

Agenda

Manistee Downtown Development Authority
Wednesday, July 10th, 2019 at 12:00pm
City Hall Council Chambers, 3rd Floor

1. Call to order – Chair
2. Approval of Agenda
3. Public comment. (Limit 5 minutes per person).
4. Approval of the Bylaw Revisions
 - a. Article II - Section 2: Change "the Mayor of the City of Manistee" to "the Chief Executive Officer of the City of Manistee"
 - b. Article II - Section 3: Change "The Mayor of the City of Manistee" to "The Chief Executive Officer of the City of Manistee"
 - c. Article II - Section 5: Change "the Mayor of the City of Manistee" to "the Chief Executive Officer of the City of Manistee"
 - d. Article IV - Section 2: Change "12:00 noon" to "8:00 am"
5. Election of Officers
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Treasurer
 - iv. Secretary
6. Committee Reports
 - a. Design – B. Lind
 - b. Marketing and Promotions – no Chair
 - c. Business Development – V. Bergstrom
 - d. Redevelopment - T.Eftaziadis
 - e. Economic Development – K. Goodman
 - f. TIF – T.Eftaziadis
 - g. Rising Tide – B. Lind
7. Financial Report
8. Director's Report
9. Old Business
10. New Business
 - a. Action: Call for Closed Session Pursuant to Section 8(d) of Michigan Open Meetings Act - Project Bloom
 - b. Informative: 2018_PA 57 – Informational Meeting Dates for 2019
11. Public Comment. (Limit 5 minutes per person).
12. Adjournment

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	187,151	262,667	(75,516)	71.25%
248-573 · Local Community Stabilization Revenue	14,975	20,000	(5,025)	0.00%
Total TIF Revenues	202,126	282,667	(80,541)	71.51%
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	20,490	21,500	(1,010)	95.30%
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	43,665	33,500	10,165	130.34%
Total 248-280 · Event Revenues	66,355	77,900	(11,545)	85.18%
Total Event Revenue	66,355	77,900	(11,545)	85.18%
248-642 · Miscellaneous Income				
248-664 · Interest Income	795	100	695	795.00%
248-704 · Other Income	50		50	100.00%
248-638 · Downtown Brochure Ads	-	2,000	(2,000)	0.00%
Total 248-642 · Miscellaneous Income	845	2,100	(1,255)	40.24%
Total Income	275,076	368,167	(93,091)	74.72%
Expense				
Office Related Expenses				
248-847 · Advertising	1,297	300	997	432.33%
248-853 · Office Equipment and Supplies	2,648	1,000	1,648	264.80%
248-854 · Postage	105	350	(245)	30.00%
248-857 · Membership Dues	895	430	465	208.10%
248-858 · Miscellaneous-Office Related	281	300	(19)	93.67%
248-859 · Printing & Reproduction	28	250	(222)	11.20%
248-861 · Credit Card Expense	81	200	(119)	40.49%
248-863 · Travel	-	1,000	(1,000)	0.00%

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	8,276	6,880	1,396	120.29%
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	2,480	-	1,601	100.00%
248-711 · Unemployment	243	-	243	100.00%
248-712 · Workmen's Comp Ins	351	-	351	100.00%
248-718 · Gross Salary - Director - Other	30,719	65,000	(34,281)	47.26%
Total 248-718 · Gross Salary - Director	34,249	65,000	(30,751)	52.69%
Total Gross Salary - Director	34,249	65,000	(30,751)	52.69%
Total Personnel Related Expense	36,449	65,000	(28,551)	56.08%
Fee Related Expenses				
248-618 · Penalties and Interest	266	-	266	100.00%
248-731 · Bank Service Charges	442	100	342	442.00%
248-906 · TIF Plan Redevelopment	3,935	-	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	4,800	5,000	(200)	96.00%
Total Fee Related Expenses	149,736	147,350	2,386	101.62%
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	3,960	-	3,960	100.00%
Total Design Committee RelatedExpense	68,605	71,800	(3,195)	95.55%

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	6,348	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	<u>6,895</u>	<u>7,200</u>	<u>(305)</u>	<u>95.76%</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	23,509	21,500	2,009	109.34%
Total 248-751 · Promotions Committee Expense	<u>38,500</u>	<u>70,900</u>	<u>(32,400)</u>	<u>54.30%</u>
Total Expense	<u>318,804</u>	<u>369,130</u>	<u>(50,326)</u>	<u>86.37%</u>
Net Operating Income	<u>(43,728)</u>	<u>(963)</u>	<u>(42,765)</u>	

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

ASSETS	<u>June 30, 2019</u>
Current Assets	
Checking/Savings	
248-000 · Petty Cash	1,000.00
248-010 · Checking - West Shore Bank	214,846.94
248-008 · Land Acquisition Account - WSB	78,688.01
248-003 · Façade Grants Checking	5,002.11
Total Checking/Savings	<u>299,537.06</u>
248-028 · Accounts Receivable	5,719.33
12100 · Pre-Paid Expenses	4,138.01
Total Other Current Assets	<u>9,857.34</u>
Total Current Assets	<u>309,394.40</u>
Other Assets	
248-182 · Investment - Amer Cleaners Prop	84,159.60
TOTAL ASSETS	<u><u>393,554.00</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
248-202 · Accounts Payable	400.00
248-204 · Unearned Revenue	6,000.00
248-210 · Payroll Liabilities	1,397.01
Total Current Liabilities	<u>7,797.01</u>
Total Liabilities	<u>7,797.01</u>
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,688.01
248-396 · Façade Grant	5,002.11
Total 248-392 · Designated Fund Balance	<u>83,690.12</u>
248-390 · Fund Balance	344,978.80
Net Income	(42,911.93)
Total Equity	<u>385,756.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>393,554.00</u></u>

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

ASSETS	<u>June 30, 2019</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking 2018	2,376.29
248-015 · Downtown Dollars Checking 2019	6,587.31
Total Checking/Savings	<u>8,963.60</u>
Accounts Receivable	
248-2028 · Accounts Receivable	-
	<u> </u>
TOTAL ASSETS	<u><u>8,963.60</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	1,333.00
2019 Downtown \$ Outstanding	6,210.54
Total Liabilities	<u>7,543.54</u>
Equity	
248-390 · Fund Balance	2,526.59
Net Income	-1,106.53
Total Equity	<u>1,420.06</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,963.60</u></u>

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

ASSETS	<u>June 30, 2019</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	15,288.58
Total Current Assets	<u>15,288.58</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	6,255.33
Duchon Insurance	2,780.62
J Catlett's Men's Styling LLC	4,324.00
Total Other Assets	<u>13,359.95</u>
TOTAL ASSETS	<u><u>28,648.53</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	28,358.91
Net Income	289.62
Total Equity	<u>28,648.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>28,648.53</u></u>

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Monthly Disbursements

June 30, 2019

Type	Date	Num	Name	Description	Amount
Paycheck	06/04/2019	4501	Thomas Kaminski	Payroll	714.41
Bill Pmt -Check	06/04/2019	4502	CommuniCraft	Banners	3,850.31
Bill Pmt -Check	06/04/2019	4503	Boyer Insurance	Hops and Props Liquor License bond for H&P 9/21/19	50.00
Paycheck	06/14/2019	4505	Thomas Kaminski	Payroll	409.99
Bill Pmt -Check	06/14/2019	4506	Beckett & Raeder	TIF Plan Consultant Progress Billing	435.00
Bill Pmt -Check	06/14/2019	4507	Connie M Tewes CPA LLC	May	400.00
Liability Check	06/17/2019	eftp	INTERNAL REVENUE SERVICE	80-0322654	386.80
Bill Pmt -Check	06/24/2019	4509	Cardmember Service	Constant Contact & background check	55.00
Bill Pmt -Check	06/24/2019	4510	Jackpine Business Centers	Office Expense	21.47
Bill Pmt -Check	06/24/2019	4511	Manistee Area Chamber of Commerce	Dues	300.00
Paycheck	06/28/2019	4508	Thomas Kaminski	Payroll	572.22
Paycheck	06/28/2019	4512	Caitlyn M Berard	Payroll	1,660.32
Liability Check	06/28/2019	4548	Michigan Unemployment Insurance Agency	1586992	95.69
Check	06/30/2019	SC	West Shore Bank	Service Charge	1.46
					8,952.67

Manistee DDA Design Committee
June 20, 2019
Meeting Minutes
Chamber of Commerce

1. Call to Order

Meeting was called to order at 8:35am by Chair Barry Lind

Present: Lind, Kyle Mosher, Janet Duchon, Jeff Mikula, Dennis terHorst, Stacy Bytwork

Absent: Jeff Reau, Shari Wild

Also Present: Caitlyn Berard

2. Approval of Agenda

Motion by terHorst, support by Mosher to approve agenda as presented. M/C

3. Approval of Minutes

Motion by terHorst, support by Bytwork to approve the meeting minutes from May 16, 2019. M/C

4. Public Comment: None

5. Reviewed status of projects

a – 2018-19 Parking Signage – Mikula indicated that the sample parking sign has been installed on Division. Lind agreed to put together a signage map for the Committee to review at the next meeting.

b – 2018-19 MSU Project – The grant that had been applied for was not received.

c – 2018-19 Downtown Garbage – Mikula gave a brief update on where DPW and the city are with rolling out changes.

d – 2018-19 Facade Grants – No word yet on additional funding from MEDC for this program.

e – 2019-20 Art Park – After discussion on how to proceed with this project, it was agreed that instead of procuring the services of a real estate agent, that we would ask the DDA Director to work with the City Attorney to put together an offer.

f – 2019-20 American Cleaners – Discussed the status of the property. If other options for the property do not materialize, we will work towards demolition of the existing buildings in the second half of the fiscal year.

g – 2019-20 Garbage Can/Planter Painting – Discussed the ability of DPW to undertake this task, and after feedback from Mikula, it was agreed to put out an RFQ for the project. Berard was going to work with Mikula on crafting the RFQ.

h – 2019-20 Riverwalk Capital Plan – Mikula informed the committee on a variety of ongoing efforts within DPW (past and present) around riverwalk infrastructure needs.

i – 2019-20 Streetscape Repairs – Berard will put together an RFQ for this project.

6. Reviewed status of other committee projects

a - Landscaping – Scheduled next walkthrough with DPW for Monday June 24th, 8am.

b - Blight – Discussed the letter sent to the city. Since no specific response was requested, that action is now completed.

c - 150th Banners - Lind thanked DPW for the last-minute efforts they put in, to get the banners and flowers put up before Memorial Day weekend.

d - Flower Baskets – See comment under c above.

e – Riverwalk Planters – Duchon indicated the need for plaques to recognize the volunteer groups agreeing to maintain each flower bed. We agreed that Duchon should procure plaques and we would get her reimbursed.

7. New Business

a – Downtown Bike Racks – This item was brought to the committee at the request of a new downtown merchant whose customers have requested bike racks. Mikula updated the committee on some of the efforts that have involved various city boards and commissions in the past to support and encourage biking in the city. The committee agreed to discuss this further at a future meeting.

8. Other Committee Member Discussions

Mosher mentioned a request he had received for golf carts being allowed in the downtown. After some discussion, it was concluded we would need more information about this request, as street legal golf carts are already allowed.

Mikula mentioned a grant for energy audits within the City. He indicated that there might be some opportunities to look at the downtown streetscape lighting.

9. There being no further business to conduct, the meeting was adjourned at the call of the Chair at 9:30 am.

10. Next meeting Thursday, July 18th, 8:30 am at the Chamber

Executive Director Report

To: Manistee Downtown Development Authority

From: Caitlyn M Berard, Executive Director

CC: Staff and Public

Meeting Date: July 10th, 2019

Intro:

- Start Date June 17th, 2019
- Met with Rachel about the Executive Board's Goals -identified below
- Spent time with Tom reviewing files, day to day activities, meet with the account, budget/bank process, review of TIF plan, Agenda preparation
- Met with Vogue theatre treasurer for survey participation
- Attend Design and Business Development Committee Meetings

Recent Report/Books/Research:

- Filer DDA Retail Market Study – Gibbs Planning Group 2019-06-03 on Manistee TV YouTube
- Guidelines to Downtown Development – The Manistee County Chamber of Commerce Uniqueness Committee – 1990?
- Manistee Downtown Preservation and Development Plan – June 1981
- MSU Downtown River Street and Riverwalk Improvements Final Report – July 2018
- Manistee Downtown Strategic Plan – February 2008

Reporting PA 57:

- Reached out to Travis from the Michigan Department of Treasury
- Reached out to Tamara from Filer DDA – Meet July 2nd
- Began up-dating website with minutes and agendas of board meetings; annual budgets; annual audits; recent strategic plan; current staff information
 - Research Divi on Wordpress
- Researched and reviewed information for History of the Manistee DDA for the annual report to the treasury

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- Began identifying DDA accomplishments, contracts, synopsis of activities, and use of funds

Fully Support Spark:

- Meet with Valerie to discuss Spark, the timelines, goals, contacts, expectations
- Begin developing timeline and contact lists
- Begin new flyer
- Record priorities

American Cleaners:

- Meet with Chamber to discuss Developer Day
- Review notes, surveys, reports of the site
- Discussed next steps and ideas

Support Design Committee:

- Attend Design Committee meeting on June 20th
- Attend Riverwalk walk on June 24th with Rickey, Manistee Public Works; Kyle Mosher, DDA Board; Barry Lind, DDA Board
- Reached out to Jeff, Public Works, to discuss RFP's for garbage can/planter paintings and street scape repairs – will meet the week of July 8th
- Spoke to the Attorney about purchasing property – Project Bloom
- Researched property ownerships and responsibility of care around the Riverwalk
- Received maps indicating ownership and responsibility – more research to follow

Support Project Rising Tide:

- Attend Housing Matters Forum at the Manistee High School on June 26th
- Met with Lissette about recent grant application for art downtown
- Met with Lissette to discuss Façade paperwork for MEDC – waiting for next steps
- Met with Lissette about Riverwalk and murals projects
- Discussed entrepreneurial support for local businesses downtown – trainings and communication

Business Development:

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- Review property owner/business owner interviews from past directors
 - Review database of past site inventory
 - Review Manistee Downtown Market Profile 2012
 - Discussed new retention plan survey
 - Began organizing pasted surveys and property profiles
 - Met with Valerie to discuss new goals and retention resources for future surveys