

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF JANUARY 8, 2020
8:00 A.M., MANISTEE CITY HALL

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

EXCUSED ABSENCE:

ALSO PRESENT: Caitlyn Berard, Roger Zielinski

CALL TO ORDER.

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

APPROVAL OF AGENDA.

MOTION by Thad Taylor, second by Valerie Bergstrom to adopt the agenda with the addition of Office Support Staff added under Old Business and Draft Audit added to New Business.
Voice vote—Motion approved.

PUBLIC COMMENT.

None

ELECTION OF OFFICERS.

Chairperson

Secretary Barry Lind asked for nominations for Chairperson. Thad Taylor nominated Kyle Mosher, second by Karen Goodman.

With Roll Call vote this nomination passed 6 to 1.

Yes: Valarie Bergstrom, Tamara DePonio, Karen Goodman, Barry Lind, Thad Taylor, Jodi Walter

No: Kyle Mosher

APPROVAL OF MINUTES.

MOTION by Karen Goodman, second by Thad Taylor to approve the minutes from December 11, 2019.

Voice vote—Motion approved.

APPROVAL OF FINANCIAL REPORTS.

MOTION by Barry Lind, second by Karen Good to approve the December 2019 Financial Report.
Voice vote—Motion approved.

Clarification is required on financials:

- Balance Sheet: Current Assets – Façade Grant \$5004.00 is listed but it is the Board’s understanding that this has been all paid out. Valerie Bergstrom to check.
- Monthly Disbursements: 12/31/2019 Calvin Lutz Farm \$3128.00 – Description should read Design Committee instead of Sleighbell if payment was for holiday decoration.

COMMITTEE REPORTS.

a.) Economic Development—K. Goodman

Caitlyn left at 8:15 a.m. to make copies of agreements for the Board.

Karen Goodman worked with Marc Miller from the Economic Development Council on the DDA and Chamber of Economic Development Agreement. Agreement included at the request of the Board:

- 3-year agreement with annual rate negotiations
- 90-day termination clause
- \$15,000 recommended compensation from DDA to Chamber

b.) Spark—V. Bergstrom

On schedule for January 25, 2020 presentations and award. Participants’ videos are almost complete. Participant walk-through of Downtown is scheduled.

January 25 schedule is as follows:

- 10:30 a.m. – participant set-up and display (at RRCA)
- 12:00 p.m. – participant presentations followed by voting
- 1:00 p.m. – results announced

c.) Business Development—V. Bergstrom

Last meeting was on Spark. Project is on target and thankful for all the help.

d.) Design—B. Lind

No report – next meeting is Tuesday, January 14, 2020.

Caitlyn returned at 8:25 a.m.

DIRECTOR’S REPORT.

PA-57 Completed by December 31, 2019 deadline.

Spark participants’ tour scheduled for January 20, 2020.

American Cleaners project is moving ahead. Little River Holdings will provide drawings/plans.

OLD BUSINESS.

a.) **Action:** Consideration of the Manistee DDA and City of Manistee Service Agreement.

Karen Goodman presented current copy agreement that she, Jeff Mikula, and Ed Bradford drafted. Discussion included basic vs. enhanced services and the importance of DDA dollars

being used for public infrastructure and improvements. Board agreed that it is very important that the Executive Director take regular walk-throughs of the DDA to ensure standards are met.

MOTION by Barry Lind, second by Thad Taylor to approve the City of Manistee and Manistee Downtown Development Authority Service Agreement with discussed changes.

Changes:

- Removal of basic services as part of the agreement. Basic services will be completed with or without the DDA and so should not be charged to the DDA.
- In the Enhanced Services list, the fifth bullet down, change the wording to *Clearing and removal of snow from sidewalks and salting sidewalks*.
- Remove bullet points 6, 7, 8 from the Enhanced Services list. These are considered basic services and so are not part of this agreement.
- Add to the list of Enhanced Services – *Removal of snow from River Street in the DDA District*.
- Move, *Repair and maintenance of the historical clock and water fountain*, from the Basic Service list to the Enhanced Service list.

With Roll Call vote this motion passed 7 to 0.

Yes: Valerie Bergstrom, Tamara DePonio, Karen Goodman, Barry Lind, Thad Taylor, Jodi Walter

No: None

- b.) **Action:** Consideration of the Manistee DDA and Chamber of Economic Development Agreement.

Karen Goodman presented the current copy of the agreement that she and Marc Miller drafted. Discussion began around change of the term of the agreement without change in scope of work.

MOTION by Karen Goodman, second by Thad Taylor to accept with the agreement with the discussed change using the recommended \$15,000 yearly compensation.

Change:

- Under A. Economic Development Activities, add *3. Annual Review and Update of Economic Development Activities*.

With Roll Call vote this motion passed 7 to 0.

Yes: Valerie Bergstrom, Tamara DePonio, Karen Goodman, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter

No: None

- c.) **Action:** Consideration of Hiring Office Support Staff.

MOTION by Barry Lind, second by Karen Goodman to table until the February 12, 2020 meeting.
Voice vote—Motion approved.

NEW BUSINESS.

- a.) **Action:** Approval of a new 2020 Downtown Dollars Bank Account.

MOTION by Valarie Bergstrom, second by Thad Taylor to approve a new 2020 Downtown Dollars bank account.
Voice vote—Motion approved.

- b.) **Action:** Approval to move forward with 2020 Victorian Sleighbell Parade & Old Christmas Weekend, Kendra Remai as event chair.

MOTION by Thad Taylor, second by Valerie Bergstrom to move forward with 2020 Victorian Sleighbell Parade & Old Christmas Weekend with Kendra Remai as event chair.
Voice vote—Motion approved.

MOTION by Thad Taylor, second by Tamara DePonio to move the rest of the New Business agenda items to the February 12, 2020 meeting to ensure enough time for the strategic planning scheduled for the rest of the day.
Voice vote—Motion approved.

BOARD COMMENT.

None

PUBLIC COMMENT.

None

ADJOURN.

Next meeting is scheduled for Wednesday, February 12, 2020 at 8 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION by Valerie Bergstrom to adjourn at 9:30 a.m.

Kelly McColl
Acting Recording Secretary