

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES OF DECEMBER 11, 2019**  
**8:00 A.M., MANISTEE CITY HALL**

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

EXCUSED ABSENCE: Karen Goodman

ALSO PRESENT: Caitlyn Berard, Roger Zielinski, Kyle Storey (County Planner I/Zoning Administrator), Mike Szokola (County Planner I/GSI Tech)

**CALL TO ORDER.**

Meeting called to order by the Chair at 8:01 a.m.

**APPROVAL OF AGENDA.**

*MOTION* by Thad Taylor, second by Jodi Walter to adopt the agenda as presented.  
Voice vote—Motion approved.

**PUBLIC COMMENT.**

None

**APPROVAL OF MINUTES.**

*MOTION* by Kyle Mosher, second by Barry Lind to approve the minutes from November 13, 2019 with corrections.  
Voice vote—Motion approved.

*MOTION* by T. Eftaxiadis, second by Kyle Mosher to approve the minutes from November 20, 2019 Special Meeting.  
Voice vote—Motion approved.

**APPROVAL OF FINANCIAL REPORTS.**

*MOTION* by T. Eftaxiadis, second by Thad Taylor to approve the October Financial Report.  
Voice vote—Motion approved.

*MOTION* by T. Eftaxiadis, second by Thad Taylor to approve the November Financial Report.

Voice vote—Motion approved.

**COMMITTEE REPORTS.**

a.) **Project Rising Tide**

i.) Board Training – Trainer in place. Staff will advise who trainer will be as soon as that information is available. Training will be in late January or early February 2020.

ii.) Branding Up-date – Branding is ready to go when Board is ready to roll-out.

b.) **Economic Development**—K. Goodman

No report.

c.) **TIF**—C. Berard

Discussed WSCC desire to know funding is in place before beginning work.

Discussed process for approving the DDA TIF Plan through the City Council. Staff to give Board information in writing (email) once required steps in process are understood.

TIF Plan completed and the City Council will want to approve it in conjunction with the Service Agreement.

d.) **Spark**—C. Berard

SBDC/SCORE Presentation and interviews with finalists today.

e.) **Manistee Forward**—C. Berard

Received the chart and timeline; DDA is included in Tasks only.

f.) **Design**—B. Lind

Consumers Energy presented at the last meeting, December 10, in reference to the graffiti on their equipment located on the Riverwalk. Consumers Energy will provide an inventory of their equipment; they are willing paint over graffiti at DDA's cost on inventoried equipment.

Little River Land Company and WSCC were invited to present but unable to attend—standing invites remain to keep Board updated on Gateway Project and College Project.

Discussed Downtown Refuse Corral Project. Brought up concern over perception that this is a “DDA” project instead of a City project with contribution from the DDA. Mentioned a sub-optimal location of one of the refuse corrals. An invoice for the project has already been received from Spicer Group; Staff to forward details of invoice on to City Manager to discuss with DPW Director.

Questioned \$28,000 budgeted for the tear down of the American Cleaners building. Holding off reallocating funds to another project until sale of property is complete.

Going forward committee reports will be added to the Consent Agenda and only removed at the meetings if requested.

**APPROVAL OF CONSENT AGENDA.**

- a.) Business Development—V. Bergstrom

*MOTION* by T. Eftaxiadis, second by Barry Lind to approve the Consent Agenda.  
Voice vote—Motion approved.

**DIRECTOR'S REPORT.**

- a.) Board Strategic Planning Day, January 8, 2020, in City Council Chambers.
- b.) Leadership Program Day of Serving, June 6, 2020.  
Projects TBA.
- c.) December and January: Strategic Planning; TIF and City Master Service Agreement; PA-57 Reporting; RRC Recertification.  
TIF Plan not yet finalized won't be a problem with end of year documents as the Department of Treasury is aware of the progress. DDA website transparency and reporting are good. Still need contracts posted.
- d.) Project Bloom – Letter was sent and officially responded to. Owner is unwilling to sell property.

**OLD BUSINESS.**

- a.) **Action: RFP for a DDA Attorney.**

Discussed need for the RFP for a DDA Attorney or whether City Attorney is sufficient unless situation of conflict of interest arises.

*MOTION* by Valerie Bergstrom, second by T. Eftaxiadis to start RFP process for a DDA Attorney.

With Roll Call vote this motion failed 4 to 4.

Yes: Valerie Bergstrom, Rachel Brooks, Tamara DePonio, T. Eftaxiadis

No: Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter

Staff will check with City to see what contractual services the City Attorney is to provide to the DDA, if any, and will provide information to the Board for further review.

- b.) **Discussion: DDA Office Support Staff.**

*MOTION* by T. Eftaxiadis, second by Barry Lind to table until the January meeting after Staff Review.

Voice vote—Motion approved.

- c.) **Action: Hiring for Marketing and Promotions of the New Branding Adopted October 9, 2019.**  
Discussed this fitting into Design Committee budget.

*MOTION* by Thad Taylor, second by T. Eftaxiadis to table until February meeting.  
Voice vote—Motion approved.

**NEW BUSINESS.**

- a.) **Discussion: Manistee County Planning Department Requesting Feedback from Housing Plan for Direction and Implementation—Planning Department.**

i.) Discussion: Prepared recommendation on housing in first floor mixed use buildings.  
Discussed—Board consensus was that they would recommend this and would like language clarified in current ordinance as pertaining to permitted use. Planning Department will bring back that language to the Board at a later date.

ii.) Discussion: Long-term and short-term rental use, tax incentives for improving upper level housing, and City of Manistee Housing Plan.  
Board asked the Planning Commission to inform Staff of the meeting that these topics will be discussed—presentation only at this point. Should be January 8, 2020 meeting but PC will advise.

- b.) **Action: Approval for the Manistee Merchants Request to be Under the Manistee DDA Event Insurance for Frostbite in February—R. Brooks.**  
Acknowledged Frostbite is DDA Event though Merchants will run event and pay vendors directly through money provided through their Sponsors.

*MOTION* by Barry Lind, second by Kyle Mosher to have Manistee Merchants fall under the DDA Event Insurance for the Frostbite Festival in February.  
Voice vote—Motion approved.

- c.) **Discussion: West Shore Community College Financing—C. Berard**  
Staff informed the Board of the conversation with Bond Attorney last month. Described the type of funding that the DDA would be providing WSCC for their façade project. DDA will enter into a lease/rent agreement with WSCC for the parking lot instead of financing a lump sum for the project. Will need to consider insurance/maintenance/liability issues when drafting the lease/rent agreement.

- d.) **Action: Renewal of Liability Insurance for American Cleaners Building until Purchase Option—C. Berard**

*MOTION* by T. Eftaxiadis, second by Valerie Bergstrom to make payment on the renewal of liability insurance for the American Cleaners building.  
Voice vote—Motion approved.

Rachel Brooks left at 9:55 a.m.

- e.) **Discussion: Library Millage**—C. Berard  
Staff informed Board of the reimbursement of the library millage capture that should have ended. Between \$8,000 and \$9,000 will need to be reimbursed to the library per year for 2 years. Still discussing other options with the library.
- f.) **Discussion: January 8, 2020 Strategic Planning Priorities.**  
Staff requested Board to provide topics for the Strategic Planning meeting.  
Suggestions: Procedures for events and finances, committee priorities, operational issues.  
Staff was requested to email Board list of possible topics for consideration. Also, Staff to send Strategic Planning Binder electronically to Board before the meeting.
- g.) **Action: Consideration of Executive Director Performance Review and Executive Director Self Appraisal Forms**—V. Bergstrom  
Review process was discussed. Forms have all been updated by committee.  
Staff Review Timeline:
  - o Staff Self Appraisal—Due December 25
  - o Board Comments—Due January 8
  - o Compilation of Both—Due January 15
  - o Special Meeting—Week of January 20 (TBD)

*MOTION* by Barry Lind, second by T. Eftaxiadis to approve staff review process—accept the committee’s recommended forms, timeline, and special board meeting for Staff Review.

Voice vote—Motion approved.

**BOARD COMMENT.**

Documents attached to packet are drafts only; please provide your input.  
Service Agreement needs to be completed as the City Council will not approve TIF Plan without it. Committees need to be aware of the tight timeline—final documents by January 8, 2020.

**PUBLIC COMMENT.**

None

**ADJOURN.**

Next meeting is scheduled for Wednesday, January 8, 2020 at 8 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

*MOTION* by Thad Taylor to adjourn at 10:15 a.m.



Kelly McColl  
Acting Recording Secretary