
MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF OCTOBER 9, 2019
8:00 A.M., MANISTEE CITY HALL

PRESENT: Rachel Brooks, T. Eftaxiadis, Barry Lind (left at 10:12), Kyle Mosher, Thad Taylor, Jodi Walter, Tamara DePonio, Karen Goodman (arrived at 8:15)

EXCUSED ABSENCE: Valarie Bergstrom

ALSO PRESENT: DDA Director Caitlyn Berard, Stacie Bytwork (Manistee Area Chamber of Commerce), Marc Miller (Manistee Economic Development Council), Roger Zielinski, Michael Szymanski, Scott Ward (WSCC), Crystal Young (WSCC), Tom St. Dennis (Little River Holding, LLC), Jeff Dontz (Manistee Economic Development Council,)

1. **Call to Order.** Meeting called to order by the Chair at 8:02 a.m.
2. **Approval of Agenda.** MOTION by Eftaxiadis, second Taylor to approve the agenda. Voice vote—Motion approved.
Lind requested that Project Rising Tide and Design Committee be removed from the Consent Agenda.
3. **Public Comment.** None.
4. **Approval of September 11, 2019 Meeting Minutes.** MOTION by Eftaxiadis, second by Lind to approve the September 11, 2019 minutes. Voice vote—Motion approved.
5. **Approval of the September Financial Report.** MOTION by Eftaxiadis, second by Taylor to approve the September financial report. Lind questioned the \$5400 expense from property acquisitions since no properties have been acquired this fiscal year. Lind commented on the \$8,000 budget overage on the Hops & Props event. He stated that in the future he would like the Board to be informed of such substantial overages. Voice vote—Motion approved.
6. **Approval of Consent Agenda. Business Development:** MOTION made by Lind, second by Mosher to approve the Consent Agenda. Voice vote—Motion approved.
7. **Project Rising Tide Report.** Reyes updated the Board on recommendations for Board trainings, branding, façade grant, and housing. The first Board training will be scheduled for late October or early November. The Forward Manistee group will be meeting monthly beginning on Tuesday, November 12, 2019. Marc Miller will be taking over much of the responsibilities going forward as Reyes fellowship with the City will be coming to an end.
8. **Committee and Partners Reports. Design:** Lind discussed the blight issue downtown and specifically about the Rozmarek properties. The Rozmarek’s HDC permits expired in September. Since then the HDC has renewed the permits through June 2020. This is the final renewal that will be issued to the Rozmareks.

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9. **Director's Report.** Berard provided the date for the Board's strategic planning meeting, Wednesday, January 8, 2020, 8 a.m. to 5 p.m. Discussed timeline for the SPARK: October 30, 2019 is the closing date for submissions, November 21, 2019 finalists will be announced, and January 25, 2020 is pitch day.

10. **Old Business.**

Action: Consideration of negotiations for Little River Holdings, LLC: Discussion included that ~~the executive committee~~ Director Berard had been contacted by the Little River Holdings, LLC requesting the contingencies the DDA would like to see included in the purchase agreement of the American Cleaner property. Berard had sent a letter to LRH, LLC advising them that the DDA was interested in going forward with the Gateway Development project but LRH, LLC still requires a specific list of features that the Board would like to see included in the development of the American Cleaner property. Berard has begun this process.

Berard reminded the Board of the original goals for the property, consistent with the MSU study:

- Activation and beautification of the site
- Mixed Use Space
- A traffic study to be conducted
- Clear timeline
- Keep TIF revenue
- Office space available for lease to the DDA

MOTION was made by Taylor to donate the American Cleaner property towards project with the stipulations listed above. Goodman supported motion. Discussion continued.

Tom St. Dennis, Attorney for LRH, LLC, expressed the need for a resolution from the Board showing leadership to other businesses and good faith in this project.

MOTION by Taylor was amended to direct Berard to draft a Resolution today to include DDA's intent to donate the American Cleaner property toward the project with stipulations, consistent with the MSU study. Stipulations would include:

- Activation and beautification of the site
- Mixed use space
- A traffic study to be conducted
- Clear timeline
- Keep TIF revenue
- ~~Include long term lease with no cost to the DDA~~ Include discussion of possible long-term lease to the DDA potentially at no cost
- Include the Gateway language

Amended MOTION seconded by Goodman.

With a Roll Call vote this motion passed 7 to 1.

Yes: Brooks, Eftaxiadis, Mosher, Taylor, Walter, DePonio, Goodman

No: Lind

Action: Adoption of the Project Rising Tide Strategies—Branding, Economic Development Strategy and Housing Action Plan: MOTION by Lind, second by Taylor to adopt the Project Rising Tide Strategies. Voice vote—Motion passed.

TIF: Eftaxiadis stated the TIF Plan has been revised with new numbers based on TIF Revenue. Some members hadn't received it or received the wrong draft; Berard will forward them the current draft. Berard needs the Board to provide any comments on the current draft to her by October 18, 2019 to be incorporated in the final draft to be presented to City Council.

Action: Appointment of Committee Chair and Members: Design Committee—Barry Lind, Kyle Mosher, Janet Duchon (West Shore Bank), Jeff Mikula (City of Manistee—DPW), Dennis terHorst, Stacie Bytwork (Manistee Area Chamber of Commerce), Shari Wild, Jeff Reau (Edward Jones). **Business Development Committee**—Valarie Bergstrom, Stacie Bytwork, Tamara DePonio, Carrie Kosla (Chemical Bank), Tom Hinman (West Shore Community College, SCORE) Jodi Walter, Sharon Gordon (CBSP – Northwest Michigan Works!), Joni Krolczyk (SBDC), Jamie Catlett (2018 SPARK winner, Jamie Catlett LLC). **TIF Committee**—T. Eftaxiadis, Barry Lind, Karen Goodman.

MOTION by Lind, second by Taylor to accept Committee appointments. Voice vote—Motion approved.

Action: RFP for DDA contracts including attorney and graphic design: After discussion it was decided that the Board would wait to review all contracts after the beginning of 2020 in preparation for the next fiscal year.

11. New Business.

Action: Consideration of Hiring of a part-time office support: After discussion it was decided that this topic would be revisited after Berard's 6 month review. Chair Brooks asked that it be put on December's agenda.

Action: Consideration of budget amendment for Design Committee- Parking Signage: Lind advised that the Board had approved the \$4500 for parking signage last fiscal year but it was not completed then. The City of Manistee DPW now has the signs ready but the current budget will need to be amended to accommodate this.

MOTION was made by Lind, second by Mosher to amend the 2019/2020 budget in the amount of \$4500 for parking signage. Voice vote—Motion approved.

Action: Consideration of West Shore Community College redevelopment project at 400 River Street (former Glik's building), and the need for inclusion in the DDA bonding plan for this transformative project: Marc Miller (Economic Director, Manistee Economic Development Council) advised the Board of the benefits of having the West Shore Community College presence in the Downtown area. He advised that the Northwest Michigan Works!, Manistee Area Chamber of Commerce, and WSCC Staff will be housed in the 400 River Street location. He introduced Scott Ward, President of WSCC, and Crystal Young. They went through the two possible design plans, asking for additional bonded funds from the DDA to improve the façade of the building and streetscape to blend with the Downtown architecture. The additional

amount required is \$750,000, with an additional \$250,000 to beautify the Riverwalk area adjacent to the property. Original plan was to start construction on the façade September 1, 2019 with a January 1, 2020 occupancy date. They are now looking at June 2020 occupancy because of the delay. Discussion included design plans, MEDC funding and other funding sources, TIF plan changes to accommodate funding/ City of Manistee Council approval, and collaborating to achieve shared goals.

MOTION by Taylor, second by Goodman to direct the TIF Committee to look at the current 20 year TIF plan and adjust it to a 25-30 year plan to allow for \$500,000 to \$750,000 façade funding to WSCC with additional \$250,000 for Riverwalk improvements. Subject to Manistee City Council approval.

With a Roll Call vote this motion passed 7 to 1.

Yes: Brooks, Lind, Mosher, Taylor, Walter, DePonio, Goodman

No: Eftaxiadis

Lind left at 10:12

Action: Consideration of collaboration for an events coordinator housed at the Chamber, that will plan and focus on signature events for Manistee, including new events for downtown: Marc Miller (MACOC) Began by thanking the Board for their consideration of the last topic and confirmed that Berard should be the contact for Crystal Young (WSCC). Further discussion included creating conversation regarding collaboration in planning/executing important local events. MOTION by Taylor, second by Mosher to have Berard meet with Stacie Bytwork (MACOC), and Kathryn Kenny (CVB) to come up with a plan of collaboration to streamline local events. Voice vote—Motion approved.

Action: Funding request for Chamber’s economic development program: Goodman reported the Economic Development Committee recommends when working together with other organizations on projects the DDA should pay a fee per contract and not a flat fee.

MOTION by Mosher, second by Taylor to have Economic Development Committee meet with representative from MACOC to negotiate a contract for financial support. Voice vote—Motion approved.

12. **Board Member Comments.** Taylor commended the Board for the leadership steps they took today.
13. **Public Comment.** Jeff Dontz (Board Member of MACOC) echoed Taylor’s comment commending the Board for their leadership steps in improving River Street.
14. **Adjournment.** MOTION by Taylor to adjourn at 10:38 a.m.

Kelly McColl
Acting Recording Secretary

