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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~~ Agreement 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