

# Agenda

Manistee Downtown Development Authority  
Wednesday, December 11<sup>th</sup>, 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. Approval of November 13<sup>th</sup>, Meeting Minutes
5. Approval of the November 20<sup>th</sup> Special Meeting Minutes
6. Approval of the October Financial Report
7. Approval of the November Financial Report
8. Committee Reports
  - a. Project Rising Tide – C.Berard
    - i. Board Training Date
    - ii. Branding up-date
  - b. Economic Development -K.Goodman
  - c. TIF – C.Berard
  - d. Spark – C.Berard
  - e. Manistee Forward –C. Berard
  - f. Design – B.Lind
9. Approval of Consent Agenda - Committee and Partners Reports
  - a. Business Development – V. Bergstrom
10. Director's Report
  - a. Board Strategic Planning Day- January 8<sup>th</sup> in City Council Chambers
  - b. Leadership Program Day of Serving June 6<sup>th</sup>
  - c. December and January: Strategic Planning; TIF and City Master Plan Contract; PA 57 Reporting; RRC Recertification
11. Old Business
  - a. Action: RFP for a DDA Attorney
  - b. Discussion on Manistee DDA Office Support
  - c. Action: Hiring for Marketing and Promotions of the new branding adopted October 9<sup>th</sup> 2019
12. New Business
  - a. Discussion: Manistee County Planning Department requesting DDA feedback from Housing Plan for direction and implementation \_Planning Department
    - i. Discussion: Prepared recommendation on Housing in first floor mixed use buildings
    - ii. Discussion: Long-term and short-term rental use, Tax incentives for improving upper level housing, City of Manistee Housing Plan
  - b. Action: Approval for the Manistee Merchants request to be under the Manistee DDA event insurance for Frostbite in February – R. Brooks

Next Board Meeting will be Wednesday, January 8<sup>th</sup> at 8 am in the City of Manistee City Council Chambers, 3<sup>rd</sup> Floor City Hall.

- c. Discussion: WSCC Financing- C.Berard
  - d. Action: Renewal of liability insurance for American Cleaners building until purchase option -C.Berard
  - e. Discussion: Library Millage Conversation, Act 57 of 2018 – C.Berard
  - f. Action: January 8<sup>th</sup> Strategic Planning Priorities – C.Berard
  - g. Action: Consideration of Executive Director Performance Review and Executive Director Self-Appraisal forms – V.Bergstrom
13. Board Member comments
  14. Public Comment. (Limit 5 minutes per person).
  15. Adjournment

Next Board Meeting will be Wednesday, January 8<sup>th</sup> at 8 am in the City of Manistee City Council Chambers, 3<sup>rd</sup> Floor City Hall.

# DOWNTOWN MANISTEE

*michigan*

The Manistee DDA is charged with overseeing the orderly development of the downtown. It is funded by taxpayer dollars through a tax increment financing arrangement.

The Board of Directors shall consist of nine persons, the City Manager of the City of Manistee and eight appointed members. The members shall be appointed for four-year terms. At least five of the members shall be persons having an interest in property located in the downtown district or an officer, member, trustee, principal or employee of a legal entity having an interest in property located in the downtown district. At least one of the members shall be a resident of the downtown district if it has one hundred or more persons residing within it. The term of office shall begin on the First day of July.

Rachel Brooks 71 Oak St 989-992-5512 <a href="mailto:Movingspiritsmanistee@gmail.com">Movingspiritsmanistee@gmail.com</a>	Chair Sleighbell Chair	Expire: 6/30/21 Appointed: 10/13 Resident Member
Kyle Mosher 50 Green Bush 616-403-9633 <a href="mailto:Ascentpropertiesmanistee@gmail.com">Ascentpropertiesmanistee@gmail.com</a>	V.Chair	Expire 6/30 Appointed:2/19 Interest Member
Valarie Bergstrom 231-398-0742 <a href="mailto:vabergstrom@outlook.com">vabergstrom@outlook.com</a>	Treasurer Bus.Dev. Chair	Expire: 6/30/22 Appointed: 6/17 At Large Member
Barry Lind 231-318-0307 <a href="mailto:barrylind@yahoo.com">barrylind@yahoo.com</a>	Secretary Design Committee Chair	Expire: 6/30/2022 Appointed: 6/10 Interest Member
Thad Taylor 381 8 <sup>th</sup> St 616-540-8130 <a href="mailto:Ttaylor@manisteemi.gov">Ttaylor@manisteemi.gov</a>		City Manager Appointed: 3/19
Tamara DePonio 387 River St 231-357-6363 <a href="mailto:Tamara.deponio@gmail.com">Tamara.deponio@gmail.com</a>		Expire:6/23 Appointed: 5/17 Interest Member
Jodi Walter 2141 Stronach Rd 616-886-8941 <a href="mailto:Jodiw@lrcr.com">Jodiw@lrcr.com</a>		Expire: 6/23 Appointed: 6/18/19 At Large Member
T.Eftaxiadis Traverse City, MI 231-233-5642 <a href="mailto:eftaxiadis@charter.net">eftaxiadis@charter.net</a>		Expire: 6/20 Appointed: 10/16 Interest Member
Karen Goodman 1925 Twelfth St 231-723-7291 <a href="mailto:Karengoody22@gmail.com">Karengoody22@gmail.com</a>		Expire: 6/30/21 Appointed: 9/17 Interest member

## 2020 DDA Board Meeting Dates

DDA Bylaws indicate meetings will be held the 2<sup>nd</sup> Wednesday of the Month at 8 am  
City Council Chambers, 3<sup>rd</sup> Floor City Hall, 70 Maple St

\*unless indicated otherwise

\*\*Indicate the Annual Reports to City Council per the PA 57 Informal  
Meetings. City Council Meetings are Tuesday evenings at 7pm in City Council Chambers, 3<sup>rd</sup> Floor City  
Hall, 70 Maple St Manistee MI 49660

January 8<sup>th</sup>

Feb 12<sup>th</sup>

March 3<sup>rd</sup> \*\*

March 11<sup>th</sup>

April 8<sup>th</sup>

May 13<sup>th</sup>

June 10<sup>th</sup>

July 8<sup>th</sup>

August 12<sup>th</sup>

September 9<sup>th</sup>

September 15<sup>th</sup>\*\*

October 14<sup>th</sup>

November 18<sup>th</sup> \*

(November 11<sup>th</sup> is Veteran's Day, City Hall will be closed)

December 9<sup>th</sup>

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

RE: Authorization for Joint Permit

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 United States Army Corp of Engineers (USACE) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) is required to complete the work.

The work is being conducted in connection with its environmental activities associated with the former Manistee manufactured gas plant site, and generally consists of environmental assessments, sediment borings, response activities, sediment dredging and disposal, backfill, and/or restoration within the Manistee River.

As the property owner or authorized representative of the property, I give Consumers permission to submit a joint permit application to the USACE and EGLE and complete the work as generally described above.

Address: N/A Riverwalk Parking lot

Parcel ID: 51-51-452-704-03

Name & Title: Manistee DDA / Caitlyn M. Bernard, Executive Director

Signature: Caitlyn M. Bernard

Date: 11/26/19

Temporary License

Manistee DDA (hereinafter referred to as "Owner"), owner of the land described below (the "Property"), consents to entry, environmental assessments and sampling, sediment borings, sediment dredging and disposal, backfill, restoration, and/or response activities on said Property by Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, its employees, contractors and authorized representatives (hereinafter referred to collectively as "Consumers") in connection with its environmental activities in the Manistee River associated with the former Manistee manufactured gas plant site.

Property Description:

Address:

Tax ID: 51-51-452-704-03

This consent is given on the following terms and conditions:

1. Consumers intends to conduct an environmental assessment and response activities which may include sediment boring, sampling, sediment dredging and disposal, backfill, and restoration on said Property.
2. Consumers, or an authorized representative, will contact the Utility Communications System (MISS DIG: 800-482-7171), prior to conducting any sediment borings or sediment dredging on the premises, per MCL 460.705.
3. The term of this Temporary License shall be a minimum of two years from the date of license execution and will continue until terminated in writing by Consumers or Owner.
4. Upon completing activities pursuant to this License, Consumers shall notify the Owner in writing that its use of the Property is complete. This License shall automatically terminate upon receipt of said notice.
5. Consumers accepts the premises in its present condition and agrees that its activities shall be conducted at Consumers sole risk and expense. Consumers further agrees not to create any unsafe conditions upon the premises, and releases Owner from any and all liability arising from or related to Consumers activities under this License.
6. Commencement of the use authorized by this License by Consumers, its employees, agents, or contractors, shall constitute a full and complete acceptance of all the terms and conditions of this License.

Owner

By: *Cathryn M Berard*

Its: *Cathryn M Berard, Manistee DDA*  
*Executive Director*

Date: *Nov 26<sup>th</sup> 2019*

Consumers Energy

By: *[Signature]*

Its: *Senior Engineer II*

Date: *11/26/19*



# DOWNTOWNMANISTEE

*michigan*

May 16, 2019

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

RE Authorization for Joint Permit Application

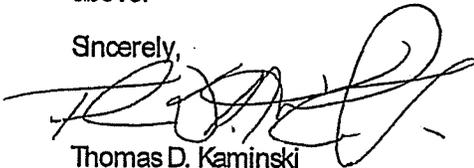
Dear Mr. Santini:

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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MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES OF NOVEMBER 13, 2019  
8:00 A.M., MANISTEE CITY HALL

PRESENT: Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, Tamara DePonio, Valarie Bergstrom

EXCUSED ABSENCE: Rachel Brooks, T. Eftaxiadis, Karen Goodman

ALSO PRESENT: Caitlyn Berard, Lissette Reyes (Project Rising Tide), Roger Zielinski

1. **Call to Order.**

Meeting called to order by the Vice Chair at 8:02 a.m.

2. **Approval of Agenda.**

MOTION by Taylor, second by Walter to approve the agenda. Voice vote—Motion approved.

3. **Public Comment.**

None.

4. **Approval of October 9, 2019 Meeting Minutes.**

MOTION by Taylor, second by Walter to approve the October 9, 2019 minutes with corrections. Voice vote—Motion approved.

Discussed DDA Secretary's responsibility for minutes. Was decided all changes to draft minutes need to come to the meeting for approval.

5. **Approval of the October Financial Report.**

Report was not included in the November packet. Staff was asked to include it in the December packet and include it on the December agenda for consideration. No action was taken.

6. **Committee and Partners Reports.**

- a. Project Rising Tide – L. Reyes  
Wrapping up her time with the City of Manistee—today is the final presentation to the DDA. Board training will take place in January 2020—date tba. December 20, 2020 is her last day with City. December 17 will be her last presentation to City Council. Going forward, the transition plan will be led by Manistee Forward. Recommending a Housing Advocate position be added.

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- b. Economic Development -V. Bergstrom  
Identified 3 areas of overlap in the DDA and Manistee Chamber of Commerce. The committee drafted an agreement for the DDA/Chamber addressing these areas.
  - c. TIF – C. Berard  
Consultant still needs to review the report—waiting on his response. Working on having TIF plan completed for the November 26, 2019 City Council Work Session. Lind reviewed TIF summary with board members.
  - d. Spark – C. Berard  
10 Spark Applications have been submitted. Press release for finalists will go out in the News Advocate on November 19, 2019. Live announcement will also take place at JCatlett & Co on November 19<sup>th</sup>.

7. **Approval of Consent Agenda.**

None.

8. **Director's Report.**

Board Training Day – January 8<sup>th</sup> in City Council Chambers.

PA57 is due at the end of the year on December 31, 2019. Still working on the Annual Report and website updating.

The event coordinator meeting between Manistee Economic Development Council, Manistee Chamber of Commerce, and DDA is still being planned—date tba.

December 31-Jan 7, 2020 Berard will be on holiday—please submit any comments for the January meeting packet before the 31<sup>st</sup>.

9. **Old Business.**

- a. **Action: Approval of the changes for the DDA Development and TIF plan for City Council Work session.**

MOTION made by Lind, second by Taylor to approve the changes for the DDA Development and TIF plan for City Council Work session. Voice vote—Motion approved.

- b. **Action: Approval for budget amendment for January 8<sup>th</sup> Board Planning Meeting.**

MOTION made by Taylor, second by Bergstrom to approve the budget amendment for January 8<sup>th</sup> Board Planning Meeting. \$750 for catering and \$250 for administration. Moving from Fund Balance.

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With a Roll Call vote this motion passed 6 to 0.

Yes: Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, Tamara DePonio, Valarie Bergstrom

No: None

**c. Action: Approval of 2020 meeting dates including adjusted date for November 2020 due to National Holiday.**

MOTION made by Lind, second by Taylor to approve the 2020 meeting dates including adjusted November 2020 meeting date moved to November 18, 2020 due to National Holiday.

Voice vote—Motion approved.

**d. Discussion: DDA Director Roles and Responsibilities.**

Language changed from “DDA Director Roles...” to “DDA Director Goals...”.

No further discussion.

**10. New Business.**

**a. Discussion: Manistee County Planning Department requesting DDA feedback from Housing Plan for direction and implementation.**

Representatives from the Manistee County Planning Department were unable to attend meeting. Will be added to December’s agenda.

**b. Action: Approval for the City of Manistee and Manistee DDA Master Agreement.**

MOTION made by Taylor, second by Lind to refer the City of Manistee and Manistee DDA Master Agreement back for review to the TIF Committee for further negotiations with City Staff.

Voice vote—Motion approved.

Further discussion commenced regarding the need for Master Plan approval for the DDA TIF Plan to be considered for approval.

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11. **Board Member Comments.**

Lind remarked on his surprise that the Board is able to vote to approve a large dollar amounts for big projects but has a difficult time approving small business grant for much less amounts. Board agreed that they would like to see the small business grant program become an easier, quicker process for applicants.

12. **Public Comment.**

None.

13. **Adjournment.**

MOTION by Taylor to adjourn at 9:11 a.m.

Kelly McColl  
Acting Recording Secretary

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MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES OF NOVEMBER 20, 2019  
8:00 A.M., MANISTEE CITY HALL

PRESENT: T. Eftaxiadis, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, Tamara DePonio, Karen Goodman, Valarie Bergstrom

EXCUSED ABSENCE: Rachel Brooks

ALSO PRESENT: Caitlyn Berard

1. **Call to Order.** Meeting called to order by the Co-Chair at 8:00 a.m.

2. **Approval of Agenda.**

MOTION by Karen Goodman, second by Thad Taylor to approve the agenda. Voice vote—  
Motion approved.

3. **Public Comment.** None.

4. **Committee Reports.**

a.) TIF Committee: TIF Plan has been finalized.

Changes:

Table 1 (pg 13) and Table 2 (pg 16) Downtown Buildings, WSCC Façade Enhancements increased from \$500,000 to \$600,000 to accommodate financing costs.

\$50,000 was taken from Riverwalk Capital Improvements and from Streetscape to allow for this accommodation.

5. **Old Business.**

a.) **Action: Approval of the Manistee DDA Development and TIF Plan:**

MOTION made by Karen Goodman, second by T. Eftaxiadis to approve the DDA Development and TIF Plan for City Council Work session. Voice vote—Motion approved.

b.) **Action: Approval of the Manistee DDA and City Master Contract:**

TIF Committee discussed purposed changes to the Master Contract per their committee meeting on 11/19/2019. Board requested that the committee work with City Staff on changes and bring completed draft back to the Board.

No action was taken.

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6. **Board Member Comments.** None.
  7. **Public Comment.** None.
  8. **Adjournment.** MOTION by Thad Taylor to adjourn at 8:48 a.m.

Kelly McColl  
Acting Recording Secretary

DRAFT

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

<b>ASSETS</b>	<u>Oct 31, 2019</u>
<b>Current Assets</b>	
<b>Checking/Savings</b>	
248-014 · Downtown Dollars Checking 2018	1,402.00
248-015 · Downtown Dollars Checking 2019	1,303.77
<b>Total Checking/Savings</b>	<u>2,705.77</u>
<b>Accounts Receivable</b>	
248-2028 · Accounts Receivable	<u>20.00</u>
<b>TOTAL ASSETS</b>	<u><u>2,725.77</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2018 Downtown \$ Outstanding	2,389.26
2019 Downtown \$ Outstanding	925.73
<b>Total Liabilities</b>	<u>3,314.99</u>
<b>Equity</b>	
248-390 · Fund Balance	-379.19
Net Income	-210.03
<b>Total Equity</b>	<u>-589.22</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,725.77</u></u>

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

<b>ASSETS</b>	<u>Oct 31, 2019</u>
<b>Current Assets</b>	
Checking/Savings	
Revolving Loan Checking - WSB	17,117.80
<b>Total Current Assets</b>	<u>17,117.80</u>
<b>Other Assets</b>	
Revolving Note Receivable	
RLB Boutique	5,500.20
Duchon Insurance	2,006.33
J Catlett's Men's Styling LLC	3,870.62
<b>Total Other Assets</b>	<u>11,377.15</u>
<b>TOTAL ASSETS</b>	<u><u>28,494.95</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Fund Balance	28,359.72
Net Income	135.23
<b>Total Equity</b>	<u>28,494.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>28,494.95</u></u>

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

<b>ASSETS</b>	<u>Oct 31, 2019</u>
<b>Current Assets</b>	
<b>Checking/Savings</b>	
248-000 · Petty Cash	1,000.00
248-010 · Checking - West Shore Bank	313,253.90
248-008 · Land Acquisition Account - WSB	78,754.32
248-003 · Façade Grants Checking	5,003.68
<b>Total Checking/Savings</b>	<u>398,011.90</u>
248-028 · Accounts Receivable	8,969.33
12100 · Pre-Paid Expenses	-
<b>Total Other Current Assets</b>	<u>8,969.33</u>
<b>Total Current Assets</b>	<u>406,981.23</u>
<b>Other Assets</b>	
248-182 · Investment - Amer Cleaners Prop	84,159.60
<b>TOTAL ASSETS</b>	<u><u>491,140.83</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
248-202 · Accounts Payable	4,481.74
248-204 · Unearned Revenue	-
248-210 · Payroll Liabilities	1,823.89
<b>Total Current Liabilities</b>	<u>6,305.63</u>
<b>Total Liabilities</b>	<u>6,305.63</u>
<b>Equity</b>	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,754.32
248-396 · Façade Grant	5,003.68
<b>Total 248-392 · Designated Fund Balance</b>	<u>83,758.00</u>
248-390 · Fund Balance	303,092.54
Net Income	97,984.66
<b>Total Equity</b>	<u>484,835.20</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>491,140.83</u></u>

**Manistee Downtown Development Authority**  
**Monthly Disbursements**  
**October 2019**

Date	Transaction Type	Num	Name	Memo/Description	Amount
10/03/2019	Check	DD	Caitlyn M Berard	Bi-weekly payroll	1,463.98
10/04/2019	Bill Payment	3823	Cardmember Service	Credit Card Statement	164.00
10/05/2019	Check	3819	Unemployment Insurance Agency (UIA)	Unemployment Tax	107.58
10/05/2019	Bill Payment	4583	DESMOND JONES BAND	Hops & Props band	500.00
10/08/2019	Check	EFTPS	UNITED STATES TREASURY	941 Payroll taxes	2,126.92
10/11/2019	Bill Payment	4575	Big Buck Brewery	Hops & Props	237.00
10/11/2019	Bill Payment	4582	Jackpine Business Centers	Office supplies	195.16
10/11/2019	Bill Payment	4581	WHITE KNIGHT	Hops & Props	310.00
10/11/2019	Bill Payment	4580	Sports Ink Screen Printing	Hops & Props	1,215.00
10/11/2019	Bill Payment	4574	Lucky Lizard Awards & Gifts	Riverwalk signs - flowerbeds	273.15
10/11/2019	Bill Payment	4576	Connie M Tewes CPA LLC	Accounting & QBO subscription	425.00
10/11/2019	Bill Payment	4577	Beckett & Raeder	Redevelopment plans	362.50
10/11/2019	Bill Payment	4578	Weesies Brothers Farms Inc	Fall flowers	694.60
10/11/2019	Bill Payment	4579	Web Creations and Consulting	Social media and electronic design	275.00
10/17/2019	Check	DD	Caitlyn M Berard	Bi-weekly payroll	1,463.99
10/29/2019	Bill Payment	4585	Web Creations and Consulting	Social media and electronic design	50.00
10/29/2019	Bill Payment	4584	MIKA MEYERS BECKETT & JONES PLC	Attorney fees	800.00
10/31/2019	Check	DD	Caitlyn M Berard	Bi-weekly payroll	1,463.98
				<b>\$ 12,127.86</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>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TIF Revenues</b>				
248-401 · TIF Revenue	237,755	251,884	(14,129)	94.39%
248-573 · Local Community Stabilization Revenue	20,872	20,000	872	0.00%
<b>Total TIF Revenues</b>	<u>258,627</u>	<u>271,884</u>	<u>(13,257)</u>	<u>95.12%</u>
<b>Committee Revenue</b>				
248-278 · Spark Manistee	2,500	8,000	(5,500)	31.25%
<b>Event Revenue</b>				
<b>248-280 · Event Revenues</b>				
248-286 · Sleighbell Sponsorships	9,700		9,700	100.00%
248-283 · Sleighbell - Other	75	15,000	(14,925)	0.50%
<b>Total 248-283 · Sleighbell</b>	<u>9,775</u>	<u>15,000</u>	<u>(5,225)</u>	<u>65.17%</u>
<b>248-281 · Hops &amp; Props</b>				
248-284 · Hops & Props Sponsors	14,600	-	14,600	100.00%
248-281 · Hops & Props - Other	30,372	33,500	(3,128)	90.66%
<b>Total 248-281 · Hops &amp; Props</b>	<u>44,972</u>	<u>33,500</u>	<u>11,472</u>	<u>134.24%</u>
<b>Total 248-280 · Event Revenues</b>	<u>54,747</u>	<u>48,500</u>	<u>6,247</u>	<u>112.88%</u>
<b>Total Event Revenue</b>	<u>54,747</u>	<u>48,500</u>	<u>6,247</u>	<u>112.88%</u>
<b>248-642 · Miscellaneous Income</b>				
248-261 Downtown Dollars Discount	(200)	-	-	0.00%
248-664 · Interest Income	335	500	(165)	67.00%
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>	<u>135</u>	<u>195,066</u>	<u>(194,931)</u>	<u>0.07%</u>
<b>Total Income</b>	<u>316,009</u>	<u>523,450</u>	<u>(207,441)</u>	<u>60.37%</u>
<b>Expense</b>				
<b>Office Related Expenses</b>				
248-847 · Advertising	167	300	(133)	55.67%
248-853 · Office Equipment and Supplies	216	1,000	(784)	21.60%
248-854 · Postage	55	300	(245)	18.33%
248-857 · Membership Dues	295	600	(305)	49.17%
248-858 · Miscellaneous-Office Related	209	300	(91)	69.67%
248-859 · Printing & Reproduction	-	250	(250)	0.00%
248-863 · Travel	380	1,000	(620)	38.00%
248-864 · Subscriptions	207	-	207	100.00%
248-865 · Meeting Hosting	22	300	(278)	7.33%
248-866 · Training-Education-Conferences	300	1,250	(950)	24.00%
248-868 · Insurance	482	2,350	(1,868)	20.52%
248-870 · Phone/Internet	87	300	(213)	29.00%
<b>Total Office Related Expenses</b>	<u>2,420</u>	<u>7,950</u>	<u>(5,530)</u>	<u>30.44%</u>

**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	1,342		1,601	100.00%
248-711 · Unemployment	108	-	108	100.00%
248-718 · Gross Salary - Director - Other	17,640	110,000	(92,360)	16.04%
<b>Total 248-718 · Gross Salary - Director</b>	<b>19,090</b>	<b>110,000</b>	<b>(90,910)</b>	<b>17.36%</b>
<b>Total Personnel Related Expense</b>	<b>19,090</b>	<b>110,000</b>	<b>(90,910)</b>	<b>17.36%</b>
<b>Fee Related Expenses</b>				
248-731 · Bank Service Charges	99	100	(1)	99.00%
248-904 · Annual Audit	2,500	1,500	1,000	166.67%
248-903 · 1999 Bond Payment-Streetscape	137,700	137,700	-	100.00%
248-902 · Legal Fees	950	1,000	(50)	95.00%
248-901 · Accounting	1,600	5,000	(3,400)	32.00%
248-906 · TIF Plan Redevelopment	608	-	608	100.00%
<b>Total Fee Related Expenses</b>	<b>143,457</b>	<b>145,300</b>	<b>(1,843)</b>	<b>98.73%</b>
<b>Design Committee Related Expense</b>				
248-639 · Landscaping	273	18,000	(17,727)	1.52%
248-665 · Hanging Baskets / Watering Contract	3,632	13,000	(9,368)	27.94%
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	5,000	10,000	(5,000)	50.00%
248-658 · Downtown Maintenance	-	28,400	(28,400)	0.00%
248-661 · Parking Signage	949	4,500	(3,551)	21.09%
248-663 · Banners	162	-	162	100.00%
Transfer to Property Acquisition	-	25,000	(25,000)	0.00%
<b>Total Design Committee Related Expense</b>	<b>10,016</b>	<b>129,400</b>	<b>(119,384)</b>	<b>7.74%</b>
<b>Economic Restructuring</b>				
248-628 · Property Acquisition	5,483	78,000	(72,517)	7.03%
<b>Total Economic Restructuring</b>	<b>5,483</b>	<b>78,000</b>	<b>(72,517)</b>	<b>7.03%</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	435	8,000	(7,565)	5.44%
<b>Total Organization Committee</b>	<b>435</b>	<b>8,800</b>	<b>(8,365)</b>	<b>4.94%</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	31,020	21,500	9,520	144.28%
248-764 · Sleighbell Weekend	6,178	21,500	(15,322)	144.28%
248-776 · Advertising	-	5,000	(5,000)	28.74%

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**

**Profit & Loss Budget vs. Actual**

July 2019 through June 2020

	<b>Jul '19 - June 2020</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
Total 248-751 · Promotions Committee Expense	37,198	48,500	(11,302)	76.70%
<b>Total Expense</b>	<b>218,100</b>	<b>527,950</b>	<b>(309,850)</b>	<b>41.31%</b>
<b>Net Operating Income</b>	<b>97,909</b>	<b>(4,500)</b>	<b>102,409</b>	

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

<b>ASSETS</b>	<u>Nov 30, 2019</u>
<b>Current Assets</b>	
<b>Checking/Savings</b>	
248-000 · Petty Cash	1,000
248-010 · Checking - West Shore Bank	302,072
248-008 · Land Acquisition Account - WSB	78,771
248-003 · Façade Grants Checking	5,004
<b>Total Checking/Savings</b>	<u>386,847</u>
248-028 · Accounts Receivable	5,469
12100 · Pre-Paid Expenses	0
<b>Total Other Current Assets</b>	<u>5,469</u>
<b>Total Current Assets</b>	<u>392,316</u>
<b>Other Assets</b>	
248-182 · Investment - Amer Cleaners Prop	84,159
	<u>84,159</u>
<b>TOTAL ASSETS</b>	<u><u>476,475</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
248-202 · Accounts Payable	1,450
248-204 · Due to Revolving Fund	125
248-210 · Payroll Liabilities	405
<b>Total Current Liabilities</b>	<u>1,980</u>
<b>Total Liabilities</b>	<u>1,980</u>
<b>Equity</b>	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,688
248-396 · Façade Grant	5,003
<b>Total 248-392 · Designated Fund Balance</b>	<u>83,691</u>
248-390 · Fund Balance	303,093
Net Income	87,711
<b>Total Equity</b>	<u>474,495</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>476,475</u></u>

**Manistee Downtown Development Authority**  
**Disbursements**  
**November 2019**

<b>Date</b>	<b>Disbursement</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>
11/01/2019	Bill Payment	3824	Mika Meyers Beckett & Jones PLC	Legal Fees	-150.00
11/01/2019	Bill Payment	3826	Neil Sauter	Sleighbell	-500.00
11/01/2019	Bill Payment	3825	Lavender Florals	Red Velvet Bows	-1,648.40
11/03/2019	Bill Payment	3831	CommuniCraft	Banner Brackets	-161.50
11/03/2019	Bill Payment	3830	Lucky Lizard Awards & Gifts	Name Tag	-12.99
11/03/2019	Bill Payment	3828	RIGHTside design LLC	Brochures	-560.00
11/03/2019	Bill Payment	3829	Boyer Insurance	Sleighbell	-50.00
11/03/2019	Bill Payment	3832	Rachel Brooks - V	Sleighbell reimb	-100.00
11/03/2019	Bill Payment	3827	Dornbos Sign Inc.	Custom Parking Sign	-948.85
11/14/2019	Bank Fee	DD	Bank Fees	Direct Deposit	-1.75
11/15/2019	Payroll Check	DD	Caitlyn M Berard	Direct Deposit	-1,462.23
11/20/2019	Bill Payment	3839	City of Manistee	Office 360 software	-150.00
11/20/2019	Bill Payment	3840	Caitlyn Berard	Direct Deposit	-290.27
11/20/2019	Bill Payment	3838	Cardmember Service	Final CC payment	-246.80
11/20/2019	Bill Payment	3837	Connie M Tewes CPA LLC	Accounting	-400.00
11/22/2019	Bill Payment	4586	Pierpoint Pony Club	Sleighbell	-150.00
11/22/2019	Bill Payment	4587	Mackinac Pony Co	Sleighbell	-750.00
11/22/2019	Bill Payment	4588	Common Gentry Carriage Company	1st half of payment	-800.00
11/22/2019	Bill Payment	4820	Wayne Johnson	Sleighbell	-500.00
11/22/2019	Bill Payment	4821	RIGHTside design LLC	Brochures	-1,697.06
11/22/2019	Bill Payment	4822	Common Gentry Carriage Company	2nd half of pymt	-800.00
11/22/2019	Bill Payment	4823	Web Creations and Consulting	SPARK vidwo	-100.00
11/22/2019	Bill Payment	4824	Kevin Todd	Sleighbell	-500.00
11/22/2019	Bill Payment	4589	Ben Reed	Sleighbell	-1,200.00
11/27/2019	Bank Fee	DD	Bank Fees	Direct Deposit	-1.75
11/29/2019	941 Taxes	EFTPS	UNITED STATES TREASURY	941 Payroll taxes	-2,631.18
11/29/2019	Payroll Check	DD	Caitlyn M Berard	Direct Deposit	-1,462.23
					<b><u>-\$ 17,275.01</u></b>

**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	239,948	251,884	(11,936)	95.26%
248-573 · Local Community Stabilization Revenue	20,872	20,000	872	0.00%
<b>Total TIF Revenues</b>	<b>260,820</b>	<b>271,884</b>	<b>(11,064)</b>	<b>95.93%</b>
<b>Committee Revenue</b>				
248-278 · Spark Manistee	2,500	8,000	(5,500)	31.25%
<b>Event Revenue</b>				
<b>248-280 · Event Revenues</b>				
248-286 · Sleighbell Sponsorships	10,000		10,000	100.00%
248-283 · Sleighbell - Other	75	15,000	(14,925)	0.50%
<b>Total 248-283 · Sleighbell</b>	<b>10,075</b>	<b>15,000</b>	<b>(4,925)</b>	<b>67.17%</b>
<b>248-281 · Hops &amp; Props</b>				
248-284 · Hops & Props Sponsors	14,600	-	14,600	100.00%
248-281 · Hops & Props - Other	30,372	33,500	(3,128)	90.66%
<b>Total 248-281 · Hops &amp; Props</b>	<b>44,972</b>	<b>33,500</b>	<b>11,472</b>	<b>134.25%</b>
<b>Total 248-280 · Event Revenues</b>	<b>55,047</b>	<b>48,500</b>	<b>6,547</b>	<b>113.50%</b>
<b>Total Event Revenue</b>	<b>55,047</b>	<b>48,500</b>	<b>6,547</b>	<b>113.50%</b>
<b>248-642 · Miscellaneous Income</b>				
248-261 Downtown Dollars Discount	(200)	-	-	0.00%
248-664 · Interest Income	410	500	(90)	82.00%
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>210</b>	<b>195,066</b>	<b>(194,856)</b>	<b>0.11%</b>
<b>Total Income</b>	<b>318,577</b>	<b>523,450</b>	<b>(204,873)</b>	<b>60.86%</b>
<b>Expense</b>				
<b>Office Related Expenses</b>				
248-847 · Advertising	167	300	(133)	55.67%
248-853 · Office Equipment and Supplies	247	1,000	(753)	24.70%
248-854 · Postage	63	300	(237)	21.00%
248-857 · Membership Dues	295	600	(305)	49.17%
248-858 · Miscellaneous-Office Related	456	300	156	152.00%
248-859 · Printing & Reproduction	-	250	(250)	0.00%
248-863 · Travel	577	1,000	(423)	57.70%
248-864 · Subscriptions	357	-	357	100.00%
248-865 · Meeting Hosting	22	300	(278)	7.33%
248-866 · Training-Education-Conferences	355	1,250	(895)	28.40%
248-868 · Insurance	482	2,350	(1,868)	20.51%
248-870 · Phone/Internet	87	300	(213)	29.00%
<b>Total Office Related Expenses</b>	<b>3,108</b>	<b>7,950</b>	<b>(4,842)</b>	<b>39.09%</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	1,637		1,601	100.00%
248-711 · Unemployment	108	-	108	100.00%
248-718 · Gross Salary - Director - Other	21,486	110,000	(88,514)	19.53%
<b>Total 248-718 · Gross Salary - Director</b>	<b>23,231</b>	<b>110,000</b>	<b>(86,769)</b>	<b>21.12%</b>
<b>Total Personnel Related Expense</b>	<b>23,231</b>	<b>110,000</b>	<b>(86,769)</b>	<b>21.12%</b>
<b>Fee Related Expenses</b>				
248-731 · Bank Service Charges	110	100	10	110.00%
248-904 · Annual Audit	2,500	1,500	1,000	166.67%
248-903 · 1999 Bond Payment-Streetscape	137,700	137,700	-	100.00%
248-902 · Legal Fees	950	1,000	(50)	95.00%
248-901 · Accounting	2,000	5,000	(3,000)	40.00%
248-906 · TIF Plan Redevelopment	607	-	607	100.00%
<b>Total Fee Related Expenses</b>	<b>143,867</b>	<b>145,300</b>	<b>(1,433)</b>	<b>99.01%</b>
<b>Design Committee Related Expense</b>				
248-639 · Landscaping	273	18,000	(17,727)	1.52%
248-665 · Hanging Baskets / Watering Contract	3,632	13,000	(9,368)	27.94%
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	5,000	10,000	(5,000)	50.00%
248-658 · Downtown Maintenance	-	28,400	(28,400)	0.00%
248-661 · Parking Signage	949	4,500	(3,551)	21.09%
248-663 · Banners	161	-	161	100.00%
Transfer to Property Acquisition	-	25,000	(25,000)	0.00%
<b>Total Design Committee RelatedExpense</b>	<b>10,015</b>	<b>129,400</b>	<b>(119,385)</b>	<b>7.74%</b>
<b>Economic Restructuring</b>				
248-555 · Strategic Plan		1,000	(1,000)	0.00%
248-628 · Property Acquisition	5,483	78,000	(72,517)	7.03%
<b>Total Economic Restructuring</b>	<b>5,483</b>	<b>79,000</b>	<b>(73,517)</b>	<b>6.94%</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	535	8,000	(7,465)	6.69%
<b>Total Organization Committee</b>	<b>535</b>	<b>8,800</b>	<b>(8,265)</b>	<b>6.08%</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	31,020	21,500	9,520	144.28%
248-764 · Sleighbell Weekend	13,675	21,500	(7,825)	144.28%

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

	<b>Jul '19 - June 2020</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>248-776 · Advertising</b>	-	5,000	(5,000)	63.61%
<b>Total 248-751 · Promotions Committee Expense</b>	44,695	48,500	(3,805)	92.16%
<b>Total Expense</b>	230,934	528,950	(298,016)	43.66%
<b>Net Operating Income</b>	87,643	(5,500)	93,143	

Presented by Little River Casino Resort, West Shore Bank &  
Manistee Downtown Development Authority

# SPARK MANISTEE

**JOIN US TO SELECT THE 2020 SPARK WINNER!**

Spark Manistee is a shark tank style competition that encourages and incentivizes entrepreneurs to open or grow their business in Downtown Manistee.

**When:** January 25, 2020

**Where:** The Ramsdell Theatre

## SCHEDULE OF EVENTS

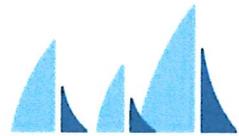
**10:30 a.m. — 11:45 a.m.**

Meet the Finalists & Enjoy Free Beverages & Appetizers

**12:00 noon — 1:00 p.m.**

5 Minute Presentations

**1:00 p.m.**



WEST SHORE BANK

Little River  
CASINO RESORT



**Connie M Tewes CPA  
LLC & KC Consulting**



MANISTEE COUNTY  
michigan

## Manistee names finalists for 'Shark Tank' style competition

Business presentations set for Jan. 25

From Staff Reports Published 6:03 pm EST, Tuesday, November 19, 2019



IMAGE 1 OF 4

Spark Manistee finalists were announced on Facebook Live by DDA executive director Caitlyn Berard, economic development director Marc Miller, of the Manistee Area Chamber of Commerce, and Jamie Catlett, the ... [more](#)

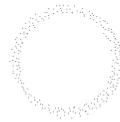
**MANISTEE** — A downtown Manistee competition will give a group of entrepreneurs the chance to present their ideas before a panel of judges in January.

Five entrepreneurs are one step closer to launching their business dreams as finalists in the second annual Spark Manistee competition, which encourages and incentivizes

entrepreneurs to open or grow their business in downtown Manistee — similar to the hit television series, Shark Tank.

Administered by the Manistee Downtown Development Authority (DDA), Little River Casino Resort and West Shore Bank, the competition awards one winner \$5,000 in cash, a \$5,000 low-interest business loan, and in-kind professional business services.

Up Next AP Top Stories December 9 A



The five finalists will advance to the final round of the competition, where each will deliver a five-minute presentation to a panel of judges in front of a live public audience from 10:30 a.m. to 1 p.m. on Jan. 25 at the Ramsdell Regional Center for the Arts, 101 Maple St.

"We want to thank all the Spark applicants who submitted their business ideas, and we are excited to announce who the judges considered the five best business plans," said Caitlyn Berard, executive director of the Manistee DDA. "We are one step closer for the community to meet the five finalists and announce the 2020 Spark Manistee Winner at the Pitch Competition Jan. 25. In the end, we hope that all five will successfully open a new business in historic downtown Manistee."

The finalists were announced Tuesday by Berard, economic development director Marc Miller, of the Manistee Area Chamber of Commerce, and Jamie Catlett, the previous winner of Spark Manistee.

The five finalists are as follows:

- Kenneth E Urban, Maker's Mercantile – A retail operation specializing in both standardized and customizable goods designed for home décor, gift, or as souvenirs;
- Joann Snay, Artful Creations – DIY arts and crafts studio where people can gather to create one-of-a-kind pieces of art through canvas classes, pottery painting, pottery wheel classes, fused glass art and jewelry;
- Angela Meyers, candy shop (yet to be named) – A candy shop with an arcade;
- Laura Kolka, candy shop (yet to be named) – Self-serve assortment of candies priced by weight, with the possibility of adding kettle corn, cotton candy, ice cream and cupcakes; and
- Madelyn Fitzsimmons, Millennial Décor – Decorating/design business offering interior decorating/design services to help clients select finishes for new builds/renovations, create design boards, provide specification booklets for the customer and design management. Growth may include selling furnishings or décor.

Finalists will fine-tune their business ideas in preparation for the Jan. 25 competition, which includes Small Business Development Center (SBDC) presentation trainings and counseling, SCORE business support and mentoring services, a tour of available downtown business locations, and assistance with a five-minute video preparing each finalist to present their business idea.

The finalists' videos will be available soon on the Manistee DDA Facebook page.

Spark Manistee's sponsors provided judges for the selection of the five finalists, which includes West Shore Bank's vice presidents of commercial lending, Jordan Solowiej and Steve Brower; Little River Casino Resort's director of food and beverage, Jodi Walter; and members of the DDA Business Development Committee team.

"The Manistee DDA wants to support local business growth and engagement, and Spark Manistee allows the DDA to jump-start a new or expanding business in the downtown community," said Berard. "Sponsorship is critical to our ability to annually host this small business award."

Additional sponsors include the Ramsdell and the following businesses providing free professional services to the 2020 Spark competition winner: SBDC; SCORE; Leslie Van Alstine II, PLLC, Attorney at Law; Kendra Thompson Architects, PC; and Connie Tewes, CPA LLC.

Contact Caitlyn Berard at [cberard@manisteedowntown.com](mailto:cberard@manisteedowntown.com) to participate as a professional business sponsor.

Spark Manistee was established in 2018 as a pitch competition to provide resources, partnerships and funding to local business ideas and small business growth. The competition is for independent ventures (for-profit or nonprofit) in the business plan, start-up/ideation, early growth or seed stages. Previously existing businesses or organizations with sales or revenues at or below \$100,000 annually are eligible.

The 2018 winner, Catlett, from J. Catlett & Company Barbers of Manistee, has been critical to the development and engagement to 2020 Spark Manistee's continuation due to the success of her downtown Manistee business, Berard said.

For 2020 Spark Manistee updates and timelines, go to [manisteedowntown.com/spark](http://manisteedowntown.com/spark).

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H E A R S T

# RRC Recertification Manistee DDA

## EVALUATION CRITERIA 1.1.2

The governing body has adopted a **downtown** plan.

### EXPECTATIONS

- The downtown plan identifies development area boundaries.
- The downtown plan identifies projects, and includes estimated project costs and a timeline for completion.
- The downtown plan includes mixed-use and pedestrian oriented development elements.
- The downtown plan addresses transit oriented development, if applicable.
- The downtown plan is accessible online.

**Conferences and Trainings**

- Leadership Day – November 19<sup>th</sup>
- RRC Certification Training – Online COMPLETED
- Our Community Listens Training December 3<sup>rd</sup> – 5<sup>th</sup>

**Administrative**

- Pay Authorizations/deposits, invoicing, phone coordination, credit card communication
- 2020 Downtown Dollars Set up
- Attend and present at Merchant meeting – November 18<sup>th</sup>
- Revolving Loan Process and Checklists
- Development and TIF plan updates/adjustments, City Master Contract Edits and updates
- Sleighbell Admin
- Chamber CVB DDA Meeting for Event Coordinator – November 20<sup>th</sup>
- Special Board Meeting Prep November 20<sup>th</sup> TIF Approval for City Council work session
- City Council worksession November 26<sup>th</sup>
- Library Mileage Conversation – 2017
- Strategic Planning Board Meeting prep- January 8<sup>th</sup>
- Audit and Processes Conversation

**Reporting PA 57**

- Communication with State Treasury Department – Deadline December 31<sup>st</sup>
- Website updates
- Annual Report
- TIF Plan and Contract
- Strategic Planning Board Packet

**Fully Support Spark**

- 5 Finalists announced, scheduling SBDC sessions, Event Admin
- Press releases
- Video prep, live scripting

**American Cleaners project**

- Communicating for financial partnership on community-oriented projects

**Support Design Committee Initiatives**

- Design Committee Meeting December 10<sup>th</sup>
- Project Bloom Communication

**Support Project Rising Tide**

- Manistee Forward Meeting November 12<sup>th</sup>
- RRC Recertification process and paperwork
- RRC Certification training online

**Business Development Committee**

- Spark
- Business Retention Visits

I will be out of the office on holiday from December 31<sup>st</sup> to January 7<sup>th</sup>. January 8<sup>th</sup>'s meeting preparation will be completed December 30<sup>th</sup>.



MAURY, DONNELLY, & PARR, INC.  
24 Commerce Street  
Baltimore, MD 21202

sohare@mdpins.com  
Phone: (443) 529-0396

Enclosed you will find an annual **admitted** renewal Commercial Liability quote for Manistee Downtown Development Authority. The Expiring policy number is CL 1916002 and the expiration date is 2/14/2020.

- Section I-** Details the premiums, taxes and fees associated with this account. In addition, it provides the Underwriting Notes and covers any of the additional underwriting information that might be needed prior to binding or within 21 days of the inception date.
- Section II-** Summarizes the locations, building information, property coverages, warranties, and the corresponding classifications with the exposures and rates.
- Section III-** Provides the Liability Limits of Insurance
- Section IV-** Lists the required coverage forms, notices, endorsements and exclusions.
- Section V-** Offers optional coverages that are available to the applicant but are not currently included in the quote.
- Section VI-** Provides the Direct Bill Payment Description.

*In addition* we have included some materials that will assist in the evaluation of this offer of coverage.

- Endorsement TRIADN Policyholder Disclosure Notice of Terrorism Insurance Coverage for your review.
- Endorsement Jacket Policy Jacket for your review.

The carrier will send you an invoice based on the terms reflected in this quote.  
Payment is due to the carrier by the expiration date in order to renew coverage.

Payment options available to you are:

1. Send the invoice remittance slip with payment to the lockbox address on their invoice
2. Pay online at [www.usli.com/ezpay](http://www.usli.com/ezpay).
3. Pay by phone (automated system available 24/7) at 866-632-2003

Your invoice will include a unique number that will allow you to register your policy at [www.usli.com/ezpay](http://www.usli.com/ezpay). By registering your policy, you will have access to additional information as well as the option to set-up recurring payments. Recurring payments are a great way to minimize the possibility of your policy being cancelled or not renewed because payment was not received.

Please advise your agent as soon as possible if changes are needed or optional coverages are desired.

**We invite you to contact us to discuss the benefits of any coverages, the costs associated or simply to provide feedback! We welcome the opportunity to talk with you about this quote.**

Thank you for the opportunity to renew this coverage with you!

Sincerely,  
Shannon O'Hare  
MAURY, DONNELLY, & PARR, INC.



MAURY, DONNELLY, & PARR, INC.  
 24 Commerce Street  
 Baltimore, MD 21202

sohare@mdpins.com  
 Phone: (443) 529-0396

MGL019N53C7

Quote is valid until 2/14/2020

To: **Manistee Downtown Development Authority**  
 Renewal of: CL 1916002 - Expiration Date: 2/14/2020

From: Shannon O'Hare  
 sohare@mdpins.com

Confirm optional coverages:  
 Do not include any optional coverages.  
 Include the following optional coverages from Section V  
 (Taxes & Fees may apply to optional premium if purchased)  
 Option 1 - (add: \*\$100.00) - Terrorism Coverage  
 \*See Terrorism Section for Exact Pricing and Terms

**\*\*DIRECT BILL RENEWAL\*\***

**The policyholder will be invoiced 45 days prior to expiration.**

**This renewal will be invoiced with 1 installment.**

**This quote is for informational purposes only - do not bill or collect payment.**

**Please advise as soon as possible if changes are needed or optional coverages are desired.**

**I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS**

COMMERCIAL LIABILITY POLICY INFORMATION	
Carrier:	United States Liability Insurance Company
Status:	Admitted
A.M. Best Rating:	A++ (Superior) - XI
Term Quoted:	Annual
COVERAGE PART	PREMIUM
Commercial General Liability	\$350.00
<b>TOTAL PREMIUM DUE TO CARRIER</b>	<b>\$350.00</b>
ADDITIONAL COSTS	
Broker Fee	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$350.00</b>

**FREE AND DISCOUNTED BUSINESS SERVICES AVAILABLE TO USLI INSUREDS – VISIT BIZRESOURCECENTER.COM FOR DETAILS**

Please contact us with any questions regarding the terminology used or the coverages provided.

**\*\*Read the quote carefully, it may not match the coverages requested\*\***

**II. COVERED LOCATION(S) AND CORRESPONDING CLASSIFICATIONS**

Location #1 - 283-285 River St, Manistee, MI 49660

**Liability Coverage**

Description	Class Code	Basis	Exposure	Prod/CompOps Rate	All Other Rate	Prod/CompOps Premium	All Other Premium
Vacant Buildings - not factories - Other than Not-For-Profit	68606	Total Area	3,762	Excl	23.040	Excl	\$350 MP
			Per 1,000 Total Area				

Liability Coverage Premium for Location #1: \$350

**III. LIABILITY LIMITS OF INSURANCE****COMMERCIAL GENERAL LIABILITY**

Each Occurrence	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Medical Expense (Any One Person)	\$5,000
Damage To Premises Rented to You	\$100,000
Products/Completed Ops Aggregate	Excluded
General Aggregate	\$2,000,000
General Liability Deductible	\$0

**IV. REQUIRED FORMS & ENDORSEMENTS****General Liability Endorsements**

CG0001	(12/07) Commercial General Liability Coverage Form	L-232s	(04/15) Classification Limitation Endorsement
CG0068	(05/09) Recording And Distribution Of Material Or Information In Violation Of Law Exclusion	L-278 VAC	(04/15) Independent Contractors/Subcontractors Exclusion
CG0168	(10/09) Michigan Changes	L-395	(04/15) Vacant Building Protection Warranty
CG2104	(11/85) Exclusion - Products-Completed Operations Hazard	L-500	(12/17) Bodily Injury Exclusion - All Employees, Volunteer Workers, Temporary Workers, Casual Laborers, Contractors and Subcontractors
CG2107	(05/14) Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - Limited Bodily Injury Exception Not Included	L-526	(01/15) Absolute War Or Terrorism Exclusion
CG2109	(06/15) Exclusion - Unmanned Aircraft	L-532 VAC	(12/14) Exclusion - Construction Operations
CG2136	(03/05) Exclusion - New Entities	L-540	(04/15) Exclusion - Exterior Work Over 50 Feet
CG2139	(10/93) Contractual Liability Limitation	L-599	(04/15) Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead With A Hostile Fire Exception
CG2144	(04/17) Limitation of Coverage to Designated Premises, Project or Operation	L-610	(04/15) Expanded Definition Of Bodily Injury
CG2147	(12/07) Employment-Related Practices Exclusion	L-783	(04/15) Amendment Of Liquor Liability Exclusion
IL0017	(11/98) Common Policy Conditions	LLQ-100	(04/15) Who Is An Insured Clarification Endorsement
IL0021	(09/08) Nuclear Energy Liability Exclusion Endorsement	LLQ-368	(04/15) Separation Of Insureds Clarification Endorsement
IL0286	(04/17) Michigan Changes - Cancellation and Nonrenewal	TRIADN	(02/15) Policyholder Disclosure Notice of Terrorism Insurance Coverage
<b>**Jacket</b>	<b>(07/19) Policy Jacket</b>		

For your convenience we have marked the endorsements that have changed for this coming term. Those marked with 2 asterisks (\*\*) are forms that have been on the policy, however have updated language.

Please contact us with any questions regarding the terminology used or the coverages provided.

**\*\*Read the quote carefully, it may not match the coverages requested\*\***

**V. OFFER OF OPTIONAL COVERAGE(S)**

Based on the information provided, the following additional coverages are available to this applicant but are not currently included in the quotation. The additional premium may be subject to taxes & fees. For a firm final amount please contact us and we will revise the quote.

Coverage	Additional Premium
Option 1    Terrorism Coverage	\$100.00

**Important Information**

- Terrorism coverage, per the Terrorism Risk Insurance Program Reauthorization Act of 2015, is available for an additional premium of \$100 or 5.00% of the total applicable premium, whichever is greater. If not purchased, please provide the signed TRIADN Disclosure Notice or add form NTE - Notice of Terrorism Exclusion. When making your decision to purchase Terrorism Coverage, please be aware that coverage for "insured losses" as defined by the Act is subject to the coverage terms, conditions, amount, and limits in this policy applicable to losses arising from events other than acts of terrorism.
- The Terrorism premium shown above has been calculated as a percentage of the quoted coverages. If any coverages are added or removed at binding, the additional premium shown above is subject to change.
- This coverage cannot be added mid-term.

**VI. DIRECT BILL PAYMENT PLAN DESCRIPTIONS**

**One Year Payment Plan Descriptions:**

SINGLE PAYMENT - The entire premium is invoiced with one installment and due by the inception date.

Please contact us with any questions regarding the terminology used or the coverages provided.

**\*\*Read the quote carefully, it may not match the coverages requested\*\***

## POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act ("the Act"), as amended, you have a right to purchase insurance coverage for losses arising out of acts of terrorism. *As defined in Section 102(1) of the Act:* The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

You should know that any coverage for losses caused by certified acts of terrorism is partially reimbursed by the United States under a formula established by federal law. Under this formula, the United States reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020, of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is provided below and does not include any charges for the portion of loss covered by the federal government under the Act.

Coverage for "insured losses", as defined in the Act, is subject to the coverage terms, conditions, amounts and limits in this policy applicable to losses arising from events other than acts of terrorism.

You should know that the Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement, as well as insurers' liability, for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

You should also know that, under federal law, you are not required to purchase coverage for losses caused by certified acts of terrorism.

### **REJECTION OR SELECTION OF TERRORISM INSURANCE COVERAGE**

Please "X" one of the boxes below and return this notice to the Company.

	<b>I decline to purchase Terrorism Coverage. I understand that I will have no coverage for losses arising from acts of Terrorism.</b>
	<b>I elect to purchase coverage for certified acts of Terrorism for a premium of \$ _____.</b>

**Note: if you do not respond to our offer and do not return this notice to the Company, you will have no Terrorism Coverage under this policy.**

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Named Insured

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**UNITED STATES LIABILITY  
INSURANCE GROUP**

A STOCK COMPANY

A BERKSHIRE HATHAWAY COMPANY

1190 Devon Park Drive  
Wayne, PA 19087-2191  
888-523-5545 – [USLI.COM](http://USLI.COM)

**INSURANCE**

**POLICY**

This policy jacket together with the policy declarations, coverage forms and endorsements, if any, complete this policy.

The enclosed declarations designates the issuing company.

# INSURANCE POLICY

Read your policy carefully!

**In Witness Whereof**, the company has caused this Policy to be executed and attested. Where required by law, this Policy shall not be valid unless countersigned by a duly authorized representative of the company.

Secretary

*Lauren Reiley*

President

*Thomas P. Keene*

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)

Act 57 of 2018

**125.4203 Resolution of intent to create and provide for operation of authority; public hearing on proposed ordinance creating authority and designating boundaries of downtown district; notice; exemption of taxes from capture; action by library board or commission; adoption, filing, and publication of ordinance; altering or amending boundaries; agreement with adjoining municipality; agreement with qualified township.**

Sec. 203. (1) When the governing body of a municipality determines that it is necessary for the best interests of the public to halt property value deterioration and increase property tax valuation where possible in its business district, to eliminate the causes of that deterioration, and to promote economic growth, the governing body may, by resolution, declare its intention to create and provide for the operation of an authority.

(2) In the resolution of intent, the governing body shall set a date for the holding of a public hearing on the adoption of a proposed ordinance creating the authority and designating the boundaries of the downtown district. Notice of the public hearing shall be published twice in a newspaper of general circulation in the municipality, not less than 20 or more than 40 days before the date of the hearing. Not less than 20 days before the hearing, the governing body proposing to create the authority shall also mail notice of the hearing to the property taxpayers of record in the proposed district and for a public hearing to be held after February 15, 1994 to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan is approved. Beginning June 1, 2005, the notice of hearing within the time frame described in this subsection shall be mailed by certified mail to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan is approved. Failure of a property taxpayer to receive the notice shall not invalidate these proceedings. Notice of the hearing shall be posted in at least 20 conspicuous and public places in the proposed downtown district not less than 20 days before the hearing. The notice shall state the date, time, and place of the hearing, and shall describe the boundaries of the proposed downtown district. A citizen, taxpayer, or property owner of the municipality or an official from a taxing jurisdiction with millage that would be subject to capture has the right to be heard in regard to the establishment of the authority and the boundaries of the proposed downtown district. The governing body of the municipality shall not incorporate land into the downtown district not included in the description contained in the notice of public hearing, but it may eliminate described lands from the downtown district in the final determination of the boundaries.

(3) Not more than 60 days after a public hearing held after February 15, 1994, the governing body of a taxing jurisdiction levying ad valorem property taxes that would otherwise be subject to capture may exempt its taxes from capture by adopting a resolution to that effect and filing a copy with the clerk of the municipality proposing to create the authority. The resolution takes effect when filed with that clerk and remains effective until a copy of a resolution rescinding that resolution is filed with that clerk. If a separate millage for public library purposes was levied before January 1, 2017, and all obligations and other protected obligations of the authority are paid, then the levy is exempt from capture under this part, unless the library board or commission allows all or a portion of its taxes levied to be included as tax increment revenues and subject to capture under this part under the terms of a written agreement between the library board or commission and the authority. The written agreement shall be filed with the clerk of the municipality. However, if a separate millage for public library purposes was levied before January 1, 2017, and the authority alters or amends the boundaries of a downtown district or extends the duration of the existing finance plan, then the library board or commission may, not later than 60 days after a public hearing is held under this subsection, exempt all or a portion of its taxes from capture by adopting a resolution to that effect and filing a copy with the clerk of the municipality that created the authority. For ad valorem property taxes or specific local taxes attributable to those ad valorem property taxes levied for a separate millage for public library purposes approved by the electors after December 31, 2016, a library board or commission may allow all or a portion of its taxes levied to be included as tax increment revenues and subject to capture under this part under the terms of a written agreement between the library board or commission and the authority. The written agreement shall be filed with the clerk of the municipality. However, if the library was created under section 1 or 10a of 1877 PA 164, MCL 397.201 and 397.210a, or established under 1869 LA 233, then any action of the library board or commission under this subsection shall have the concurrence of the chief executive officer of the city that created the library to be effective, and, if the action of the library board or commission involves any bond issued by this state or a state agency, the concurrence of the state treasurer.

(4) Not less than 60 days after the public hearing, if the governing body of the municipality intends to

proceed with the establishment of the authority, it shall adopt, by majority vote of its members, an ordinance establishing the authority and designating the boundaries of the downtown district within which the authority shall exercise its powers. The adoption of the ordinance is subject to any applicable statutory or charter provisions in respect to the approval or disapproval by the chief executive or other officer of the municipality and the adoption of an ordinance over his or her veto. This ordinance shall be filed with the secretary of state promptly after its adoption and shall be published at least once in a newspaper of general circulation in the municipality.

(5) The governing body of the municipality may alter or amend the boundaries of the downtown district to include or exclude lands from the downtown district pursuant to the same requirements for adopting the ordinance creating the authority.

(6) A municipality that has created an authority may enter into an agreement with an adjoining municipality that has created an authority to jointly operate and administer those authorities under an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.

(7) A municipality that has created an authority may enter into an agreement with a qualified township to operate its authority in a downtown district in the qualified township under an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512. The interlocal agreement between the municipality and the qualified township shall provide for, but is not limited to, all of the following:

- (a) Size and makeup of the board.
- (b) Determination and modification of downtown district, business district, and development area.
- (c) Modification of development area and development plan.
- (d) Issuance and repayment of obligations.
- (e) Capture of taxes.
- (f) Notice, hearing, and exemption of taxes from capture provisions described in this section.

**History:** 2018, Act 57, Eff. Jan. 1, 2019.

**Manistee Downtown Development Authority  
Executive Director Performance Review**

**Overview:** The performance review process is ongoing throughout the year and involves: setting goals, clarifying roles and expectations, seeking development opportunities, providing appropriate feedback and conducting a formal evaluation. At its core, the process is about ensuring high level leadership for the success of downtown Manistee and the community.

**Directions:** Using the rating guide below, enter a rating for each area in Section I and II.

Enter any additional performance feedback in Section III -- Reviewer Comments. State any performance goals for the coming year for board consideration in Section IV—Goals for the Coming Year and return the completed form to the board member summarizing the feedback.

<b>Rating Guide</b>	
<b>5 -- Outstanding</b>	Consistently and significantly exceeds all expectations and displays exceptional performance beyond the minimum requirements for the category.
<b>4 – Above Satisfactory</b>	Usually exceeds established standards, does not require directions. Anticipates and deals with problems independently.
<b>3 – Satisfactory</b>	Consistently meets but rarely exceeds established standards, requires assistance when major problems occur.
<b>2 – Needs Improvement</b>	Inconsistent performance, rarely exceeds established standards, requires supervision
<b>1 – Unacceptable</b>	Unsatisfactory performance seriously fails to meet established standards and cannot perform without direction

<b>Section I. Performance Objectives</b>	<b>Rating</b>
<b>A. Six Initial Goals – The following are the initial goals set for the year as follows:</b> 1)Completes PA57 End of Year Reporting On time, 2)Fully Supports SPARK Manistee, 3)Supports plans to expand the American Cleaners Project, 4)Supports Design Committee Initiatives including the following: Project Bloom, Refuse Can sandblasting and painting, Streetscape Repairs, Riverwalk Capital Improvements Plan, 5)Participates in Project Rising Tide Requirements including the following: Economic Development Strategy, Housing, Branding and Training and 6)Encourages Business Development Efforts.	
<b>B. Strategic Planning –</b> Understands the critical issues affecting the DDA. Works with the Board to identify strategic objectives and ensures timely implementation and execution. Recommends adjustments to the plan where appropriate throughout the year. Reports appropriately on the status of the organization’s ongoing work to meet the goals of the strategic plan.	
<b>C. Community Relations (Downtown Business Owners, Committees, City and County Officials and other organizations) –</b> Serves as the spokesperson for the DDA and leads the communication efforts with the organization’s various constituencies. Develops effective working relationships with the community that ensures that the organization is the leader in the downtown development district.	
<b>D. Relations with Board of Directors –</b> Synthesizes and communicates information and frames issues and questions in a manner for the board and officials to make effective decisions.	

<b>E. Financial Management</b> –Develops and works with the board to finalize the annual budget. Ensures that the business is operated in accordance with generally accepted accounting principles and oversees the preparation of Board financial reports.	
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<b>Section II. Knowledge, Skills and Abilities</b>	<b>Rating</b>
<b>A. Work Planning &amp; Organization</b> —Demonstrates the ability to complete, and prioritize duties and responsibility, including the ability to forecast future activities and plans.	
<b>B. Self-Management</b> – Demonstrates flexibility in adapting to changing priorities and multiple work demands.	
<b>C. Decision Making &amp; Problem Solving</b> – Able to gather and evaluate appropriate information and arrive at logical conclusions that are timely and consistent with the strategic plan.	
<b>D. Oral &amp; Written Communication</b> –Exchanges information appropriately. Produces accurate reports, and clear correspondence. Clearly and concisely communicates the subject matter in meetings and presentations.	
<b>E. Technical &amp; Professional Knowledge</b> —Utilizes training and development opportunities. Applies technical and professional knowledge and expertise to develop processes and the policies and procedures necessary to perform the job effectively.	
<b>F. Innovation</b> – Generates creative, resourceful solutions to problems; encourages new ideas and works to make improvements.	

<b>Section III. Reviewer Comments</b>

<b>Section IV. Goals for the Coming Year</b>
1.
2.
3.
4.

<b>Summary Ratings</b>	
This section will be completed by the board member assigned to complete the performance summary using the ratings and comments of the full board.	
<b>Performance Objectives Rating</b>	
<b>Knowledge, Skills and Abilities Rating</b>	
<b>Overall Performance Rating</b>	

<b>Section V. Executive Director Comments</b>

The employee signature below indicates that this document has been discussed with me.

<b>Employee Signature/Date:</b>	
<b>Board Chair Signature/Date:</b>	

**Manistee Downtown Development Authority  
Executive Director Self-Appraisal**

**Overview:** The self-appraisal provides the opportunity for the Executive Director to provide the board with feedback on the organization's progress on each strategic goal.

**Directions:**

**Part 1 – Initial Goals & Other Key Assignment Summary**

Using the table below, please enter each initial goal and a summary of the progress of each goal. Enter each goal in the first column. In the second column write a summary of the progress to date and indicate what remaining action are necessary to complete the goal. Circle whether the goal has been completed or is incomplete in the third column. The chart should also include progress on committee goals. Add additional significant assignments in the **Other Goals Section**.

**Part 2 – Recommendations for Goals for the Coming Year**

Add recommendations for additional goals for the next year in Part 2.

Enter additional rows in each part as needed. Sign and date the completed self-appraisal and email it to all board members by [insert date].

**Part 1 – Initial Goals & Other Key Assignment Summary**

Strategic Goals	Goal Progress	Status
1.		Complete Incomplete
2.		Complete Incomplete
3.		Complete Incomplete
4.		Complete Incomplete
5.		Complete Incomplete

Strategic Goals	Goal Progress	Status
6.		Complete
Other Goals		
7.		Complete
8.		Incomplete
9.		Complete
		Incomplete

Part 2 -- Goals for the Coming Year		
1.		
2.		
3.		
4.		

Other Comments	

Employee Signature/Date:	