

# DOWNTOWN MANISTEE

*michigan*

*The Mission of the Manistee Downtown Development Authority is to foster the development and promotion of an identifiable and attractive downtown area that will strengthen business and a sense of community ownership.*

## NOTICE

### CITY OF MANISTEE DDA VIRTUAL BOARD MEETING

The Manistee DDA's April 8<sup>th</sup>, 2020 regular board meeting will be conducted remotely by phone. To attend this meeting, please call the number listed below and enter the meeting ID. The agenda for this meeting will be available on the City website at <https://www.manisteemi.gov/200/Downtown-Development-Authority>.

All members of the public are invited to participate.

Dial: +1 646 558 8656

Meeting ID: 362 986 299

Participant ID: Press #

Members of the public with disabilities may participate in the meeting by dialing 711 and connecting with Michigan Relay, a communications system that allows hearing persons and Deaf, hard of hearing, or speech-impaired persons to communicate by telephone. You will have to provide them with the meeting information above.

Due to the COVID-19 State of Emergency declared by the Governor's Executive order 2020-4, the limitation on the public assemblies of Executive Order 2020-11, and the permitting of public meeting by remote participation allowed by Governor's Executive Order 2020-15 as well as recommendations for social distancing, this meeting will be conducted via remote participation.

Public may contact members of the Manistee DDA Staff to provide input or ask questions on any business that will come before the public body at the meeting. Please contact the office at [cberard@manisteedowntown.com](mailto:cberard@manisteedowntown.com).

This notice was posted by Caitlyn M Berard and Kali Owens, to comply of Section 4 & 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) at approximately 3:00 P.M. on Thursday, April 2<sup>nd</sup>, 2020 on the exterior bulletin's boards and Police Department at City Hall.

Signed *Caitlyn M. Berard*

Caitlyn M Berard

Manistee DDA Executive Director

**Virtual Board Meeting April 8<sup>th</sup>, 2020 at 8 am  
City Hall Council Chambers, 3<sup>rd</sup> Floor**

Speaker	Script/Agenda
Caitlyn M Berard Executive Director	<p>Good morning. Today is Wednesday, April 8th, 2020. I'm Caitlyn M Berard, Executive Director for the Manistee DDA. The Manistee DDA's April 8th, 2020, Regular Meeting, being conducted remotely; where all members of the Manistee DDA are in separate locations and not at the City Hall Council Chambers; will be called to order by Chair, Kyle Mosher shortly. As always, this meeting is being recorded and will be broadcast on Manistee TV YouTube channel.</p> <p>There will be no video associated with this meeting, solely audio. The reason for this is projecting video through Zoom sometimes causes a delay which makes communication in this scenario difficult and awkward.</p> <p>In just a moment, we will start individually unmuting the microphones of each member of the Manistee DDA. We are unmuting them individually to make sure there is no disruptive audio feedback coming from each of them; doing so individually allows us to easily identify the source of any disruptive audio issues. Recording Secretary, Kelly McColl is assisting me with this meeting, and you may hear her voice if we have an issue that requires her assistance. This includes her requests to repeat motions for clarification.</p> <p>The microphones of all members of the Manistee DDA and myself will always be live unless there is an audio disruption. I will now begin to unmute and check each microphone that will be live during the meeting.</p> <p>As a reminder, Manistee DDA Board members, please clearly state your name before speaking, or making a motion or a second. Roll call will be taken by the Recording Secretary, as usual.</p>

***The Executive Director will now activate microphones one by one; and individually call on each Manistee DDA Board Member, to confirm they can hear and be heard. Once complete, the Executive Director will continue reading below.***

Speaker	Script/Agenda
Caitlyn M Berard Executive Director	Now that activating the microphones is complete, Chair Kyle Mosher will call the meeting to order and will share some additional information about how

	<p>this meeting, and likely Manistee DDA meetings for the foreseeable future, will be conducted.</p> <p>Chair Mosher, we are ready to proceed with the meeting.</p>
1. Call to Order	
Chair Kyle Mosher	<p>I'd like to call this meeting to order at TIME</p> <p>For verification of the board members in attendance, the Recording <u>Secretary</u> will ask for a Roll Call of Manistee DDA Board Members.</p>

***Recording Secretary will now ask for a Roll Call for the attending Board***

<b>Speaker</b>	<b>Script/Agenda</b>
Chair Kyle Mosher	<p>As an important step in preventing the spread of the COVID-19 virus, our Governor, Gretchen Whitmer, issued an Executive Order authorizing public boards in Michigan to conduct their meetings remotely. This is a critical step to help stop the spread. All aspects of how this meeting is being run is in compliance with the Open Meetings Act, as modified by the Executive Order, and has been reviewed by the City Attorney.</p> <p>The City of Manistee is taking various steps to do our part during this pandemic, and this is one of them. We need to keep members of the public, our Manistee DDA Board and Staff healthy. Therefore, no members of the public, Manistee DDA or Staff are present in the Council Chambers. We will now begin the meeting.</p>
2. Approval of the Agenda	
Chair Kyle Mosher	<p>At this time, board members, please clearly state your name and your motion. If you were interrupted during your motion, please repeat for the Recording Secretary.</p> <p>I would like to ask for a motion for the approval of the agenda</p> <p>Any Discussion- please clearly state your name before your comments</p>
Recording Secretary, Kelly McColl	Roll Call
3. Public Comment	
Chair Kyle Mosher	Public comment. (Limit 5 minutes per person).

	<p>All individuals attending the virtual meeting wait in a virtual waiting room, with their microphones muted. When it comes time for public comment, each person waiting in the virtual waiting room will be called individually <u>by the Executive Director</u> by the last four digits of their telephone number. Individuals will be asked if they have a comment or if they are passing. It is <b><u>very important</u></b> that those giving comment have a good phone connection and no sound or noise whatsoever in the background (televisions and all forms of audio should be muted); otherwise, there will be disruptive audio. If the issue cannot be corrected by the caller, we will move on to the next person in line.</p> <p>Please be aware for those calling that when they first call in, their full telephone number may be visible for a period of time on the recording, although we will work quickly to alter what's displayed so that it is just the last four digits of your telephone number.</p> <p>We will now take public comments. The agenda topics, for those that do not have an agenda are:</p> <ul style="list-style-type: none"> <li>- Election of Officers for Treasurer</li> <li>- In the Need: Additional Election of Officers</li> <li>- Approval of the March 11<sup>th</sup> Board Meeting Minutes</li> <li>- Approval of the March Financial Report</li> <li>- Request for deferral of a revolving loan for J. Catlett and Company</li> </ul>
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***At this time, the Executive Director will open public lines for comment one at a time.***

Speaker	Script/Agenda
Election of Officers - Treasurer	
Chair Kyle Mosher  Recording Secretary, Kelly McColl	Do we have a nomination for the Executive Committee position, Treasurer for the Manistee DDA?  Discussion: Roll Call
1. In the need: Additional Election of Officers	
Chair Kyle Mosher  Recording Secretary, Kelly McColl	Do we have a nomination for the remaining Executive Committee position for the Manistee DDA?  Discussion: Roll Call
2. Approval of the March 11 <sup>th</sup> Board Meeting Minutes	
Chair Kyle Mosher  Recording	Do I have a motion for the approval of the March 11 <sup>th</sup> Board Meeting Minutes?  Discussion: Roll Call

Secretary, Kelly McColl	
3. Approval of the March Financial Report	
Chair Kyle Mosher Recording Secretary, Kelly McColl	Do I have a motion for the approval of the March Financial Statements? Discussion: Roll Call
4. New Business	
Chair Kyle Mosher          Recording Secretary, Kelly McColl	Request for Deferral on Revolving Loan_ Jamie Catlett with J. Catlett and Company.  Jamie Catlett, J. Catlett and Company, is requesting a six (6) month deferral on her current revolving loan with the Manistee DDA due to personal health concerns preventing the operation of her store in the near future. Please note her request letter attached for additional information.  At this time, the Manistee DDA can approve the consideration of a six-month deferral for the revolving loan account for Jamie Catlett, J. Catlett and Company.  Motion? Discussion Roll Call
4. Board Member comments	
Chair, Kyle Mosher   Executive Director, Caitlyn M Berard	At this time, the Executive Director will call each member individually asking for if Board members would like to share comments at this time.  <b><i>In list format, "Board Member NAME, do you have a comment at this time?"</i></b>
5. Public Comment. (Limit 5 minutes per person).	

***The Executive Director will unmute and call on each person who has called into the meeting by the last four digits of their phone number; and ask if they would like to express any concerns or make any comments. The Executive Director will then call on the Recording Secretary and Manistee DDA Board members once complete, they will turn the meeting back over to the Chair for adjournment.***

Chair Kyle Mosher	Do we have a motion to adjourn?
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Attachments:

- March Financial Statements
- Local Resource Letter
- Jamie Catlett Request Letter

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES OF MARCH 11, 2020**  
**8:00 A.M., MANISTEE CITY HALL**

PRESENT: Tamara DePonio, Barry Lind (arrived at 8:20 a.m.), Kyle Mosher, Thad Taylor, Jodi Walter, James Beaudrie, Bruce Allen

EXCUSED ABSENCE: Karen Goodman

ALSO PRESENT: Caitlyn Berard, James Grabowski, Kelly Greve – Manistee Magic, Kathryn Levy – Manistee Magic, Arielle Breen – Manistee News Advocate.

**CALL TO ORDER.**

Meeting called to order by the Chair at 8:02 a.m.

**APPROVAL OF AGENDA.**

*MOTION* by Thad Taylor, second by James Beaudrie to adopt the agenda with the addition of New Business items: d.) West Shore Community College building, e.) 440 W. River Street property, and f.) Reallocation of funds from refuse to ornamental ironwork painting.  
Voice vote—Motion approved.

**PUBLIC COMMENT.**

Kyle Mosher shared that Valarie Bergstrom has resigned from the DDA Board. The position for *at large member* will be advertised as soon as possible.

Kathryn Levy, 361 Second Street – Reported on the progress of Manistee Magic.

- Shared results of the questionnaire that was taken by Downtown Merchants. Items identified in the questionnaire are a starting point for Manistee Magic going forward.
- Trees were a high desire of the merchants. Twelve flowering, non-fruit producing pear trees ordered (were donated). Trees will be lighted and potted. There are still details to be hammered out about care, placement and storage of trees.
- Attended meeting at Ramsdell for the Mural Project headed up by Al Frye. They will be attending future meetings.
- Merchants have indicated a desire for a Friday Night Lights comeback. Planning to organize a last weekend of the month, May through August calendar. Events would include dining, music, art—provide forum to bring people Downtown and create community.
- Manistee Magic is now 100 volunteers strong and 2 additional core members have been added besides Kelly and herself.
- Spoke with deli/bakery from another small community. There is interest in opening business in Manistee now that West Shore Community College is coming in (suggestion

was made that they reach out to Marc Miller, Economic Development Director for assistance).

- Recently reached out to Morton Salt through email to introduce Manistee Magic and request permission to use trademark, Morton Salt Girl, in the Art Park design. Was also suggested by board that they reach out to the LRBOI as they may be interested in adding historical input and resources to the project.

#### **APPROVAL OF MINUTES.**

*MOTION* by Thad Taylor, second by James Beaudrie to approve the minutes from the regular meeting on February 12, 2020.

Voice vote—Motion approved.

*MOTION* by Thad Taylor, second by Tamara DePonio to approve the minutes from the special meeting on March 2, 2020.

Voice vote—Motion approved.

#### **APPROVAL OF FINANCIAL REPORTS.**

*MOTION* by James Beaudrie, second by Thad Taylor to approve the February 2020 Financial Reports.

Voice vote—Motion approved.

#### **DIRECTOR'S REPORT.**

Highlights:

- City of Manistee led by DDA and partners is one of ten finalists in the Consumers Energy Foundation Pitch Competition with the trailhead/pathway to the downtown design which includes murals, lighting, plantings and possibly bike racks. Prizes include 1<sup>st</sup>—\$25,000, 2<sup>nd</sup>—\$15,000, 3<sup>rd</sup>—\$10,000. Presentation is due at the end of the month and attending conference with partners in April.
- Discussed RFPs for ornamental ironwork painting, pavers and refuse corrals.

#### **COMMITTEE REPORTS.**

a.) Design—B. Lind

- Last meeting was March 10.
- Mentioned status of RFPs. Ornamental ironwork painting had a budget of \$3,500. Bids came in \$8,000 - \$9,600. Will discuss later in meeting.
- Parking signage is beginning to go up but the plan and implementation of plan differ—City and DDA working this out.
- Street pavers from Division Street to Greenbush Street will be going in and should be complete by summer. Quote for \$200,000 to accomplish all paver work.
- Crystal Young from West Shore Community College did a presentation of their Riverwalk plans. Positive dramatic changes.
- Working on typical seasonal preparations.

- b.) Business Development—C. Berard  
Refocusing direction of committee. Established four goals:
- Look at the current Business Development programs.
  - Business retention.
  - Entrepreneurship.
  - Public Relations.

**OLD BUSINESS.**

- a.) ALLOCATING LEGAL TIME FOR PROJECT BLOOM AGREEMENT FOR CLEAN UP, PLACEMAKING AND COMMUNITY ENGAGEMENT SUMMER 2020.

Manistee Magic is leading the conversation for cleanup, placemaking and community engagement initiatives on the Project Bloom sites for Summer 2020. With the DDA support, Manistee Magic would like a legal document addressing the expectations of the summer projects and the responsibilities of the property owners.

Discussion included:

- Manistee Magic’s letter to owner of Art Park.
- Need for legal document to owner with approachable language.
- Keeping the Design Committee apprised of their plans. Private property so may not be necessary.
- Involving the Historic District Committee in conversation.
- Private property may pose liability issue. Staff to look into renewing a previous agreement that covered this.
- Involving the LRBOI in the conversation.

Staff was instructed to draft an appropriate document to send out to the property owner, using approachable language and have George Saylor look over it before it is sent out.

**NEW BUSINESS.**

- a.) PRESENTATION OF EVENT WORKPLANS. – C. BERARD

For this round of the event proposals, the following have submitted up-dated plans for the Executive Director’s communication and review. Each work plan includes the chairperson, committee members, event date and anticipated expenses. 2020 Events include: Hops and Props (Carrie Mosher, September 21, 2020) and Victorian Sleighbell Parade and Old Christmas Weekend (Kendra Remai, December 3– 6, 2020). 2021 Events include: Spark Manistee.

Staff highlighted:

- In the past workplans were updated in February.
- New process to standardize throughout the different committees/events.
- Spark doesn’t have a 2021 date set and needs chair and committee members.

Barry Lind thanked Caitlyn for her work in streamlining the process and updating the Board.

b.) APPROVAL OF DRAFT MANISTEE DDA BUDGET PLAN, MEETING THE CITY OF MANISTEE DEADLINE OF MARCH 24, 2020, FOR INCLUSION INTO THE CITY BUDGET.

The Manistee DDA has prepared a draft budget, including projects from the City of Manistee Economic Development Strategy, City of Manistee Housing Plan, Development and TIF plan amendment and the Strategic Planning Meeting from January 8, 2020 goals. This budget communicates to City Council the Manistee DDA's participation in their upcoming budgets and support the initiatives written out in the dedicated plans.

Discussion included:

- Decrease in revenue.
- Budget shows a \$150,000 deficit, spending down fund balance to \$0 is not sustainable.
- Including bonding projects in this budget—need to find out fees (\$40,000 – \$50,000).
- Cut from budget and include in bonding unless otherwise noted:
  - ✓ WSCC (currently included in the façade grant line item and Barry Lind asked that it have its own category)—\$50,000.
  - ✓ Riverwalk Capital Improvement Plan—\$40,000.
  - ✓ Keep Downtown Maintenance flat at \$20,000 for the time being—not including it in the bond financing but instead working toward the \$40,000 outlined in the TIF plan.
  - ✓ Intersection Enhancements, which would be part of the Gateway Project and so could wait for the bonding—\$20,000.
- Relying on fund balance for \$57,000 – \$65,000.
- Looking at what we are going to spend this fiscal year to forecast where we will be to begin the next.
- Policy to have 20% of scheduled projects in fund balance. Has not been followed in previous years. Need to follow or change.

Consensus: Staff to adjust budget to reflect the discussed changes and present to Chair Mosher for his approval. Budget to include footnote explanations of cuts to avoid later confusion.

c.) LETTER OF SUPPORT: SUPPORT LETTER FOR THE CITY OF MANISTEE APPLICATION FOR THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST GRANT (DNR GRANT) FOR THE NORTH RIVERWALK PARK.

The City of Manistee is applying for a grant to support the development and infrastructure improvements of the North Riverwalk Park. The project will support the goals and objectives of City of Manistee's Five-Year Park and Recreation Plan and will

have public comment during the public hearing at the City Council meeting on March 17, 2020. The City of Manistee has committed matching funds in cash and/or force account for the local match of \$123,000 (30%) for the grant for the project estimated to cost \$287,000. A support letter from the Manistee DDA supports our efforts to Increase Public Relations and Increase Collaborative Efforts discussed at the January 8, 2020 Strategic Planning Workshop.

*MOTION* by Thad Taylor, second by Barry Lind to submit letter of support for the City of Manistee application for Michigan Department of Natural Resources Trust Fund Grant for the renovation of the North Riverwalk Park.

Voice vote—Motion approved.

d.) WEST SHORE COMMUNITY COLLEGE (WSCC) BUILDING (FORMERLY GLIKS) POSSIBILITY OF STATE SUPPLEMENTAL FUNDING OF PROJECT.

\$1,000,000 supplemental funding for the WSCC downtown project may be available from the State of Michigan. Thad Taylor spoke with Crystal Young from WSCC about the desire of the DDA to withdrawal financial funding if these dollars are granted. DDA supports this project but if the State is putting this money in, the DDA would be able to put their money into other projects. Thad will keep the Board apprised of the situation.

e.) 440 RIVER STREET BUILDING BANK OWNED PROPERTY BEING PROMOTED BY THE ECONOMIC DEVELOPMENT DIRECTOR.

Good potential property that will require lots of work—continuing to be a restaurant would be the ideal use for this property. May be a good candidate for the DDA to acquire—multiple purchasing ideas to consider.

Discussion included:

- Deck lease/purchase.
- Manistee Municipal Marina accommodating transient boater dockage. Better signage.
- Approaching bank.
- Property acquisition fund—possibility of \$87,000/\$100,000, though currently part of fund balance.
- DDA bylaws require 10% of TIF revenue kept in fund for property acquisition. Haven't followed this in years. Should follow or change in future.

f.) BIDS FOR ORNAMENTAL IRONWORK CAME IN HIGH. POSSIBLE REALLOCATION OF FUNDS.

Discussion included:

- Amend current year budget of \$3,500 to \$10,000 by moving money from other line item.
- Garbage corrals look like they will come in for less than budgeted—reallocate \$6,500 from that project.

*MOTION* by Barry Lind, second by Thad Taylor to reallocate money from refuse to cover the ornamental ironwork painting but waiting until bids come in for the corrals to confirm there will be surplus to reallocate.

Voice vote—Motion approved.

**BOARD COMMENT.**

Welcomed Bruce Allen to the Board.

**PUBLIC COMMENT.**

None

**ADJOURN.**

Next meeting is scheduled for Wednesday, April 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 9:32 a.m.**

Kelly McColl  
Acting Recording Secretary

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY  
DOWNTOWN DOLLARS FUND  
BALANCE SHEET**

<b>ASSETS</b>	<u>Mar. 31, 2020</u>
<b>Current Assets</b>	
<b>Checking/Savings</b>	
248-015 · Downtown Dollars Checking 2019	1,577
248-016 · Downtown Dollars Checking 2020	1,402
<b>Total Checking/Savings</b>	<u>2,979</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 2,979</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2019 Downtown \$ Outstanding	1,649
2020 Downtown \$ Outstanding	1,800
<b>Total Liabilities</b>	<u>3,449</u>
 <b>Equity</b>	
248-390 · Fund Balance	36
Net Income	(506)
<b>Total Equity</b>	<u>(470)</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 2,979</u></u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY  
REVOLVING LOAN FUND  
BALANCE SHEET**

<b>ASSETS</b>	<u>Mar. 31, 2020</u>
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Revolving Loan Checking - WSB	17,891
Due from General Operating	1,325
<b>Total Current Assets</b>	<u>19,216</u>
<b>Other Assets</b>	
<b>Revolving Note Receivable</b>	
RLB Boutique	5,136
Duchon Insurance	975
J Catlett's Men's Styling LLC	3,280
<b>Total Other Assets</b>	<u>9,391</u>
<b>TOTAL ASSETS</b>	<u><u>\$28,607</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Fund Balance	28,359
Net Income	248
<b>Total Equity</b>	<u>28,607</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$28,607</u></u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY  
GENERAL FUND  
BALANCE SHEET**

<b>ASSETS</b>	<u><b>Mar. 31, 2020</b></u>
<b>Current Assets</b>	
<b>Checking/Savings</b>	
248-000 · Petty Cash	1,000
248-010 · Checking - West Shore Bank	229,714
248-008 · Land Acquisition Account	78,834
248-003 · Façade Grants Checking	5,005
<b>Total Checking/Savings</b>	<u>314,553</u>
248-028 · Accounts Receivable	4,272
12100 · Pre-Paid Expenses	250
<b>Total Other Current Assets</b>	<u>4,522</u>
<b>Total Current Assets</b>	<u>319,075</u>
<b>Other Assets</b>	
248-182 · Investment - Amer Cleaners Prop	84,160
<b>TOTAL ASSETS</b>	<u><u>403,235</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
248-202 · Accounts Payable	800
248-204 · Due to Revolving Fund	1,325
248-210 · Payroll Liabilities	490
<b>Total Current Liabilities</b>	<u>2,615</u>
<b>Total Liabilities</b>	<u>2,615</u>
<b>Equity</b>	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,834
248-396 · Façade Grant	5,005
<b>Total 248-392 · Designated Fund Balance</b>	<u>83,839</u>
248-390 · Fund Balance	302,747
Net Income	14,034
<b>Total Equity</b>	<u>400,620</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>403,235</u></u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**

**Profit & Loss Budget vs. Actual**

July 2019 through June 2020

	<u>Jul '19 - June 2020</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>TIF Revenues</b>				
248-401 · TIF Revenue	264,904	251,884	13,020	105.17%
248-573 · Local Community Stabilization Revenue	20,872	20,000	872	0.00%
<b>Total TIF Revenues</b>	<b>285,776</b>	<b>271,884</b>	<b>13,892</b>	<b>105.11%</b>
<b>Committee Revenue</b>				
248-278 · Spark Manistee	5,000	8,000	(3,000)	62.50%
<b>Event Revenue</b>				
<b>248-280 · Event Revenues</b>				
248-286 · Sleighbell Sponsorships	11,000		11,000	100.00%
248-283 · Sleighbell - Other	1,144	15,000	(13,856)	7.63%
<b>Total 248-283 · Sleighbell</b>	<b>12,144</b>	<b>15,000</b>	<b>(2,856)</b>	<b>80.96%</b>
<b>248-281 · Hops &amp; Props</b>				
248-284 · Hops & Props Sponsors	15,100	-	15,100	100.00%
248-281 · Hops & Props - Other	30,572	33,500	(2,928)	91.26%
<b>Total 248-281 · Hops &amp; Props</b>	<b>45,672</b>	<b>33,500</b>	<b>12,172</b>	<b>136.33%</b>
<b>Total 248-280 · Event Revenues</b>	<b>57,816</b>	<b>48,500</b>	<b>9,316</b>	<b>119.21%</b>
<b>Total Event Revenue</b>	<b>57,816</b>	<b>48,500</b>	<b>9,316</b>	<b>119.21%</b>
<b>248-642 · Miscellaneous Income</b>				
248-261 Downtown Dollars Discount	(400)	-	-	0.00%
248-664 · Interest Income	685	500	185	137.00%
248-704 · Other Income		2,000	(2,000)	0.00%
Transfer In Fund Balance	-	192,566	(192,566)	0.00%
<b>Total 248-642 · Miscellaneous Income</b>	<b>285</b>	<b>195,066</b>	<b>(194,781)</b>	<b>0.15%</b>
<b>Total Income</b>	<b>348,877</b>	<b>523,450</b>	<b>(174,573)</b>	<b>66.65%</b>
<b>Expense</b>				
<b>Office Related Expenses</b>				
248-847 · Advertising	600	300	300	200.00%
248-853 · Office Equipment and Supplies	754	1,000	(246)	75.40%
248-854 · Postage	63	300	(237)	21.00%
248-857 · Membership Dues	295	600	(305)	49.17%
248-858 · Miscellaneous-Office Related	197	300	(103)	65.67%
248-859 · Printing & Reproduction	-	250	(250)	0.00%
248-863 · Travel	673	1,000	(327)	67.30%
248-864 · Subscriptions	357	-	357	100.00%
248-865 · Meeting Hosting	226	300	(74)	75.33%
248-866 · Training-Education-Conferences	1,555	2,500	(945)	62.20%
248-868 · Insurance	2,032	2,350	(318)	86.47%
248-870 · Phone/Internet	87	300	(213)	29.00%
<b>Total Office Related Expenses</b>	<b>6,839</b>	<b>9,200</b>	<b>(2,361)</b>	<b>74.34%</b>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**

**Profit & Loss Budget vs. Actual**

July 2019 through June 2020

	<u>Jul '19 - June 2020</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Payroll and Contracted Services</b>				
248-701 · Contracted Services	3,750	-	-	-
<b>248-718 · Gross Salary - Director</b>				
248-705 · Employer FICA Expense	2,808	-	1,601	100.00%
248-711 · Unemployment	108	-	108	100.00%
248-712 · Workmen's Comp Ins	311	-	311	100.00%
248-718 · Gross Salary - Director	36,870	110,000	(73,130)	33.52%
<b>Total 248-718 · Gross Salary - Director</b>	<b>40,097</b>	<b>110,000</b>	<b>(69,903)</b>	<b>36.45%</b>
<b>Total Personnel Related Expense</b>	<b>43,847</b>	<b>110,000</b>	<b>(66,153)</b>	<b>39.86%</b>
<b>Fee Related Expenses</b>				
248-731 · Bank Service Charges	160	100	60	160.00%
248-904 · Annual Audit	1,500	1,500	-	100.00%
248-903 · 1999 Bond Payment-Streetscape	137,700	137,700	-	100.00%
248-902 · Legal Fees	1,675	2,500	(825)	67.00%
248-901 · Accounting	3,600	5,000	(1,400)	72.00%
248-906 · TIF Plan Redevelopment	607	-	607	100.00%
<b>Total Fee Related Expenses</b>	<b>145,242</b>	<b>146,800</b>	<b>(1,558)</b>	<b>98.94%</b>
<b>Design Committee Related Expense</b>				
248-639 · Landscaping	273	18,000	(17,727)	1.52%
248-665 · Hanging Baskets / Watering Contract	3,632	13,000	(9,368)	27.94%
248-651 · City Maintenance in DDA	44,000	50,400	(6,400)	87.30%
248-653 · Holiday Decorations	11,628	8,500	3,128	136.80%
248-652 · Facade Grant Program	15,000	10,000	5,000	150.00%
248-661 · Parking Signage	949	4,500	(3,551)	21.09%
248-663 · Banners	161	-	161	100.00%
Transfer to Property Acquisition	-	25,000	(25,000)	0.00%
<b>Total Design Committee RelatedExpense</b>	<b>75,643</b>	<b>129,400</b>	<b>(53,757)</b>	<b>58.46%</b>
<b>Economic Restructuring</b>				
248-555 · Strategic Plan	750	1,000	(250)	75.00%
248-627 · Refuse Containers	3,673	-	-	0.00%
248-628 · Property Acquisition	6,543	78,000	(71,457)	8.39%
<b>Total Economic Restructuring</b>	<b>10,966</b>	<b>79,000</b>	<b>(71,707)</b>	<b>13.88%</b>
<b>Organization Committee</b>				
248-600 · Main Street Program Newsletter	-	300	(300)	0.00%
248-602 · Downtown Dollars Program	198	500	(302)	39.60%
248-608 · Spark Manistee	3,070	8,000	(4,930)	38.38%
248-610 · Database	264	-	264	100.00%
<b>Total Organization Committee</b>	<b>3,532</b>	<b>8,800</b>	<b>(5,268)</b>	<b>40.14%</b>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**

**Profit & Loss Budget vs. Actual**

July 2019 through June 2020

	<u>Jul '19 - June 2020</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Promotions Committee Expenses</b>				
<b>248-751 · Promotions Committee Expense</b>				
248-748 · Website Redevelopment	-	500	(500)	0.00%
248-761 · Hops & Props on the River	32,345	21,500	10,845	150.44%
248-764 · Sleighbell Weekend	16,686	26,500	(9,814)	150.44%
248-776 · Advertising	-	5,000	(5,000)	62.97%
<b>Total 248-751 · Promotions Committee Expense</b>	<u>49,031</u>	<u>53,500</u>	<u>(4,469)</u>	<u>91.65%</u>
<b>Total Expense</b>	<u>335,100</u>	<u>536,700</u>	<u>(201,600)</u>	<u>62.44%</u>
<b>Net Operating Income</b>	<u>13,777</u>	<u>(13,250)</u>	<u>27,027</u>	

**Manistee Downtown Development Authority**  
**Monthly Disbursements**  
**March 2020**

<b>Date</b>	<b>Transaction Type</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Amount</b>
Beginning Balance					
03/06/2020	Check	DD	Caitlyn M Berard	Direct Deposit	1,466.98
03/08/2020	Bill Payment (Check)	4867	Manistee County Visitors Bureau	Advertising	1,181.50
03/08/2020	Bill Payment (Check)	4870	Manistee Area Chamber of Commerce	Quarterly Payment for Economic Development	3,750.00
03/08/2020	Bill Payment (Check)	4869	Spicer Group	Dumpster Enclosure	1,030.50
03/08/2020	Bill Payment (Check)	4868	City of Manistee	Public Hearing posting	432.80
03/08/2020	Bill Payment (Check)	4863	MIKA MEYERS BECKETT & JONES PLC	Attorney Fees	250.00
03/08/2020	Bill Payment (Check)	4862	Connie M Tewes CPA LLC	Monthly Accounting	400.00
03/20/2020	Check	DD	Caitlyn M Berard	Direct Deposit	1,466.98
03/31/2020	Check	EFTPS	United States Treasury	941 Payroll taxes	1,046.48
				<b>TOTAL</b>	<b>\$ 11,025.24</b>

Resources and Support during COVID-19 “Stay at Home” orders.

To: Manistee DDA Board

From: Executive Director, Caitlyn M Berard

To the Manistee DDA Board:

During the COVID-19 “Stay at Home” Executive Orders, resources and partners are configuring the best ways to serve our local businesses being affected. Below is a list of important discussions and resources available that can be shared with local teams. Additionally, feel free to share the Manistee DDA Revolving Loan Program documents attached.

### **Coronavirus Aid, Relief, and Economic Security (CARES) Act**

The CARES Act was released Wednesday March 25<sup>th</sup>, to provide economic flexibility for employers, employees, banks and other state programs. Incentives and opportunities addressed include Small Business “Paycheck Protection Program”; Changes to Small Business Administration (SBA)’s Economic Injury Disaster loans; Loan Programs and Credit Facilities; Business Tax Provisions; Pension and Employee Benefit Requirements; Banking Relief, Mortgage Forbearance and Credit Reporting; Unemployment Programs, Student Loans, etc.

Helpful links for the CARES Act include:

- Senate Bill: <https://www.congress.gov/bill/116th-congress/senate-bill/3548/text>
- [Federal Relief Package – Details for Businesses](#)
- [Summary of Bipartisan Agreement on “CARES” Act](#)
- [Warner Norcross + Judd Summary of CARES Act](#)

### **Families First Coronavirus Response Act (FFCRA): Employee Paid Leave Rights**

The FFCRA Act addresses businesses with less than 500 employees, requiring 12 weeks of job protected leave. The Act defines “protected” during this time and the stipulation variations for different number of employees.

Helpful links for the FFCRA Act:

- Senate Bill: <https://www.congress.gov/bill/116th-congress/house-bill/6201/text>
- [Families First Coronavirus Response Act \(FFCRA\): Employee Paid Leave Rights](#)
- [FFCRA – Fact Sheet for Employers](#)
- [FFCRA – Questions and Answers](#)

- [FFCRA Poster](#)

### **Michigan Small Business Relief Fund**

The Michigan Small Business Relief Fund includes a grant and loan available to small businesses, that anticipate loss of revenue due to the COVID-19 stipulations, through the Michigan Economic Development Corporation (MEDC). The funding applications are allocated through Networks Northwest, for Manistee County, as the Economic Development Organization (EDO referenced within the links below) for this district. Application deadlines for the funding are April 3<sup>rd</sup>. As funding is extended and the structures change on these funding dollars, continue to fill out the applications and be ready when additional funding becomes available due to the great need.

Helpful links for the Michigan Small Business Relief Fund:

- MEDC Fact Sheet: <https://www.michiganbusiness.org/496012/contentassets/12a42c4de57a4340b45906c94bd96adc/mi-small-business-relief-200326c.pdf>
- MEDC Fact Page: <https://www.michiganbusiness.org/about-medc/covid19/small-business-relief-program/>

### **Local Additional Resources**

Consumers Energy: Consumers Energy is willing to work with small businesses on utility billing, connection to partner resources and supporting businesses through the Pure Michigan Business Connect Program. For assistance, call 800-805-0490. <https://www.grandrapids.org/wp-content/uploads/2020/03/Small-Business-Relief-One-Pager-2020-FINAL-004.pdf>

West Shore Bank: West Shore Bank is offering relief programs for consumer loan payments, mortgage and home equity payments, and other business relief programs assistance. <https://www.westshorebank.com/coronavirus.html>

Chemical Bank: Chemical Bank is offering consumer payment deferrals, repossession halt program, suspension of foreclosure program and other hardship assistance with small business loan and grant assistance. <https://www.chemicalbank.com/COVID-19>

4Front Credit Union: 4Front Credit Union (4Front) has created a COVID-19 Support Request Form for businesses asking for direct communication for specific needs. 4Front is additionally assisting with government lead programs of the CARES Act, Paycheck Protection Program, Economic Injury Disaster Loans and Small Business Debt Relief Program. <https://www.4frontcu.com/covid-19business>

Filer Credit Union: Filer Credit Union is offering additional Skip-A-Pay on loans and waiving the fee. Filer Credit Union is assisting with government lead programs and warnings about scams. <https://filercu.com/2020/03/13/concerned-about-going-out-during-this-outbreak/>

### **Community Response Fund Grant Application**

The Manistee County Communication Foundation, United Way of Manistee County and the Manistee County Human Service Collaborative Body have collaborative funds to support non-profit, schools and government entities in need of additional funds to support efforts during the COVID-19 pandemic.

Helpful Link: <https://app.smarterselect.com/programs/65702-Manistee-County-Community-Foundation>

### **Comprehensive websites with lists of local resources and links**

The below list has their own comprehensive list of resources based on the variety of target audiences. These are the sites I am reviewing as reference for the most up to date information. I am providing this list to share multiple options for reading the information.

- Manistee Area Chamber of Commerce: <https://www.manisteechamber.com/>
- MEDC: <https://www.michiganbusiness.org/covid19/>
- Joyce Foundation: <http://www.joycefdn.org/news/nonprofit-financial-resources>
- Small Business Development Center: <https://sbdcmichigan.org/small-business-covid19/>
- Restore Your Economy: Restore Your Economy is a direct website from the International Economic Development Corporation with links and applications to the national orders. While many leaders are checking multiple sites a day, this site is updated daily with the newest information. <https://restoreyoureconomy.org/>

All these resources have been collected with the support of the MEDC, SBDC, Michigan Chamber, Downtown Development Authorities, City websites, etc. All our local entities are working together to have a collaborative and communicative partnership to be a resource to our businesses during this time. Additional updates on meetings, events, and funding will be available shortly.

Thank you in advance for your support.

Caitlyn M Berard  
Executive Director  
Manistee DDA

From: Jamie Catlett <catlettjamie@gmail.com>  
Sent: Sunday, April 5, 2020 4:55 PM  
To: Caitlyn Berard  
Subject: Deferment on DDA Loan

Caitlyn,

Would you please pass along this information to the board?

I am asking the Board of Directors of the Manistee Downtown Development Authority for a deferral on my loan payments for the next 6 months. Currently, I am unable to work because of the Executive Order due to COVID-19. I also am undergoing medical procedures for skin cancer and I am not sure how long that process will be. Deferring my loan and interest for the next 6 months will give me the ability to focus on my health. I expect to be back in operation within the next few months.

Thank you for your careful consideration!

With happiness and gratitude,

Jamie Catlett  
231-250-0472  
CatlettJamie@gmail.com