

# Agenda

Manistee Downtown Development Authority  
Wednesday, August 14th, 2019 at 8 am  
City Hall Council Chambers, 3<sup>rd</sup> Floor

1. Call to order – Chair
2. Approval of Agenda
3. Public comment. (Limit 5 minutes per person).
4. Election of Officers
  - i. Chairperson
  - ii. Vice Chairperson
  - iii. Treasurer
  - iv. Secretary
5. Discussion of TIF Plan – Tom Kaminski
6. Approval of April 10<sup>th</sup>, Meeting Minutes
7. Approval of May 14<sup>th</sup> Meeting Minutes
8. Approval of June 12<sup>th</sup> Meeting Minutes
9. Approval of July 10<sup>th</sup> Meeting Minutes
10. Approval of the June Financial Report
11. Financial Report
12. Committee and Partners Reports
  - a. Project Rising Tide – L.Reyes
  - b. Design – B. Lind
  - c. Marketing and Promotions – no Chair
  - d. Business Development – V. Bergstrom
  - e. Redevelopment - T.Eftaxiadis
  - f. Economic Development – K. Goodman
  - g. TIF – T.Eftaxiadis
13. Director's Report
14. Action: Consideration of a Closed Session, Project Bloom and American Cleaners  
Manistee Executive Director, Caitlyn M Berard, has requested a closed session permitted by the Michigan Open Meetings Act, Section 8 (c) to discuss property purchase and sale of Project Bloom and American Cleaners.
  - a. Action: consideration of making an offer on Project Bloom site
  - b. Action: consideration of sale of the American Cleaners site
15. Old Business
16. New Business
  - a. Approval of the purchase of Quickbooks Access for the access to files and printing of financial reports
  - b. Approval of the hiring of the Manistee DDA attorney
17. Public Comment. (Limit 5 minutes per person).
18. Adjournment

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

<b>ASSETS</b>	<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
<b>TOTAL ASSETS</b>	<u><u>393,554.00</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
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>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>393,554.00</u></u>

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

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

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

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

**Profit & Loss Budget vs. Actual**

July 2018 through June 2019

Ordinary Income/Expense	<u>Jul '18 - June 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>TIF Revenues</b>				
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%
<b>Total TIF Revenues</b>	<b>202,126</b>	<b>282,667</b>	<b>(80,541)</b>	<b>71.51%</b>
248-261 · Downtown Dollars Discount	(725)	-	(725)	100.00%
<b>Committee Revenue</b>				
248-278 · Spark Manistee	6,475	5,500	975	117.73%
<b>Event Revenue</b>				
<b>248-280 · Event Revenues</b>				
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%
<b>Total 248-283 · Sleighbell</b>	<b>20,490</b>	<b>21,500</b>	<b>(1,010)</b>	<b>95.30%</b>
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%
<b>Total 248-281 · Hops &amp; Props</b>	<b>43,665</b>	<b>33,500</b>	<b>10,165</b>	<b>130.34%</b>
<b>Total 248-280 · Event Revenues</b>	<b>66,355</b>	<b>77,900</b>	<b>(11,545)</b>	<b>85.18%</b>
<b>Total Event Revenue</b>	<b>66,355</b>	<b>77,900</b>	<b>(11,545)</b>	<b>85.18%</b>
<b>248-642 · Miscellaneous Income</b>				
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%
<b>Total 248-642 · Miscellaneous Income</b>	<b>845</b>	<b>2,100</b>	<b>(1,255)</b>	<b>40.24%</b>
<b>Total Income</b>	<b>275,076</b>	<b>368,167</b>	<b>(93,091)</b>	<b>74.72%</b>
<b>Expense</b>				
<b>Office Related Expenses</b>				
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%
<b>Total Office Related Expenses</b>	<u>8,276</u>	<u>6,880</u>	<u>1,396</u>	<u>120.29%</u>
<b>Personnel Related Expense</b>				
<b>Gross Salary - Director</b>				
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%
<b>Total 248-718 · Gross Salary - Director</b>	<u>34,249</u>	<u>65,000</u>	<u>(30,751)</u>	<u>52.69%</u>
<b>Total Gross Salary - Director</b>	<u>34,249</u>	<u>65,000</u>	<u>(30,751)</u>	<u>52.69%</u>
<b>Total Personnel Related Expense</b>	<u>36,449</u>	<u>65,000</u>	<u>(28,551)</u>	<u>56.08%</u>
<b>Fee Related Expenses</b>				
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%
<b>Total Fee Related Expenses</b>	<u>149,736</u>	<u>147,350</u>	<u>2,386</u>	<u>101.62%</u>
<b>Design Committee Related Expense</b>				
<b>Riverwalk</b>				
248-659 · Riverwalk Landscaping	18,000	18,000	-	100.00%
<b>Total Riverwalk</b>	<u>18,000</u>	<u>18,000</u>	<u>-</u>	<u>100.00%</u>
<b>Signage</b>				
248-663 · Traffic/Wayfinding Signs	-	800	(800)	0.00%
<b>Total Signage</b>	<u>-</u>	<u>800</u>	<u>(800)</u>	<u>0.00%</u>
<b>Hanging Baskets</b>				
248-649 · Flowers	-	3,600	(3,600)	0.00%
248-665 · Watering Contract	5,600	9,400	(3,800)	59.57%
<b>Total Hanging Baskets</b>	<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%
248-663 · Banners	3,960	-	3,960	100.00%
<b>Total Design Committee Related Expense</b>	<u>68,605</u>	<u>71,800</u>	<u>(3,195)</u>	<u>95.55%</u>

**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>
<b>Economic Restructuring</b>				
248-628 · Property Restructuring	5,343	-	5,343	N/A
248-626 · Vogue Debt Forgiveness	5,000	-	5,000	
<b>Total Economic Restructuring</b>	<u>10,343</u>	<u>-</u>	<u>10,343</u>	
<b>Organization Committee</b>				
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%
<b>Total Organization Committee</b>	<u>6,895</u>	<u>7,200</u>	<u>(305)</u>	<u>95.76%</u>
<b>Promotions Committee Expenses</b>				
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%
<b>Total 248-751 · Promotions Committee Expense</b>	<u>38,500</u>	<u>70,900</u>	<u>(32,400)</u>	<u>54.30%</u>
<b>Total Expense</b>	<u>318,804</u>	<u>369,130</u>	<u>(50,326)</u>	<u>86.37%</u>
<b>Net Operating Income</b>	<u>(43,728)</u>	<u>(963)</u>	<u>(42,765)</u>	

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

<b>ASSETS</b>	<u>July 31, 2019</u>
<b>Current Assets</b>	
<b>Checking/Savings</b>	
248-000 · Petty Cash	1,000.00
248-010 · Checking - West Shore Bank	87,844.98
248-008 · Land Acquisition Account - WSB	78,704.72
248-003 · Façade Grants Checking	5,002.74
<b>Total Checking/Savings</b>	<u>172,552.44</u>
248-028 · Accounts Receivable	10,219.33
12100 · Pre-Paid Expenses	4,188.01
<b>Total Other Current Assets</b>	<u>14,407.34</u>
<b>Total Current Assets</b>	<u>186,959.78</u>
<b>Other Assets</b>	
248-182 · Investment - Amer Cleaners Prop	84,159.60
<b>TOTAL ASSETS</b>	<u><u>271,119.38</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
248-202 · Accounts Payable	-
248-204 · Unearned Revenue	6,000.00
248-210 · Payroll Liabilities	1,243.82
<b>Total Current Liabilities</b>	<u>7,243.82</u>
<b>Total Liabilities</b>	<u>7,243.82</u>
<b>Equity</b>	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,622.29
248-396 · Façade Grant	5,001.77
<b>Total 248-392 · Designated Fund Balance</b>	<u>83,624.06</u>
248-390 · Fund Balance	302,055.33
Net Income	(121,803.83)
<b>Total Equity</b>	<u>263,875.56</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>271,119.38</u></u>

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

<b>ASSETS</b>	<u>July 31, 2019</u>
<b>Current Assets</b>	
<b>Checking/Savings</b>	
248-014 · Downtown Dollars Checking 2018	1,914.70
248-015 · Downtown Dollars Checking 2019	6,587.31
<b>Total Checking/Savings</b>	<u>8,502.01</u>
<b>Accounts Receivable</b>	
248-2028 · Accounts Receivable	-
<b>TOTAL ASSETS</b>	<u><u>8,502.01</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2018 Downtown \$ Outstanding	871.26
2019 Downtown \$ Outstanding	6,210.54
<b>Total Liabilities</b>	<u>7,081.80</u>
<b>Equity</b>	
248-390 · Fund Balance	1,420.06
Net Income	0.15
<b>Total Equity</b>	<u>1,420.21</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>8,502.01</u></u>

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

<b>ASSETS</b>	<u>July 31, 2019</u>
<b>Current Assets</b>	
Checking/Savings	
Revolving Loan Checking - WSB	16,164.60
<b>Total Current Assets</b>	<u>16,164.60</u>
<b>Other Assets</b>	
Revolving Note Receivable	
RLB Boutique	5,874.07
Duchon Insurance	2,467.78
J Catlett's Men's Styling LLC	4,223.44
<b>Total Other Assets</b>	<u>12,565.29</u>
<b>TOTAL ASSETS</b>	<u><u>28,729.89</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Fund Balance	28,651.74
Net Income	78.15
<b>Total Equity</b>	<u>28,729.89</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>28,729.89</u></u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
July 2019 through June 2020

Ordinary Income/Expense	Jul '19 - June 2020	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>TIF Revenues</b>				
248-401 · TIF Revenue	19,900	251,884	(231,984)	7.90%
248-573 · Local Community Stabilization Revenue	-	20,000	(20,000)	0.00%
<b>Total TIF Revenues</b>	<b>19,900</b>	<b>271,884</b>	<b>(251,984)</b>	<b>7.32%</b>
<b>Committee Revenue</b>				
248-278 · Spark Manistee	-	8,000	(8,000)	0.00%
<b>Event Revenue</b>				
<b>248-280 · Event Revenues</b>				
248-286 · Sleighbell Sponsorships	5,000		5,000	100.00%
248-283 · Sleighbell - Other	-	15,000	(15,000)	0.00%
<b>Total 248-283 · Sleighbell</b>	<b>5,000</b>	<b>15,000</b>	<b>(10,000)</b>	<b>33.33%</b>
<b>248-281 · Hops &amp; Props</b>				
248-284 · Hops & Props Sponsors	-		-	0.00%
248-281 · Hops & Props - Other	-	33,500	(33,500)	0.00%
<b>Total 248-281 · Hops &amp; Props</b>	<b>-</b>	<b>33,500</b>	<b>(33,500)</b>	<b>0.00%</b>
<b>Total 248-280 · Event Revenues</b>	<b>5,000</b>	<b>48,500</b>	<b>(43,500)</b>	<b>10.31%</b>
<b>Total Event Revenue</b>	<b>5,000</b>	<b>48,500</b>	<b>(43,500)</b>	<b>10.31%</b>
<b>248-642 · Miscellaneous Income</b>				
248-664 · Interest Income	123	500	(377)	24.58%
248-704 · Other Income		2,000	(2,000)	0.00%
Transfer In Fund Balance	-	192,566	(192,566)	0.00%
<b>Total 248-642 · Miscellaneous Income</b>	<b>123</b>	<b>195,066</b>	<b>(194,943)</b>	<b>0.06%</b>
<b>Total Income</b>	<b>25,023</b>	<b>523,450</b>	<b>(498,427)</b>	<b>4.78%</b>
<b>Expense</b>				
<b>Office Related Expenses</b>				
248-847 · Advertising	167	300	(133)	55.73%
248-853 · Office Equipment and Supplies	-	1,000	(1,000)	0.00%
248-854 · Postage	-	300	(300)	0.00%
248-857 · Membership Dues	-	600	(600)	0.00%
248-858 · Miscellaneous-Office Related	25	300	(275)	8.33%
248-859 · Printing & Reproduction	-	250	(250)	0.00%
248-863 · Travel	-	1,000	(1,000)	0.00%
248-864 · Subscriptions	45		45	100.00%
248-865 · Meeting Hosting	-	300	(300)	0.00%
248-866 · Training-Education-Conferences	-	1,250	(1,250)	0.00%
248-868 · Insurance	482	2,350	(1,868)	20.52%
248-870 · Phone/Internet	-	300	(300)	0.00%
<b>Total Office Related Expenses</b>	<b>719</b>	<b>7,950</b>	<b>(7,231)</b>	<b>9.05%</b>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through June 2020

	<u>Jul '19 - June 2020</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Personnel Related Expense</b>				
248-718 · Gross Salary - Director				
248-705 · Employer FICA Expense	302		1,601	100.00%
248-711 · Unemployment	97	-	97	100.00%
248-718 · Gross Salary - Director - Other	3,946	110,000	(106,054)	3.59%
<b>Total 248-718 · Gross Salary - Director</b>	<b>4,345</b>	<b>110,000</b>	<b>(105,655)</b>	<b>3.95%</b>
<b>Total Personnel Related Expense</b>	<b>4,345</b>	<b>110,000</b>	<b>(105,655)</b>	<b>3.95%</b>
<b>Fee Related Expenses</b>				
248-731 · Bank Service Charges	2	100	(98)	2.00%
248-904 · Annual Audit	-	1,500	(1,500)	0.00%
248-903 · 1999 Bond Payment-Streetscape	137,700	137,700	-	100.00%
248-902 · Legal Fees	-	1,000	(1,000)	0.00%
248-901 · Accounting	-	5,000	(5,000)	0.00%
<b>Total Fee Related Expenses</b>	<b>137,702</b>	<b>145,300</b>	<b>(7,598)</b>	<b>94.77%</b>
<b>Design Committee Related Expense</b>				
248-639 · Landscaping	-	18,000	(18,000)	0.00%
248-665 · Hanging Baskets / Watering Contract	-	13,000	(13,000)	0.00%
248-651 · City Maintenance in DDA	-	22,000	(22,000)	0.00%
248-653 · Holiday Decorations	-	8,500	(8,500)	0.00%
248-652 · Facade Grant Program	-	10,000	(10,000)	0.00%
248-658 · Downtown Maintenance	-	28,400	(28,400)	0.00%
Transfer to Property Acquisition	-	25,000	(25,000)	0.00%
<b>Total Design Committee Related Expense</b>	<b>-</b>	<b>124,900</b>	<b>(124,900)</b>	<b>0.00%</b>
<b>Economic Restructuring</b>				
248-628 · Property Acquisition	2,842	78,000	(75,158)	3.64%
<b>Total Economic Restructuring</b>	<b>2,842</b>	<b>78,000</b>	<b>(75,158)</b>	<b>3.64%</b>
<b>Organization Committee</b>				
248-600 · Main Street Program Newsletter		300	(300)	0.00%
248-602 · Downtown Dollars Program	-	500	(500)	0.00%
248-608 · Spark Manistee	-	8,000	(8,000)	0.00%
<b>Total Organization Committee</b>	<b>-</b>	<b>8,800</b>	<b>(8,800)</b>	<b>0.00%</b>
<b>Promotions Committee Expenses</b>				
248-751 · Promotions Committee Expense				
248-748 · Website Redevelopment	-	500	(500)	0.00%
248-761 · Hops & Props on the River	1,140	21,500	(20,360)	5.30%
248-764 · Sleighbell Weekend	-	21,500	(21,500)	5.30%
248-776 · Advertising	-	5,000	(5,000)	0.00%
<b>Total 248-751 · Promotions Committee Expense</b>	<b>1,140</b>	<b>48,500</b>	<b>(47,360)</b>	<b>2.35%</b>
<b>Total Expense</b>	<b>146,748</b>	<b>523,450</b>	<b>(376,702)</b>	<b>28.04%</b>
<b>Net Operating Income</b>	<b>(121,725)</b>	<b>-</b>	<b>(121,725)</b>	

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**  
**Monthly Disbursements**  
**As of July 31, 2019**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
Liability Check	07/01/2019	EFTPS	INTERNAL REVENUE SERVICE	Federal Payroll taxes	1,144.00
Liability Check	07/01/2019	MTO	STATE. OF MICHIGAN	MI Withholding	341.20
Bill Pmt -Check	07/06/2019	4513	Jackpine Business Centers	Office Expense	76.45
Liability Check	07/11/2019	4514	QuickBooks Payroll Service	Direct Deposit - Caitlyn Berard	1,463.98
Paycheck	07/19/2019	4516	Thomas Kaminski	Payroll	55.06
Bill Pmt -Check	07/19/2019	4517	Cardmember Service	MI Liquor license - event & Constant Contact	70.00
Bill Pmt -Check	07/24/2019	4518	DESMOND JONES BAND	MANISTEE HOPS AND PROPS 9/21/19	500.00
Liability Check	07/25/2019	4519	QuickBooks Payroll Service	Direct Deposit - Caitlyn Berard	1,463.99
Bill Pmt -Check	07/25/2019	4520	Philadelphia Insurance Companies	Annual Insurance payment	300.00
Bill Pmt -Check	07/26/2019	4522	CNA INSURANCE	Annual Insurance payment	182.20
Bill Pmt -Check	07/26/2019	4523	Connie M Tewes CPA LLC	June accounting	400.00
Bill Pmt -Check	07/26/2019	4524	The Pioneer Group	Public Hearing notice	167.20
Bill Pmt -Check	07/26/2019	4525	City of Manistee	American Cleaners Property Tax	2,842.16
Bill Pmt -Check	07/26/2019	4526	City of Manistee	Annual bond payment	137,700.00
Bill Pmt -Check	07/26/2019	4527	WHITE KNIGHT	HOPS & PROPS BAND	640.00
Paycheck	07/31/2019	4528	Thomas Kaminski	Payroll	33.04
<b>Total Disbursements</b>					<b><u>147,379.28</u></b>

**Manistee Downtown Development Authority Board Meeting Minutes**  
**April 10, 2019, 12:00 p.m. Council Chambers, Manistee City Hall**

Present: Rachel Brooks, Tamara DePonio, T Eftaxiadis, Karen Goodman, Barry Lind, Mayor Roger Zielinski, Valarie Bergstrom, Shari Wild and Kyle Mosher.

Excused Absence:

Also Present: DDA Interim Director Tom Kaminski, Councilmember Jim Grabowski, Ashlyn Korienek, Thad Taylor, Jeff Donz, Lissette Reyes, Joe Borgstrom, Ben Muldrow, Stacy Bytwork, others (names not available).

**Agenda Item**

1. **Call to Order:** Meeting called to order by Chair Brooks at 12:00 p.m.
2. **Oath of Office:** City Clerk administered the oath of office to all DDA Board members present.
3. **Approval of Agenda:** Following brief discussion by Lind concerning agenda Item 9a and statement by Brooks concerning agenda Item 10d, there was Motion by Eftaxiadis and Supported by Wild to adopt the agenda, with the deletion of Item 10d and addition of Item 9a. **Motion approved.**
4. **Public Comment:** Mike Herbert commented on support for marihuana use as an economic development asset.
5. **Approval of March 13, 2019 DDA Board Meeting Minutes:** Motion by Eftaxiadis and Supported by Bergstrom to approve the March 13, 2019 meeting minutes as presented. **Motion approved.**
6. **Approval of April 1, 2019 DDA Board Special Meeting Minutes:** Motion by Zielinski and Supported by Mosher to approve the April 1, 2019 meeting minutes as presented. **Motion approved.**
7. **Financial Reports:**
  - a. **Review and Approval of Amended February 2019 Financial Statements.** Kaminski discussed status of the amended financial statements, and Lind further discussed the accountant's clarification about assignment of 2018 TIF revenue. There was Motion by Lind and Supported by Bergstrom to approve the amended February 2019 financial statements. **Motion approved.**
  - b. **Review and Approval of March 2019 Financial Statements.** Following discussion, there was Motion by Lind and Supported by Zielinski to approve the March 2019 financial statements as presented. **Motion approved.** There was further Motion by Lind and Supported by Bergstrom to adjust the current year financials by \$36,514.25 to reflect the allocation of this amount to the last fiscal year. **Motion approved.**
  - c. **Review and Consideration to Approve City of Manistee Invoice #355.** Brooks discussed City of Manistee invoice for services related to holiday decorations and lights. Invoice #355 for \$10,500 detailed DPW labor and expenses for handling holiday decorations, including new LED lights. Following discussion and clarifications of the sources of the funds, there was Motion by Mosher and Supported by Eftaxiadis to pay City Invoice #355 as presented. **Motion approved unanimously by roll call of those present.**
8. **Director and Committee Reports:**
  - a. **Director:** Kaminski discussed status of his work activities as summarized in his report dated April 5, 2019. Additionally, Kaminski stated that Council has invited the DDA Board to discuss the DDA's budget at its April 2016 Work Session. Also, Kaminski discussed a Downtown owner's request for redevelopment liquor license assistance. Eftaxiadis will work with Kaminski on the requirements for this.

**Manistee Downtown Development Authority Board Meeting Minutes**  
**April 10, 2019, 12:00 p.m. Council Chambers, Manistee City Hall**

- b. **Design:** Lind summarized minutes of March 21, 2019 Design Committee meeting. There are several Design Committee proposed action items to be discussed later at this DDA meeting under New Business.
  - c. **Marketing & Promotions:** No chair, therefore no discussion.
  - d. **Business Development:** Bergstrom summarized the findings of the recent survey of downtown business owners. SPARK will run again. There was further discussion of survey findings as related to redevelopment of vacant upstairs spaces, and Downtown Dollars.
  - e. **Redevelopment:** No report.
  - f. **Recruitment:** Brooks reported on the upcoming interviews of three candidates for the DDA Executive Director position next week. If two equally qualified candidates are identified, there will be additional interview steps.
  - g. **Economic Development (other options):** Goodman inquired about status of the responses to the DDA's Request for Information for Economic Development services. Kaminski will forward to Economic Development Committee members the business plan submitted by the Chamber. Lind reported that the Chamber is still interested in providing services to the DDA. There will be further discussion of the subject by the Committee.
  - h. **TIF:** Kaminski reported that the TIF Plan is proceeding with receiving and responding to additional questions/items by the City, with assistance by Beckett & Raeder Inc. Also, the plan incorporates approach for obtaining contracted City services. Lind discussed need to clarify details and definitions in the Plan related to City costs. There will be further meetings with the Committee and City staff.
  - i. **Events:** Bergstrom will distribute proposed events guidelines for third parties, and discuss them at the next meeting.
  - j. **Rising Tide:** Lind reported on Rising Tide's ("RT") discussions of Housing, Governance, Economic Development and Branding initiatives. Housing initiative will focus on community education. Governance has issued a survey. RT's fellow and County Chair recommend continuing community-wide group involvement and adoption of the Governance initiative by the current County Intergovernmental group, respectively. RT's consultant will discuss the Economic Development initiative later at this DDA meeting. The Branding initiative is in the process of being developed.
9. **Old Business:**
- a. **Discussing bylaws:** Lind reported that Council has changed its bylaws as related to appointing City Manager rather than City Mayor as Council's representative to DDA Board. This will require change in City's ordinance and DDA's bylaws to remedy conflicts with current ordinance and bylaws. There was discussion and questions concerning who is the Chief Executive Officer, and implications of Council's appointment of City manager to DDA Board. Zielinski discussed the new State statute change related to the issue and Council's position. Following discussion, it was decided that the proposed bylaw changes will be discussed by Bylaws Committee (Lind, Bergstrom and Wild) and revisions as needed will be recommended to DDA Board, and go through the required public notice and hearing process; followed by approval by Council.

**Manistee Downtown Development Authority Board Meeting Minutes**  
**April 10, 2019, 12:00 p.m. Council Chambers, Manistee City Hall**

**10. New Business:**

- a. **Design Committee Recommendation to Fund Parking Signage:** On behalf of the Design Committee, Lind discussed the Committee's recommendation to the Board to allocate additional \$4,500 for universally recognizable parking signage, based on a plan developed by the Committee and DPW. Following discussion, there was Motion by Goodman and Supported by Wild to allocate \$4,500 for the purchase/installation of parking signage. **Motion approved by roll call (YES: DePonio, Lind, Wild, Bergstrom, Mosher, Eftaxiadis, Goodman; NO: Zielinski, Brooks).**
- b. **Design Committee Recommendation to Approve Landscaping/Watering Agreement with the City of Manistee:** Representing the Design Committee, Lind discussed the Committee's recommendation to the Board to approve a revised agreement between the DDA and the City DPW for 2019 Landscaping and Watering services within the District, including Riverwalk, parking lots, restroom and other areas maintenance, for a fee of \$22,000 for 2019, and with a three year extension clause as specified in the terms of the agreement. The watering service by DPW replaces the service provided in previous years by private party. Following discussion of this agreement version, there was Motion by Lind and Supported by Zielinski to approve the agreement with the City DPW for landscaping & watering services as specified in the agreement, with a fee of \$22,000 for 2019. **Motion approved unanimously by roll call of those present.**
- c. **Request to Appoint Dennis TerHorst to the Design Committee:** Lind and Brooks discussed the Design Committee's recommendation to the Board Chair to appoint Dennis TerHorst to the Design Committee. Currently the Design Committee consists of Lind, Wild, Mosher, Mikula, Duchon, Reau and Bergmann. Chair Brooks appointed Dennis TerHorst to the Design Committee.
- d. **Resignation of Rachel Brooks from the DDA Board:** DELETED

11. **Project Rising Tide presentation.** Joe Borgstrom, consultant to the Rising Tide program, discussed Economic Development (ED) in general, the 5-point ED concept he has been employing within the RT program for Manistee, the role & significance of Downtowns in ED, and various trends in Downtowns. Due to its length, Borgstrom's presentation and associated input by DDA Board members were recorded and are available online at [www.manisteeetv.com](http://www.manisteeetv.com).

12. **Public Comment:** None

13. **Adjournment:** Meeting adjourned at 2:00 p.m.

**Manistee Downtown Development Authority Board Special Meeting Minutes  
May 14, 2019, 8:00 a.m. Manistee City Hall**

Present: Rachel Brooks, Barry Lind, T Eftaxiadis, Mayor Roger Zielinski, Valarie Bergstrom, Shari  
Excused Absence:  
Also Present: DDA Interim Director Tom Kaminski, Thad Taylor

**Agenda Item**

1. **Call to Order:** Meeting called to order by Chair Brooks at 8:00 a.m.
2. **Approval of Agenda:** Motion by Bergstrom and Supported by Wild to adopt the agenda as presented. **Motion approved.**
3. **Public Comment:** None.
4. **Consideration of recommendation from the Recruitment Committee to submit a candidate to City Council for the position of full-time DDA Administrator:** Following short discussion, there was Motion by Wild and Seconded by Eftaxiadis to submit a candidate to City Council for the position of full-time DDA Executive Director. **Motion approved.**
5. **Public Comment:** None.
6. **Adjournment:** Meeting was adjourned at 8:03 a.m.

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

Present: Rachel Brooks, Barry Lind, Karen Goodman, T Eftaxiadis, Shari Wild and Kyle Mosher; and, Thad Taylor (see Item 3 below).  
Excused Absence: Tamara DePonio, Valarie Bergstrom.  
Also Present: DDA Interim Director Tom Kaminski, Mayor Roger Zielinski, Councilmember Beaton, Lissette Reyes, Stacie Bytwork, Carrie Kosla, others.

**Agenda Item**

1. **Call to Order:** Meeting called to order by Chair Brooks at 12:00 p.m.
2. **Approval of Agenda:** Motion by Eftaxiadis and Supported by Mosher to approve the agenda with the addition of Item 13d under New Business. **Motion approved.**
3. **Public hearing for the purpose of receiving public comment on the proposed FY 2019/20 DDA budget:**  
There was motion by Lind and, initially, Supported by Taylor to open the public hearing. Brooks stated that Taylor, while he may have been appointed as a Board member by Council, he should participate as a non-voting member until the DDA bylaws are revised and go into effect; bylaws revisions will be scheduled for next Board meeting. Taylor stated that, in his opinion, the revised City ordinance supersedes the DDA bylaws. Following further discussion, Eftaxiadis stated that, while Taylor's votes cannot not be counted, a note to that effect will be made in the minutes. Note: Taylor casted affirmative votes for all agenda items requiring Board action. Next, Eftaxiadis Supported the Motion made by Lind to open the public hearing, at 12:04. No public comment was received. There was Motion by Mosher and Supported by Wild to close the public hearing, at 12:05.
4. **Approval of FY 2019/20 DDA budget:** Following discussion, there was Motion by Lind and Supported by Wild to approve the DDA's FY 2019/20 budget of \$523,450. **Motion approved unanimously by roll call of those present;** see Item 3 above.
5. **Public Comment:** None.
6. **Manistee Area Chamber of Commerce's Economic Development Update.** Stacie Bytwork provided an update of the Chamber of Commerce Economic Development (ED) activities. The new ED entity has secured some funding from various public and private sources, and is in the process of recruiting ED staff. Bytwork briefly discussed projects that the Chamber is working on. Board members and Bytwork discussed ways for the two organizations to work together, the timing for hiring new ED staff person, role for DDA's Executive Director, DDA's potential representation in the new ED entity, and Rising Tide's pending ED recommendations.
7. **Approval of April 10, 2019 DDA Board Meeting Minutes:** Minutes are not available. Will be provided at next DDA Board meeting.
8. **Approval of May 8, 2019 DDA Board Meeting Minutes:** Motion by Mosher and Supported by Lind to approve the May 8, 2019 DDA Board meeting minutes with typo correction. **Motion approved;** see Item 3 above.
9. **Approval of May 14, 2019 DDA Board Special Meeting Minutes:** Minutes are not available. Will be provided at next DDA Board meeting.
10. **Financial Reports:**
  - a. **Review of Financial Statements.** Kaminski discussed status of the financial statements. Following discussion and clarification of some expenses and status of total expenses and tax revenues, there

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

was Motion by Lind and Supported by Mosher to approve the April financial statements. **Motion approved unanimously by roll call of those present;** also see Item 3 above.

**11. Director and Committee Reports:**

- a. **Director:** Kaminski discussed status of his work activities as summarized in his report dated June 1, 2019. While his service period with the DDA expires in June, Kaminski offered to assist the new DDA Executive Director with her transition to the position, and the TIF Committee and City with finalizing the TIF Plan. The offer was accepted by the Board with gratitude. Board members felt that his assistance can continue to be provided on an as-needed basis under the existing services agreement. Members expressed their appreciation for his service as Interim Director.
- b. **Design:** Lind referenced the Committee's actions described in its report included in the Board's meeting packet. Lind thanked Jeff Mikula and his DPW staff for their prompt installation of banners, flowers, etc.
- c. **Marketing & Promotions:** In the absence of a Committee chair, Brooks reported that she is working with staff of news media and other organizations on a plan to better promote the Downtown and City.
- d. **Business Development:** No report.
- e. **Redevelopment:** Eftaxiadis reported that he has explored with the City BRA's new consultant funding sources for demolition of the American Cleaners building through MEDC and MDEQ programs. Will also talk with the Rising Tide fellow about it.
- f. **Recruitment:** Brooks reported that the new Executive Director, Caitlyn Berard, officially started this week by attending a regional development workshop and working with Kaminski on the transition. The executive team has discussed Berard's short-term and six-month work priorities that will be finalized shortly and discussed further with her. The emphasis is on dealing with the day-to-day functions of the DDA as well as concentrating on specific projects, including accounting/reporting requirements, SPARK program, American Cleaners redevelopment, Design Committee support, and Rising Tide involvement.
- g. **Economic Development (other options):** Goodman will schedule Committee meeting.
- h. **TIF:** Kaminski reported that the TIF Plan has been going through revisions by our consultant and has been submitted to City for review. Kaminski, Lind and Taylor briefly discussed the Citizens' Committee involvement in the TIF renewal process.
- i. **Events:** Goodman and Brooks reported interest expressed by community members in coordinating some of the events.
- j. **Rising Tide:** Lind and Lissette Reyes discussed Rising Tide's (RT) status following its expiration in about six months, and the RT consultants' general direction concerning ED, Branding and Housing. Reyes reported that the AARP grant request was rejected. Talked about the status of murals in the downtown, HDC involvement and related issues. Housing community Forum is scheduled for June 26 by HousingNorth. Brief discussion of potential demolition plans and funding for the American Cleaners building until the site can be fully redeveloped.

**12. Old Business:** None.

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

**13. New Business:**

- a. **Consideration of Liquor License Application for Hops & Props Event:** Following discussion of the liquor license application for the event by Brooks, there was Motion by Mosher and Supported by Eftaxiadis to approve the application as presented. **Motion approved;** see Item 3 above.
- b. **Consideration of a Façade Grant Application from the Spicer Group:** Lind discussed the grant request for the purpose of implementing the façade improvement portion of the overall building renovation of the building located on 304 River Street and leased by the Spicer Group. There was Motion by Mosher and Supported by Eftaxiadis to approve a Façade Grant for exterior improvements to the building located on 304 River Street by the Spicer Group for an amount not to exceed \$5,000. **Motion approved unanimously by roll call of those present;** see Item 3 above.
- c. **Authorization Letter to Consumers Energy:** Kaminski discussed the request by, and authorization to Consumers Energy to perform sediment sampling along the Manistee River Channel on property (parking lot) owned by the DDA. Kaminski provided authorization on behalf of the DDA.
- d. **DDA Meeting Times:** Mosher and Brooks discussed changing the time of the DDA meetings to 8:00 am instead 12:00pm. There was Motion by Mosher and Supported by Lind to recommend to the Bylaws Committee that the meeting time change be included in the upcoming revisions of the DDA bylaws. **Motion approved;** see Item 3 above.

**14. Public Comment:** Carrie Kosla, new manager of the Chemical Bank branch in Manistee introduced herself and offered her services to the DDA if needed.

**15. Adjournment:** Meeting adjourned at 1:20 p.m.

**Manistee Downtown Development Authority Board Meeting Minutes - DRAFT**  
**July 10, 2019, 12:00 p.m. Manistee City Hall**

Present: Rachel Brooks, Barry Lind, Tamara DePonio, Valarie Bergstrom, Karen Goodman, T Eftaxiadis, Jodi Walter and Kyle Mosher; and Thad Taylor (see Item 2 below).  
Excused Absence: None.  
Also Present: DDA Executive Director Caitlyn Berard, Mayor Roger Zielinski, Councilmembers Cooper and Grabowski.

**Agenda Item**

1. **Call to Order:** Meeting called to order by Chair Brooks at 12:00 p.m.
2. **Approval of Agenda:** Motion by Lind and Supported by Eftaxiadis to amend the agenda to end the meeting following Item 4 and table the remaining agenda items until the next DDA Board meeting on August 14, 2019, at 8:00 am.; to allow time for City Council to approve DDA Bylaws revisions. **Motion approved by roll call of those present** (YES: Brooks, Lind, DePonio, Walter, Bergstrom, Eftaxiadis; NO: Goodman, Mosher). Per his request, Taylor's negative vote is noted.
3. **Public Comment:** None.
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”. Motion by Lind and Supported by Mosher to approve the change as stated. **Motion approved.**
  - b. Article II – Section 3: Change “the Mayor of the City of Manistee” to “the Chief Executive Officer of the City of Manistee”. Motion by Lind and Supported by Mosher to approve the change as stated. **Motion approved.**
  - c. Article II – Section 5: Change “the Mayor of the City of Manistee” to “the Chief Executive Officer of the City of Manistee”. Motion by Lind and Supported by Mosher to approve the change as stated. **Motion approved.**
  - d. Article IV – Section 2: Change “12:00 noon” to “8:00 am”. Motion by Mosher and Supported by Lind to change the DDA Board meeting time to 8:00. **Motion approved.**
5. **Public Comment:** None.
6. **Adjournment:** Meeting adjourned at 1:12 p.m.

## Executive Director Report

To: Manistee Downtown Development Authority  
From: Caitlyn M Berard, Executive Director  
CC: Staff and Public  
Meeting Date: August 14<sup>th</sup>, 2019

### Intro:

- Met with Brian and Sue from Community Kitchen
- Bylaw packet for City Council for Tuesday, August 6<sup>th</sup>
- Attend Merchants Meeting July 16<sup>th</sup>
- Received access to Facebook account and working on Instagram
- Hops and Props and Sleighbell Preparation
- 285 River Street Plan of Action for City Ordinance Enforcement
- Will be presenting at City Council September 17<sup>th</sup> for biannual report
- TIF draft comments and numbers in draft form

### Reporting PA 57:

- Discussed website techniques with Boyne City
- Uploaded and up dated information on website

### Fully Support Spark:

- Sent out sponsorship thank you letters
- Review additional sponsors with Chamber and past directors for event
- Communicate with multiple marketing experts on plans, strategies and suggestions
- Created draft #1 budget
- Created draft #1 marketing plan
- Created draft #1 of expectation packets for judges' phase 1; judges phase 2, finalists, volunteers, sponsors, resource partners, speakers, facility
- Met with and viewed Ramsdell Theatre for event
- Met with Brian Veine about marketing and videos

- 
- Created plan for ‘One Year Later’ videos of 2018 winners
  - Flyer with new information in draft form
  - Draft application in process
  - Reached out to past judges for comments and expectations for up coming year
  - Met with Jodi and Annie from SBDC about presentations and year-round involvement
  - Met with potential sponsors for the upcoming year

#### American Cleaners:

- Review past plans and proformas for site
- Drafting American Cleaners memo of interest
- Drafting proformas for development site
- Discussion on Placemaking ideas and activation of site
- Discussion of possible sale of the site

#### Support Design Committee:

- Met July 25<sup>th</sup>
- Reviewed Spicer Façade grant with Spicer
- Met with Jeff Mikula, DPW, about Riverwalk improvements and maintenance
- Met with Jeff Mikula, DPW, about Riverwalk and City responsibilities, RFP for sandblasting and painting for trash cans and planters; RFP for streetscape repairs
- Walk the North Riverwalk with Mikey, DPW
- Met with George about Project Bloom letter and process
- Walked the Riverwalk with Design Committee Chair on the Capital Improvements Plan, Maintenance needs, timeline expectations, MSU study, Project Bloom Site, American Cleaners Site
- Present Elks Façade Application

#### Support Project Rising Tide:

- Attend Economic Development Presentation July 16<sup>th</sup>, 2019
- Attend Branding Reveal August 1<sup>st</sup>
- Reached out to Joe Borgstrom, Place+Main representative about DDA involvement in Economic Development Strategy
- Reached out to Visitors Bureau and Chamber about involvement in Economic Development Strategy

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## Business Development

- Met July 10<sup>th</sup>
- Business Retention plan research from other DDA's and city entities in Michigan
  - Interview Boyne City, Northern Lakes Economic Development
- Meet Joni, SBDC, and Sharon, Michigan Works!
- Organize current property owner surveys and property information packets
- Survey research
- Discussion on new Business Checklist
- Discussion on resources and partners to be posted on website
- Draft of resources and development process downtown
- Draft vacant property list
- Draft available property list
- Draft Business Retention Survey and interview process

Business Development Committee Meeting Agenda  
 Wednesday, July 10 at 9:00 a.m.  
 Manistee Chamber of Commerce

**Committee Members Present:** Caitlyn Berard, Valarie Bergstrom, Stacie Bytwork, Tamara DePonio and Jodi Walter

Agenda	Notes
1. Welcome & Call to Order	Called to order at 9:00 a.m.
2. Approval of Agenda	Approved
3. Introduction of Executive Director position and new committee member	Completed
4. Update on other committee activities – Berard	Berard shared an update on the recent Design Committee meeting.
5. Spark Manistee <ul style="list-style-type: none"> <li>• Discuss timeline</li> <li>• Volunteers</li> </ul>	See attached timeline. Members were encouraged to watch the Spark videos from the last event and review the Ludington Momentum and 5x5 information. <a href="http://www.momentumstartup.org/">http://www.momentumstartup.org/</a>
6. Retention Study <ul style="list-style-type: none"> <li>• Review past surveys</li> <li>• Establish project timeline</li> <li>• Volunteers</li> </ul>	It was agreed that Bytwork would make contact for copies of retention surveys from her contacts directed to larger employees and Berard would make contact with the Michigan Downtown Association and other local DDAs to request copies of their surveys.
7. Suggestions for new committee members	The committee was asked to forward any recommendations to the DDA Executive Director.
8. Next Meeting Date	It was agreed that an effort should be made to keep to regular meeting dates. Berard to send out a Doodle survey to reset the meeting date and times.
9. Adjournment	Meeting adjourned at 9:55 a.m.

Attachments

2020 Spark Manistee Event Timeline