

**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

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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.

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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.