

---

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

PRESENT: Valarie Bergstrom, Rachel Brooks, T. Eftaxiadis (arrived at 8:10), Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter

EXCUSED ABSENCE: Tamara DePonio, Karen Goodman

ALSO PRESENT: DDA Director Caitlyn Berard, Marc Miller, Roger Zielinski, Lissette Reyes

1. **Call to order.** Meeting called to order by the Chair at 8:04 a.m.
2. **Approval of Agenda.** Lind reminded the board that two items had been tabled at the August 14<sup>th</sup> meeting. Item a. Approval of the hiring of the Manistee DDA attorney and item b. Discussion of member appointments of committees will be added to the agenda under Old Business. MOTION by Taylor, second by Mosher to approve the agenda with the addition of these items. Voice vote – Motion approved.
3. **Public Comment.** None
4. **Approval of August 14<sup>th</sup> Meeting Minutes.** Lind had a correction to item 16 d. Motion was to table the discussion of the item; the word table was missing from the motion. MOTION by Mosher, second by Taylor to approve the August 14, 2019 minutes with this correction. Voice vote - Motion approved.
5. **Approval of August 23<sup>rd</sup> Special Meeting Minutes.** MOTION by Lind, second by Bergstrom to approve the August 23, 2019 minutes as presented. Voice vote – Motion approved.
6. **Approval of the July Financial Report.** Lind questioned the Downtown Dollars Fund Balance Sheet liabilities balance not in whole dollar amount. MOTION by Mosher, second by Walter to approve the July financial report. Voice vote – Motion approved.
7. **Committee and Partners Reports**
  - a. **Project Rising Tide:** Reyes provided updates on branding, economic development plan, housing, board training, and MEDC façade grant. Project Rising Tide plan will be on the City Council agenda in October for approval.
  - b. **Design:** Lind discussed items from the last Design Committee meeting including Parking Signage, MSU Project, Downtown Refuse, Project Bloom, and American Cleaners. Lind stated the downtown flowers still look good for late in the season and thanked the DPW.
  - c. **Marketing and Promotions:** No report.

- 
- 
- d. **Business Development:** Bergstrom reported on Spark, feed back from sponsors and the retention study.
        - e. **Economic Development:** No report.
        - f. **TIF:** Eftaxiadis reported that the TIF committee met to re-evaluate project funding levels and priorities. Projects have not changed but the amounts available have changed.
  8. **Director's Report.** Berard provided review of activities summarized in the Executive Director Report. Berard stated the Audit was a good experience with good communication with her predecessors. Discussed promotion for Spark, application timeline, sponsors and one year later video. Berard has not yet attended a City staff meeting but plans to attend future meetings.
  9. **Old Business.**
    - a. **Approval of the hiring of the Manistee DDA attorney:** Discussion included use of City attorney, billing for services, opportunity to look at other firms, and formal procurement process with RFP/RFQ. This item will be left on the agenda for next month.
    - b. **Discussion of member appointments of committees:** After discussion it was concluded that committees will be made a consent agenda item with meeting minutes to be included in the meeting packet. Committees to continue will be Project Rising Tide, Design, Business Development, and TIF. Chairs of these committees will email names of members to Brooks for formal appointment of members at next meeting. MOTION by Mosher, second by Taylor to eliminate Marketing & Promotions and Economic Development committees. Voice vote – Motion approved.
  10. **New Business.**
    - a. **Approval of Sleighbell warming tent liquor license.** Following discussion, there was a MOTION by Mosher, second by Eftaxiadis to approve the Sleighbell warming tent liquor license. Voice vote – Motion approved.
    - b. **Consideration of Executive Director participation in the Manistee Area Leadership Program \$600; Connecting Entrepreneurial Communities 2019 \$85; Michigan Downtown Association Annual Meeting \$225.** Board agreed they do not need to approve these items. Berard will provide updates on these items in the Director's report. It was noted that the fee for the leadership program is actually \$1200. Berard has applied for a scholarship. If scholarship is not awarded, Board will discuss a transfer of funds to cover costs.
    - c. **Approval to amend the 2019-2020 Budget to fund two downtown trash containers in the amount not to exceed \$80,000.** MOTION by Taylor, second by Mosher to amend the 2019-2020 Budget to fund two downtown trash containers in the amount not to exceed \$80,000. Voice vote – Motion approved.

---

11. **Public Comment.** None.

12. **Board Comments.**

Lind stated the library is no longer subject to TIF capture due to a recent change passed by State Legislature. The library committee could discuss to opt in to allow TIF capture but may need a dialog of services provided. Berard was directed to reach out to the library director.

13. **Adjourn.** MOTION by Taylor to adjourn at 9:30 a.m.

Heather Pefley CMC/CMMC, MICPT  
Acting Recording Secretary

