

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING MINUTES OF MARCH 2, 2020
8:00 A.M., MANISTEE CITY HALL**

PRESENT: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor (arrived at 8:28 a.m.), Jodi Walter, James Beaudrie

EXCUSED ABSENCE: Valarie Bergstrom, Karen Goodman, Bruce Allen

ALSO PRESENT: Caitlyn Berard, Roger Zielinski, Jim Grabowski, Tom St. Dennis – Little River Holdings LLC, Tyler Leppanen – Little River Holding LLC, Kelly Greve – Manistee Magic, Kathryn Levy – Manistee Magic, and others.

CALL TO ORDER.

Meeting called to order by the Chair at 8:03 a.m.

APPROVAL OF AGENDA.

MOTION by Jodi Walter, second by James Beaudrie to adopt the agenda as presented. Voice vote—Motion approved.

PUBLIC COMMENT.

None

OLD BUSINESS.

a.) CONSIDERATION OF AGREEMENT WITH LITTLE RIVER HOLDINGS, LLC FOR THE SALE OF 285 RIVER STREET FOR THE DEVELOPMENT AND ACTIVATION OF THE SITE.

Little River Holdings, LLC is working with a group of private investors for a greater project that 285 River Street will be an enhancement to. The selling of this property will allow for greater funding opportunities and control of the project, when presenting to developers. Please see attached agreement.

Staff summarized, which included:

- Transfer Agreement includes language upholding the spirit of the MSU Study.
- Transfer of the building in an as-is condition.
- Includes financial investment amount for the Little River Holdings, LLC.
- Does NOT include future rent to be paid by DDA once new building is in place.

MOTION by Barry Lind, second by James Beaudrie to approve agreement as presented.

With Roll Call vote this motion passed 5 to 0.

Yes: Tamara DePonio, James Beaudrie, Barry Lind, Bruce Allen,
Kyle Mosher, Jodi Walter

No: None

- b.) THE MANISTEE DDA BOARD AUTHORIZES CHAIRPERSON KYLE MOSHER AS THE SIGNER FOR THE SALE OF 285 RIVER STREET TO LITTLE RIVER HOLDINGS, LLC.

MOTION by Jodi Walter, second by James Beaudrie to authorize Chairperson Kyle Mosher as the signer for the sale of 285 River Street to Little River Holdings, LLC.

Voice vote—Motion approved.

- c.) DISCUSSION OF MANISTEE DDA 2020-2021 BUDGET PROPOSAL TO THE CITY OF MANISTEE CITY COUNCIL.

The final draft of the DDA Budget is due to the City for inclusion in the City Budget by Tuesday, March 24, 2020. The recommendations from today's special board meeting will provide the executive director the direction and support for submitting of the DDA Budget to the City Staff before this deadline.

Discussion included:

- Addition of \$10,000.00 added for Public Relations, which includes \$2,000.00 for Downtown Map (later discussed QR codes/app).
- Required expenses went up due to Director needing to be bonded, per City ordinance and DDA bylaws.
- Some lower numbers are related to the Service Agreement with the City and so are covered elsewhere in the budget.
- Still no revenue numbers in the budget but should have those shortly—will be similar to previous year.
- Required expenses should be more detailed.
- Discussed the new collaborative housing position.
- Increase in training line item explained—new staff member training opportunities encouraged.
- Making sure the budget item lines up with what TIF plan states.
- Honoring commitment to WSCC.
- Hops & Props, Sleighbell, and Spark Events.
- \$11,000 decline between 2018 and 2019—Staff to inquire with Ed Bradford.

Consensus: Staff to create a balanced budget to bring back to the March 11, 2020 meeting and will revisit funding for projects later through the bonding of funds.

NEW BUSINESS.

None

BOARD COMMENT.

None

PUBLIC COMMENT.

Kelly Greve, 606 Broad Ave – of Manistee Magic, updated Board on the Downtown Art Park. She has contacted the owner of the property and the owner has verbally given her permission to allow changes to be made to the property if they are not permanent.

Kathryn Levy, 361 Second Street – of Manistee Magic voiced her desire to have this verbal okay put into writing through some sort of contract (Staff to contact George Saylor, City Attorney).

Board was appreciative of Ms. Greve’s successful effort to contact the owner and secure the verbal permission as the DDA has tried unsuccessfully in the past.

Jodi Walter asked Ms. Levy about the plans for the space and funding. She explained that all Manistee Magic members are volunteers and are willing to help the DDA wherever possible. She also explained their plans of approaching Morton Salt as they would like to use the Morton Salt Girl as the inspiration for the art in that area.

ADJOURN.

Next meeting is scheduled for Wednesday, March 11, 2020 at 8 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION by Thad Taylor **to adjourn at 9:03 a.m.**

Kelly McColl
Acting Recording Secretary