms of the Facade Grant program and recommend approval by the full DDA board at their next meeting. M/C

- Casino Shuttle

There was discussion on a notification from the Casino that they have discontinued the downtown pickup stop and were requesting that the sign be taken down. DPW will take down the sign. It was felt that this service is still important, but was poorly promoted by the DDA.

18.

- Consumers Energy Testing

Kaminski shared with the committee a request from Consumers Energy to take samples of the river bed adjacent to DDA owned property. Motion by Lind, support by Wild to recommend Kaminski under his authority as Interim DDA Director to respond affirmatively to the Consumers Energy request. M/C

9. There being no further business to conduct, the meeting was adjourned at the call of the Chair at 10:10 am.
10. Next meeting Thursday, June 20th, 8:30 am at the Chamber



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Bond of Special License for Sale of Beer, Wine, and/or Spirits for Consumption on the Premises

Bond No. 64655752

[Required under MCL 436.1801(1)(b) - Not Required if Applicant Organization is a Church or School]

Applicant organization name: <u>Manistee Downtown Development Authority</u>	
Address of event location: <u>Water and River Streets, Manistee, Michigan</u>	
City, township, or village where event will be held: <u>City of Manistee</u>	County: <u>Manistee</u>

Know all men by these presents, that the above applicant, as principal,
 and WESTERN SURETY COMPANY

of address 101 S. Reid St., Ste. 300, City of Sioux Falls, State of South Dakota
 have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year): May 23rd, 2019

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): September 21st, 2019

if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): May 23rd, 2019

Signature of Special License applicant: _____
 Officer name & title (print or type): _____
 Attorney-in-fact signature: Paul T. Bruflat
 Attorney-in-fact name (print or type): Paul T. Bruflat, Vice President
 Name of Surety Company: WESTERN SURETY COMPANY
 Address & Phone of Surety Company: P.O. Box 5077
Sioux Falls, SD 57117-5077 (605) 336-0850

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Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Liquor Event

bond with bond number 64655752

for Manistee Downtown Development Authority

as Principal in the penalty amount not to exceed: \$ 1,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 23rd day of May, 2019.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

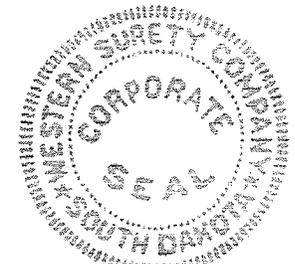
WESTERN SURETY COMPANY

By

Paul T. Bruflat

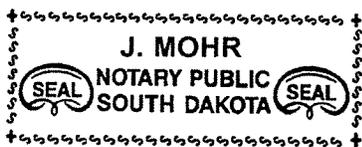
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss



On this 23rd day of May, 2019, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.enasurety.com > Owner/Obligee Services > Validate Bond Coverage.



DOWNTOWN MANISTEE

michigan

294 River Street, Suite 2 · Manistee Michigan
231.398.3262

www.VisitManistee.com

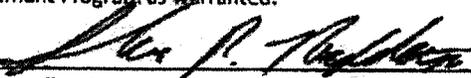
Manistee DDA Façade Improvement Program Grant Application

Project Location	
Address: 304 River Street	
Applicant Information	
Name: Shawn Middleton, Spicer Group Inc.	
Address: 304 River Street, Manistee, Mi 49660	
Phone Number: 231-794-5620	Fax Number:
Email: shawnm@spicergroup.com	
Applicant is: <input type="checkbox"/> Property Owner <input checked="" type="checkbox"/> Business Owner <input type="checkbox"/> Other	
Property Owner Information (if different from applicant)	
Name: Rick Jach	
Address: 1198 Dracka Road, Traverse City, MI 49685	
Phone Number: (231)-409-5105	Fax Number:
Email: rjach@gmail.com	
Business Information	
Name of Business: Spicer Group Inc.	Type of Business: Engineering, Surveying
How long as the business been at the current location? 2015	
Lease Information (if applicant is leasing)	
<i>Note: if you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Condition</i>	
If applicant is leasing, when does your current lease expire? 5/31/2019	
Do you have the option to renew your lease? Yes	
What are the terms of the lease? 1-year Lease Annual	
Project Details	
<i>Please describe below in detail the proposed improvement to the property. The following <u>must</u> accompany this application</i>	
<input checked="" type="checkbox"/>	A narrative of proposed improvements (e.g. new doors, widows, signs, lighting, paint, etc.)
<input checked="" type="checkbox"/>	Two color photographs that show existing building conditions
<input checked="" type="checkbox"/>	Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
<input checked="" type="checkbox"/>	Two bids from contractors, must be on letter head
<input type="checkbox"/>	If property is located in the Historic District a copy of Certificate of Appropriateness issued for the project along with a copy of the application and supporting documents
<input type="checkbox"/>	Additional information (optional)
Proposed project budget: \$7,000 -\$10,000 \$10,000 SM 5/16/19	
How much assistance are you requesting: \$3,500 -\$5,000 \$5,000 SM 5/16/19	
Proposed start date: July 2019	
Estimated completion date: Sept 2019	
In conjunction with this project are you completing any other renovations/rehabilitation work to the property (interior or exterior)? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
If yes, describe work (attach additional pages if needed): Interior improvements for office space	
Estimated cost of additional work to building: \$35,000 (Interior Only)	
Would you like Design Assistance (no cost to business or property owner)? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	

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General Conditions

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold Manistee DDA, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, trash, and sweeping and shoveling in front of the property.
- The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.
- The applicant must begin the project within three months of being notified that they have been awarded the grant and must complete the façade project within twelve months of beginning the project.
- The applicant authorizes Manistee DDA, to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Downtown Manistee materials and press releases.
- The applicant has read and understands the "Manistee DDA Façade Improvement Program Overview" document outlining program guidelines and procedures.
- The applicant understands that Manistee DDA, reserves the right to make changes in conditions of the Facade Improvement Program as warranted.

Signature:  Date: 5/1/2019
Applicant

Owner Authorization

If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

As the owner of the property at 304 River Street, I have reviewed the above application and authorize operator of Spicer Group Inc. at said address to perform the façade improvements described above as part of the Manistee DDA Façade Improvement Program.

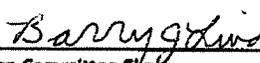
Signature:  Date: 5/1/2019
Owner or Authorized Representative

MAIN STREET DDA USE ONLY

Scoring for Project

Impact	Financial Leverage	Sustainability/Permanence	Community Contribution	TOTAL
40%	10%	30%	20%	

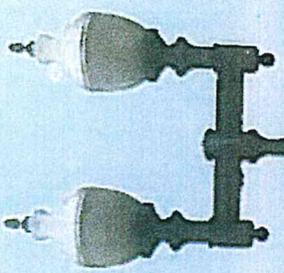
Received  Date: 5/16/19
Manistee DDA Director

Approval  Date: 5/16/19
Design Committee Chair

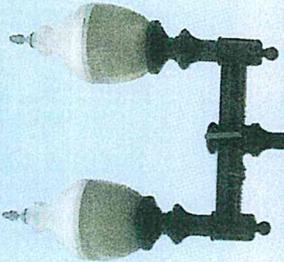
Approval _____ Date: _____
Manistee DDA/Board Chair

23.

24.



25.



Don Somsel

Construction

6777 Three Pines Road, Bear Lake, MI 49614

Phone-231-499-3465

Window – 34 wide X 53 tall Stationary Windsor window- \$594.00

Window framing – Wood framing exterior/interior - \$358.40

Labor – Prep and install window \$300.00

Total -----
\$1,252.40

Donald R. Somsel

Don Somsel, May 3rd 2019

26.

Signplicity
 1555 M-37 South, Traverse City, MI, 49685
 Primary Email: Simon@signplicity.com
 Primary Phone: (231) 943-3800
 www.signplicity.com



Quote 4456

Awnings

SALES REP INFO
 Kevin M. Vann
 Director of Business Development
 kevinv@signplicity.com
 (231) 943-3800

QUOTE DATE
 05/02/2019
 QUOTE EXPIRY DATE
 06/02/2019
 TERMS
 75/25

ORDERED BY
 Spicer Group, Inc.
 302 River Street
 Manistee, MI, 49660, United States of America

INSTALL ADDRESS
 302 River Street
 Manistee, MI, 49660, United States of America

CONTACT INFO
 Christy Gregorski
 christy.gregorski@spicergroup.com
 +1 231-794-5620

#	ITEM	QTY	UOM	U PRICE	TOTAL (EXCL. TAX)
1	Awning - Awnmax 6103 Burgundy 21'(w) x 2'-6"(h) x 1'(projection)	2	Unit	\$1,800.90	\$3,601.80
2	Installation & Travel - Two Installers	3	Hr	\$180.00	\$540.00

All quotes are valid for 60 days from date of quote. Any Design work is the property of Signplicity Sign Systems, Inc. until purchased by the client.
 All orders are required to have a 75% deposit to put into production and balance due upon completion, unless prior arrangements were arranged.
 By signing this quote you agree to the above terms and conditions.

Subtotal: \$4,141.80
Sales Tax (6%): \$216.11
Total: \$4,357.91

Downpayment (75.0 %)

\$3,268.43

SIGNATURE:

DATE:

27.

<< Quote >>

Order Id

016586

Phone (989) 754-4717

Fax

E-mail

christv.gregorski@spicergroup.com



Amor Sign Studios
P.O. Box 433
1965 Pine Creek Road
Manistee, MI, 49660-9461 USA
Phone: (231) 723-8361 Fax: (231) 723-9365
www.amorsign.com
info@amorsign.com

Quote Date	4/25/2019
SalesRep	THA
Terms Code	50 DEP/BAL COD
Cust Id	SPICERG001

Phone	(989) 754-4717
Cell	

SOLD TO
Christy Gregorski
Spicer Group
230 S. Washington Ave.
Saginaw, MI 48607- USA

SHIP TO
Spicer Group
230 S. Washington Ave.
Saginaw, MI 48607- USA

Item ID	Qty	Unit Price	Extended Price
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Awning Project

1 Set

\$4,922.00

\$4,922.00

FURNISH & INSTALL TWO(2) AWNINGS WITH SIGN BAND

- ° Size: 2.5ft H x 1 ft Proj x 21ft Long each
- ° Frame: Welded aluminum
- ° Fabric: Awnmax Burgundy
- ° Soffit: None
- ° Lighting: None
- ° Install: Over west window sections as per sketch
- ° Sales tax included, terms listed below

Price good for 30 days. Sales tax included as noted. Permit fees not included unless spelled out above.
 Ready for final electrical hook-up. Demolition not included except as noted above.
 TERMS: 50% down; balance on completion.
 MESSAGE CENTER TERMS: 50% down; 25% before factory ships display; balance on completion.
 CREDIT CARD TERMS: On credit card orders over \$1,000.00, add 3%.

Signature _____

OrderTotal	\$4,922.00
------------	------------

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Taxable	NonTaxable	SalesTax	Freight	Misc	OrderTotal
\$0.00	\$4,922.00	\$0.00	\$0.00	\$0.00	\$4,922.00

DOWNTOWNMANISTEE

michigan

May 16, 2019

Andrew Santini
Consumers Energy
1945 W. Parnall Road
Jackson, MI 49201

RE: Authorization for Joint Permit Application

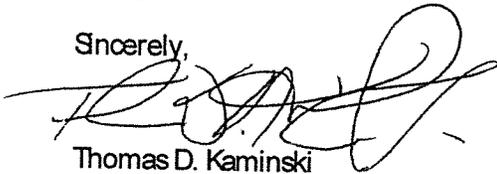
Dear Mr. Santini:

This letter is intended to provide Consumers Energy authorization to submit a joint permit application and conduct the scope of work generally described in this letter. Since this area of the Manistee River is a Section 10 waterway, a joint permit from the Michigan Department of Environmental Quality (MDEQ) is required to complete the work.

The work generally consists of collecting sediment samples for field classification and screening, and proper disposal of sediment after collection. The work is anticipated to include collecting sediment at locations within the Manistee River, adjacent to property owned by the Manistee Downtown Development Authority between the US-31 and Maple Street bridges. Final boring locations and depths will be based upon field conditions.

The Manistee Downtown Development Authority, as property owner, gives Consumers Energy permission to submit a joint permit application to the MDEQ, and complete the work as described above.

Sincerely,



Thomas D. Kaminski
Manistee DDA Interim Director

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