

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 May 13th, 2020 at 8:00 A.M. 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
Participate ID: #

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. These have been extended through the Executive Order 2020-75 allowing Public Bodies to continue meeting virtually at this time.

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.

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 12:00 P.M. on Friday, May 8th, 2020 on the exterior bulletins boards and Police Department at City Hall.

Signed *Caitlyn M. Berard*

Caitlyn M Berard

Manistee DDA Executive Director

Virtual Board Meeting May13th, 2020 at 8:00 A.M
Zoom

Speaker	Script/Agenda
Caitlyn M Berard Executive Director	<p>Good morning. Today is Wednesday, May 13th, 2020. I am Caitlyn M Berard, Executive Director for the Manistee DDA. The Manistee DDA’s May 13th, 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 audio is being recorded and will be broadcast on Manistee TV YouTube channel. The audio will additionally be added to the Manisteedowntown.com website.</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 this meeting, and likely Manistee DDA meetings for the foreseeable future, will be conducted.

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

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

Speaker	Script/Agenda
Chair Kyle Mosher	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 follows the Open Meetings Act, as modified by the Executive Order, and has been reviewed by the City Attorney. 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.
2. Approval of the Agenda	
Chair Kyle Mosher	Currently, board members, please clearly state your name and your motion. If you were interrupted during your motion, please repeat for the Recording Secretary. I would like to ask for a motion for the approval of the agenda Any Discussion- please clearly state your name before your comments
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 very important 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"> - Public hearing for the 2020-2021 Manistee DDA Budget - Consideration of the 2020-2021 Manistee DDA Budget - Consideration to open a bank account for the Business Development Committee's initiative "Keep the Lights On" <p>The Executive Director will now take over and accept Public Comments.</p>
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At this time, 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 comment on agenda items. Once complete, they will turn the meeting back over to the Chair.

Speaker	Script/Agenda
	1. PUBLIC HEARING ON THE 2020-2021 BUDGET.
Chair Kyle Mosher Recording Secretary, Kelly McColl	<p>The Manistee DDA fiscal year runs from July 1 through June 30. A public hearing and adoption are required by City Council before the Manistee DDA board can adopt. These processes must be completed by the charter deadline of May 15. A work session with the City Council was held on Tuesday, April 14 during the virtual Zoom meeting and a budget consideration is scheduled for later this meeting. Currently the public has an opportunity to comment on the 2020-2021 Budget. No action is anticipated at the conclusion of the public hearing.</p> <p>The Executive Director will now take over and accept Public Comments on the 2020-2021 Budget</p>

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 comment on the 2020- 2021 Budget. Once complete, they will turn the meeting back over to the Chair.

1. APPROVAL OF THE APRIL FINANCIAL REPORT	
Chair Kyle Mosher Recording Secretary, Kelly McColl	Do I have a motion for the approval of the April Financial Statements? Discussion: Roll Call
2. APPROVAL OF THE APRIL 2020 MEETING MINTUES	
Chair Kyle Mosher Recording Secretary, Kelly McColl	Do I have a motion for the approval of the April Meeting Minutes? Discussion: Roll Call:
2. APPROVAL OF THE 2020-2021 MANISTEE DDA BUDGET	
Chair Kyle Mosher Recording Secretary, Kelly McColl	The Manistee DDA 2020-2021 Budget was reviewed than discussed with the Manistee DDA Board at February 21 st , 2020; March 2 nd , 2020; March 11 th , 2020; and April 8 th , 2020. The City of Manistee City Council reviewed during the April 14 th workshop and approved the budget during the virtual city council meeting on May 6 th , 2020. The Manistee DDA budget includes requested City Council goals for 2019-2020, the Development and TIF amendment and strategic planning session from the Manistee DDA Board on January 8 th , 2020. The layout provides a conversational bond column for future discussion as the projects evolve. Attached is the copy of the Manistee DDA 2020-2021 Budget within the City of Manistee Budget and Capital Improvement Plan. At this time, the Manistee DDA can approve its portion of this plan. Do we have a nomination for the approval of the 2020-2021 Manistee DDA Budget? Discussion: Roll Call
3. CONSIDERATION OF CREATION OF A SEPARATE BANK ACCOUNT FOR THE BUSINESS DEVELOPMENT COMMITTEE’S INITIATIVE ‘KEEP THE LIGHTS ON’	
Chair Kyle Mosher Recording Secretary, Kelly McColl	The Manistee DDA Business Development Committee would like to offer a private fundraised monthly grant to private businesses in the downtown to assist with financial monthly costs of the grant. The Business Development Committee is requesting permission to set up a separate account for this initiative. Due to how DDA’s are organized, its is more appropriate to have the private funding and public funding separate when providing private grants back to the community. Do I have a motion for the approval for the creation of the ‘Keep the Lights On’ bank account? Discussion: Roll Call
New Business	
4. DISCUSSION OF THE EXECUTIVE DIRECTOR AND MANISTEE DDA STAFF PLACEMENTS	

Chair Kyle Mosher Recording Secretary, Kelly McColl	The Manistee DDA Executive Director has resigned and will be with the board through the month of May 2020. At this time, the Manistee DDA board will discuss next steps in hiring additional staff in the immediate future. Do we have a motion? Discussion: Roll Call
4. Board Member comments	
Chair, Kyle Mosher	At this time, the Executive Director will call each member individually asking for if Board members would like to share comments at this time.
Executive Director, Caitlyn M Berard	<i>In list format, "Board Member NAME, do you have a comment at this time?"</i>
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:

- Executive Director Report
- April Financial Statements
- April Meeting Minutes
- City of Manistee Public Notice for the 2020-2021 Budget and Capital Improvement Plan
- Manistee DDA Public Notice for 2020-2021 Budget
- City of Manistee; Manistee DDA 2020-2021 Budget
- News Advocate publishing of City of Manistee adoption of 2020-2021 Budget and Capital Improvements Plan

DOWNTOWN MANISTEE

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Executive Director Report May 13th, 2020

Design Committee Update

- **Sandblasting and Painting:** The sandblasting and painting of the iron posted flower boxes and trash cans on river street started the week of April 27th, 2020. This includes 18 trash cans and 10 flower boxes. Trash cans and flower boxes will be powder coated over a zinc primer. The proposed method should have the longest life expectancy. The project included an RFP process and planning with the Design Committee. This will be phase one as the budget allows. At this time, temporary blue trash cans have been put in the iron trash cans place until the process is completed. The City of Manistee DPW is managing the project and available for questions in the future.
- **Sidewalk Pavers:** The sidewalk pavers phase 1 started this past month for leveling and repairing of sidewalk pavers. Phase 2 and 3 will be rebid after the completion of the large development projects of the Gateway and the WSCC development.
- **Refuse Containers:** The City of Manistee Ad-Hoc Refuse Committee recommended construction of two dumpster corrals in the DDA District along River Street between Division and Maple Street. The DDA Design has participated in the conversation regarding the Manistee DDA budgeted funds for the project. The RFP process is complete and scheduled for the end of the summer.
- **Outdoor seating permits:** This past year, three restaurants have applied for their Outdoor Seating permits. Our outdoor seating program does not exclude to restaurants, which was miscommunication with merchants in the past. Merchants are interested in looking into 'open air markets' and will be applying of the program this early spring.
- **Benches and Flower boxes:** There are a limited number of benches and flower boxes available. If a business missed the initial deadline, they will not be able to receive a box or bench this year. Benches and flower boxes were placed at the notified locations this past week.

Business Development Committee Update

- One on One Business Development Committee Sessions: The Business Development Committee is ready to volunteer their time to have one on one sessions with business owners that may have questions about resources, grants, or COVID-19 stipulations. Many of our committee members are working with business owners daily and want to offer a dedicated time to serve one business at a time to address concerns. This will be starting shortly.
- Merchant Survey: To best develop initiatives in the immediate future, the Committee has developed a short multi choice survey that will indicate the availability and resources our businesses do have and what we need to make available.
- “Keep the Lights On” initiative: Community members and residents are ready to invest in their downtown businesses. To keep the spirit of their community alive, members are reached out to the committee interested in donating to support the monthly hard costs that will not be addressed in state funding, grants, or private loans. This initiative will be fundraised, and funds will be allocated by the Committee with immediate turn around.
- Committee Responsibilities and Organization is a developing document that outlines the structure of the committee and intention of projects moving forward. This document is the new strategy and outline of intentions for the committee.
- The Business Development Committee has decided to postpone Spark planning until after COVID-19. The direction and facilitation will be directed in a new fashion with new information becomes available from the State.
- The committee has discussed the current Revolving Loan program restructuring. The program was in the process of being updated. The program is now being evaluated for its allowances during COVID-19.
- The committee has discussed how the Downtown Dollars program will look in the future. Program topics include numbering cards, online purchases, and marketing bulk sales in the future.

Merchant Meeting Update

- The merchants have met twice and look forward to weekly virtual conversations. These conversations have included the opportunity to share resources, stories, strategies, and next steps.
- Conversations have included: Curbside, new COVID-19 staffing precautions, online sales, sidewalk sales, CVB safe travels page, Downtown Dollars and virtual events and sales
- Businesses are discussing ‘open air markets’, sidewalk permits and other ways to expand the shopping experience outside of the building during limited occupancy numbers.
- Businesses are collaborating for virtual events to tie multiple businesses to online shopping experiences. This includes online fashion shows, window exhibits and virtual events.

Office Related

- The Financial Procedures are clarified and are now available to attach to the new employee dishonesty application for the Executive Director position under the City Charter
- The City Council adopted the City and Manistee DDA Budget during Wednesday's, May 6th virtual meeting.

Leadership Program

- The 2020 Day of Serving is currently on hold until further notice. More information to be published soon.

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>
Income				
TIF Revenues				
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%
Total TIF Revenues	285,777	271,884	13,893	105.11%
Committee Revenue				
248-278 · Spark Manistee	5,000	8,000	(3,000)	62.50%
Event Revenue				
248-280 · Event Revenues				
248-286 · Sleighbell Sponsorships	11,000		11,000	100.00%
248-283 · Sleighbell - Other	1,144	15,000	(13,856)	7.63%
Total 248-283 · Sleighbell	12,144	15,000	(2,856)	80.96%
248-281 · Hops & Props				
248-284 · Hops & Props Sponsors	15,100	-	15,100	100.00%
248-281 · Hops & Props - Other	30,572	33,500	(2,928)	91.26%
Total 248-281 · Hops & Props	45,672	33,500	12,172	136.33%
Total 248-280 · Event Revenues	57,816	48,500	9,316	119.21%
Total Event Revenue	57,816	48,500	9,316	119.21%
248-642 · Miscellaneous Income				
248-261 Downtown Dollars Discount	(400)	-	-	0.00%
248-664 · Interest Income	758	500	258	151.60%
248-704 · Other Income		2,000	(2,000)	0.00%
Transfer In Fund Balance	-	192,566	(192,566)	0.00%
Total 248-642 · Miscellaneous Income	358	195,066	(194,708)	0.18%
Total Income	348,951	523,450	(174,499)	66.66%
Expense				
Office Related Expenses				
248-847 · Advertising	600	300	300	200.00%
248-853 · Office Equipment and Supplies	729	1,000	(271)	72.90%
248-854 · Postage	117	300	(183)	39.00%
248-857 · Membership Dues	295	600	(305)	49.17%
248-858 · Miscellaneous-Office Related	578	300	278	192.67%
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	1,580	2,500	(920)	63.20%
248-868 · Insurance	2,033	2,350	(317)	86.51%
248-870 · Phone/Internet	87	300	(213)	29.00%
Total Office Related Expenses	7,275	9,200	(1,925)	79.08%

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>
Payroll and Contracted Services				
248-701 · Contracted Services	3,750	-	-	-
248-718 · Gross Salary - Director				
248-705 · Employer FICA Expense	3,249	-	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	42,639	110,000	(67,361)	38.76%
Total 248-718 · Gross Salary - Director	46,307	110,000	(63,693)	42.10%
Total Personnel Related Expense	50,057	110,000	(59,943)	45.51%
Fee Related Expenses				
248-618 · Penalties and Interest	6	-	6	100.00%
248-731 · Bank Service Charges	274	100	174	274.00%
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	3,617	2,500	1,117	144.68%
248-901 · Accounting	4,000	5,000	(1,000)	80.00%
248-906 · TIF Plan Redevelopment	607	-	607	100.00%
Total Fee Related Expenses	147,704	146,800	904	100.62%
Design Committee Related Expense				
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	162	-	162	100.00%
Transfer to Property Acquisition	-	25,000	(25,000)	0.00%
Total Design Committee RelatedExpense	75,644	129,400	(53,756)	58.46%
Economic Restructuring				
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%
Total Economic Restructuring	10,966	79,000	(71,707)	13.88%
Organization Committee				
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%
Total Organization Committee	3,532	8,800	(5,268)	40.14%

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>
Promotions Committee Expenses				
248-751 · Promotions Committee Expense				
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	16,916	26,500	(9,584)	150.44%
248-776 · Advertising	-	5,000	(5,000)	63.83%
Total 248-751 · Promotions Committee Expense	<u>49,261</u>	<u>53,500</u>	<u>(4,239)</u>	<u>92.08%</u>
Total Expense	<u>344,439</u>	<u>536,700</u>	<u>(192,261)</u>	<u>64.18%</u>
Net Operating Income	<u>4,512</u>	<u>(13,250)</u>	<u>17,762</u>	

Manistee Downtown Development Authority
Monthly Disbursements
April 2020

Date	Transaction Type	Num	Name	Memo/Description	Amount
04/01/2020	Paycheck	DD	Caitlyn M Berard	Last paycheck in March	1,466.99
04/16/2020	Paycheck	DD	Caitlyn M Berard	April 2020 Payroll	1,466.98
04/17/2020	Check	MTO	MI Department of Treasury	1st quarter MI withholding payment	490.38
04/17/2020	Bill Payment	4872	Caitlyn Berard	Expense Reimbursement	238.89
04/17/2020	Bill Payment	4593	Connie M Tewes CPA LLC	February and March accounting	800.00
04/20/2020	Check	Transfer	DDA Revolving Loan Acct	Transfer of Revolving loan payments in General	1,075.00
04/30/2020	Bill Payment	4877	Mika Meyers Beckett & Jones PLC	Legal Services	1,941.50
04/30/2020	Bill Payment	4876	Caitlyn Berard	Office Expense Reimbursement	3.18
04/30/2020	Bill Payment	4875	Cardmember Service	Fees for final closure of card	82.77
04/30/2020	Bill Payment	4878	Jackpine Business Centers	Office Expense	430.14
04/30/2020	Paycheck	DD	Caitlyn M Berard	April 2020 Payroll	1,466.99
04/30/2020	Check	EFTPS	United States Treasury	April 2020 941 Payroll taxes	1,046.46
					\$ 10,509.28

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

ASSETS	<u>April 30, 2020</u>
Current Assets	
Checking/Savings	
248-015 · Downtown Dollars Checking 2018 & 2019	1,346
248-016 · Downtown Dollars Checking 2020	1,800
Total Checking/Savings	<u>3,146</u>
TOTAL ASSETS	<u><u>\$ 3,146</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2019 Downtown \$ Outstanding	4,472
2020 Downtown \$ Outstanding	1,800
Total Liabilities	<u>6,272</u>
Equity	
248-390 · Fund Balance	(2,594)
Net Income	(532)
Total Equity	<u>(3,126)</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 3,146</u></u>

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

ASSETS	<u>April 30, 2020</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	21,124
Total Current Assets	<u>21,124</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	3,174
Duchon Insurance	804
J Catlett's Men's Styling LLC	3,280
Total Other Assets	<u>7,258</u>
TOTAL ASSETS	<u><u>\$28,382</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	28,093
Net Income	289
Total Equity	<u>28,382</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$28,382</u></u>

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

ASSETS	<u>April 30, 2020</u>
Current Assets	
Checking/Savings	
248-000 · Petty Cash	1,000
248-010 · Checking - West Shore Bank	219,224
248-008 · Land Acquisition Account	78,847
248-003 · Façade Grants Checking	5,005
Total Checking/Savings	<u>304,076</u>
248-028 · Accounts Receivable	6,769
12100 · Pre-Paid Expenses	250
Total Other Current Assets	<u>7,019</u>
Total Current Assets	<u>311,095</u>
Other Assets	
248-182 · Investment - Amer Cleaners Prop	84,160
TOTAL ASSETS	<u><u>395,255</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
248-202 · Accounts Payable	400
248-210 · Payroll Liabilities	768
Total Current Liabilities	<u>1,168</u>
Total Liabilities	<u>1,168</u>
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,847
248-396 · Façade Grant	5,005
Total 248-392 · Designated Fund Balance	<u>83,852</u>
248-390 · Fund Balance	305,481
Net Income	4,754
Total Equity	<u>394,087</u>
TOTAL LIABILITIES & EQUITY	<u><u>395,255</u></u>

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

PRESENT: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter,
Karen Goodman, James Beaudrie, Bruce Allen, Kenneth Urban

ALSO PRESENT: Caitlyn Berard, Arielle Breen – Manistee News Advocate

CALL TO ORDER.

Meeting called to order by the Chair at 8:07 a.m.

The following update was given by Chair Mosher:

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.

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.

APPROVAL OF AGENDA.

MOTION by Thad Taylor, second by Jodi Walter to adopt the agenda as presented.

With Roll Call vote this motion passed 8 to 0.

Yes: Tamara DePonio, James Beaudrie, Kenneth Urban, Karen Goodman,
Barry Lind, Bruce Allen, Kyle Mosher, Thad Taylor, Jodi Walter

No: None

Karen Goodman's phone call was dropped, her vote was not recorded.

PUBLIC COMMENT.

None

ELECTION OF OFFICERS.

Treasurer

Chair Kyle Mosher asked for nominations for Treasurer three times.

Thad Taylor nominated Tamara DePonio for Treasurer, second by Jodi Walter.
Tamara DePonio accepted the nomination.

With Roll Call vote this motion passed 6 to 3.

Yes: Tamara DePonio, Kenneth Urban, Karen Goodman, Bruce Allen,
Thad Taylor, Jodi Walter

No: James Beaudrie, Barry Lind, Kyle Mosher

James Beaudrie nominated Barry Lind for Treasurer.
Barry Lind accepted the nomination.

With Roll Call vote this motion failed 3 to 6.

Yes: James Beaudrie, Barry Lind, Kyle Mosher

No: Tamara DePonio, Kenneth Urban, Karen Goodman, Bruce Allen, Thad Taylor,
Jodi Walter

APPROVAL OF MINUTES.

MOTION by James Beaudrie, second by Thad Taylor to approve the minutes from March 11, 2020.

With Roll Call vote this motion passed 9 to 0.

Yes: Tamara DePonio, James Beaudrie, Kenneth Urban, Karen Goodman, Barry Lind,
Bruce Allen, Kyle Mosher, Thad Taylor, Jodi Walter

No: None

APPROVAL OF FINANCIAL REPORTS.

MOTION by Kenneth Urban, second by Thad Taylor to approve the March 2020 Financial Reports.

Barry Lind added that the financial statements are being approved with known discrepancies that will be corrected soon.

With Roll Call vote this motion passed 9 to 0.

Yes: Tamara DePonio, James Beaudrie, Kenneth Urban, Karen Goodman, Barry Lind,
Bruce Allen, Kyle Mosher, Thad Taylor, Jodi Walter

No: None

OLD BUSINESS.

None

NEW BUSINESS.

- a.) 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 by Karen Goodman, second by James Beaudrie to defer the loan payments and accrual of interest for six months of the current revolving loan for Jamie Catlett, J. Catlett and Company.

Discussion included verifying that the deferment agreement would include specific dates. Staff will include specific dates of deferment and repayment.

With Roll Call vote this motion passed 9 to 0.

Yes: Tamara DePonio, James Beaudrie, Kenneth Urban, Karen Goodman, Barry Lind, Bruce Allen, Kyle Mosher, Thad Taylor, Jodi Walter

No: None

BOARD COMMENT.

Lind asked that staff update Board on the budget. Staff was disconnected temporarily so Lind advised that the City is more flexible regarding the budget with all that is going on.

Taylor added that the deadlines are still in place, the City has to have an adopted budget by May 15 but as he and City Finance Director Ed Bradford shared with the City Council at their meeting last night, there will need to be budget amendments made once it is clear what the COVID-19 financial impacts will be.

Urban expressed his excitement to work with everyone on the DDA Board and was thankful for the welcome.

DePonio thanked the Board for voting her as treasurer. She will do all the work necessary to do it well.

Mosher welcomed Kenneth Urban as the newest member and thanked DePonio for being willing to serve as the treasurer.

PUBLIC COMMENT.

None

ADJOURN.

Next meeting is scheduled for Wednesday, May 13, 2020 at 8 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan or virtually through Zoom – TBD later.

MOTION by Karen Goodman, second by Thad Taylor **to adjourn at 8:33 a.m.**

Kelly McColl
Acting Recording Secretary

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 foster community ownership.

TO: Manistee News Advocate
FROM: Caitlyn M Berard, Executive Director
DATE: April 29th, 2020
RE: Notice of Public Hearing on FY 2020/2021 DDA Budget

Please publish the following advertisement in the Manistee News Advocate on the following dates: Monday, May 11th, 2020; and Tuesday, May 12th, 2020. Please place a black boarder around the advertisement. The ad should appear under public notices in the classified section of the newspaper. Please remit the invoice to the Manistee Downtown Development Authority, 70 Maple Street, Manistee MI 49660.

NOTICE OF PUBLIC HEARING ON FY2020/21 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

A Public Hearing will be held on Wednesday, May 13th, 2020 at 8:00 A.M. on ZOOM for the purpose of receiving public comment on the proposed FY 2020/21 Manistee Downtown Development Authority budget. ZOOM information can be found below. The proposed budget is available for public inspection on the City of Manistee website or downtownmanistee.com (under forms and docs). The DDA board will consider final adoption of the proposed budget immediately following the public hearing during its regular meeting.

Manistee DDA is inviting you to a scheduled Zoom meeting.

Dial: +1 646 558 8656
Meeting ID: 362 986 299
Participate ID: #

Manistee Downtown Development Authority
Caitlyn M Berard, Executive Director

**CITY OF MANISTEE
70 MAPLE STREET
MANISTEE, MICHIGAN 49660
(231) 398-2804**

PUBLIC HEARING NOTICE

To comply with the Michigan Open Meetings Act of 1976 and Budget Hearings of Local Governments Act 43 of 1963, notice is hereby given that the Manistee City Council will conduct a public hearing on Tuesday, April 21, 2020 at 7:00 p.m. The public hearing will be conducted remotely by phone. All members of the public are invited to participate.

To attend this meeting please call the number listed below and enter the meeting ID and password.

Dial: 1 646 558 8656
Meeting ID: 422 613 368
Password: 148318

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.

The proposed FY 2020-2021 budget is available for review on the City's website at www.manisteemi.gov. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of these hearings.** The budgets propose a tax levy of 17.7612 mills for General Fund operating purposes and 1.15 mills for Refuse Fund purposes. A rate adjustment to water and sewer and refuse services will also be reviewed.

Publication: Manistee News Advocate
Box Ad - Classified Page (11 Point Boldfaced Type for Millage Sentence)
Sat, April 11, 2020

Component Units

Downtown Development Authority



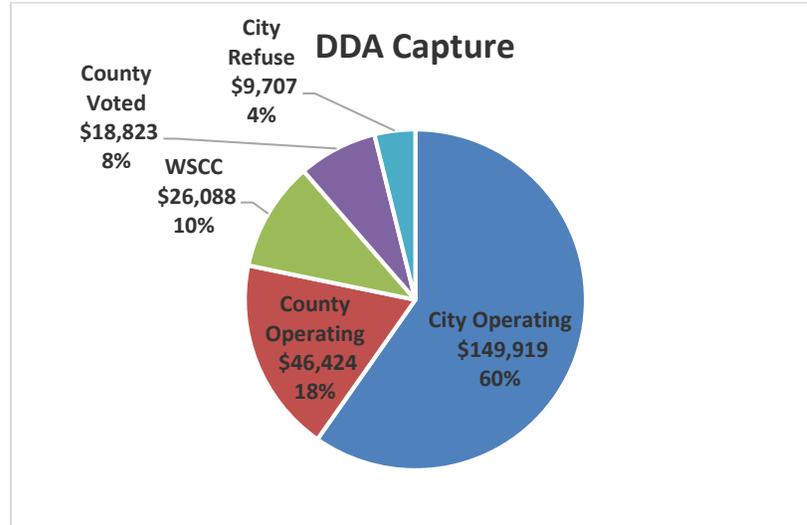
The City of Manistee Downtown Development Authority was originally established via ordinance passed on January 19, 1982. On April 2, 1985, City Council approved the original Development and Tax Increment Financing Plan and Ordinance. The plan estimated that the dissolution of the DDA would occur on or before the year 2000 but had no firm sunset date.

On March 30, 1989 City Council amended the DDA Ordinance to accomplish three major items. First, the ordinance adopts the Central Business District plan (part of the City’s Master Plan) as a guiding document in the DDA’s improvement plan. Second, it permits bonding by the DDA. Third, it establishes a sunset date for the DDA of January 1, 2009 (or if bond obligations exist, when those are paid off). The sunset date was March 1, 2020.

On September 16, 2008, Council amended the DDA Ordinance to allow for more money to be spent on administration in order to support the hiring of a Main Street\DDA Director.

On February 18, 2020 City Council adopted Ordinance 20-02 approving amendments to the City of Manistee Development Plan and Tax increment Financing plan. The plan was extended for 25 years.

The DDA captures a variety of taxes to fund their operations in the proportions shown below.



The DDA has prepared a narrative and budget for Council consideration. The DDA adjusted their budget process and coordinated it with the City budget timeline this year so the DDA budget could be incorporated in the City’s budget document.

City Council must ultimately approve the annual DDA budget.

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 a sense of community ownership.

2020-2021 The City of Manistee Downtown Development Authority Budget

The Manistee Downtown Development Authority (Manistee DDA) budget will reflect the mission of the City of Manistee City Council (Council) and expectations addressed during the City Council work session on May 14th, 2019. The budget will reflect the mission and Development and TIF plan amended goals, of the Manistee DDA, for the next twenty-five (25) years. The budget will be approved by the Council and the Manistee DDA for authorization. Amendments to the budget will be approved by the Manistee DDA during its fiscal year, as needed.

Per the City of Manistee Codified ordinances; 282 Downtown Development Authority: 282.09 Fiscal Year; Adoption of Budget; Financial Reports; Audits; the DDA's fiscal year is June to July every year. This upcoming budget report reflects the financial obligations and goals during July 1st, 2020 to June 30th, 2021.

Manistee DDA Revenues

The Manistee DDA has three significant changes in revenue for the July 2020-June 2021 fiscal year including: Loss in taxable revenue; lack of financial participation from the County library; and a decrease number of events the Manistee DDA is hosting.

This upcoming year, the Manistee DDA district anticipates a 4.4% increase in taxable value and decrease of 2.1% in taxable revenue. The largest portion of increase is brownfield increment within the Manistee DDA district. Minimizing the brownfield increment, as incentive within the district, the Manistee DDA will reflect a loss of 2.1% from the previous year. The Manistee DDA is no longer capturing tax dollars from the County Library of one millage, as previous years, due to the State of Michigan Act 57 of 2018. The last contributing factor of less revenue is less events. Since 2018, the Manistee DDA has dropped four events to focus on infrastructure, assets and business development. These three significant changes reflect the recent decline in revenue from the fiscal year 2019-2020 to 2020-2021.

Manistee DDA Expenses

The 2020-2021 City of Manistee DDA budget includes the motivations in the Manistee DDA 2020 Strategic Planning Session; adopted tasks from the City of Manistee Economic Development Plan and Housing Plan; and in negotiation agreements with West Shore Community College (WSCC) for public engagement and concern coverage. With these expectations in mind, the Manistee DDA is planning for

these financial focuses on these immediate areas for the next 2020-2021 fiscal year. Additional projects and goals described in the Development and TIF plan amendment of 2020, City of Manistee Economic Development Plan and Housing Plan will be the boards opportunity to accomplish within the next twenty-five (25) years.

These plans and objectives integrated within the 2020-2021 budget have been adopted through the below dates for budgeting.

- City Council Work Session Minutes- May 14th, 2019
- City of Manistee Economic Development Plan Adopted by the Manistee DDA – October 9, 2019
- City of Manistee Housing Plan Adopted by the Manistee DDA – October 9, 2019
- Approval for the WSCC partnership of Public Initiatives – October 9, 2019
- Manistee DDA Strategic Planning Objectives – January 8, 2020
- Development and TIF Plan amendment officially in effect – February 28, 2020
- Through the Manistee DDA’s board discussion at the Board Meetings on February 12 and Special Board Meeting on March 2, the drafted budget below is prepared for City Council inclusion within the City Budget for the charter date of adoption of May 15, 2020.

2020-2021 Manistee DDA Budget Highlights

Within the Manistee DDA 2020-2021 Budget, significant additions and changes are being addressed. For the 2020-2021 budget, the Manistee DDA will no longer have a bond payment of up to \$150,000.00 a year. As described in the adopted plans above; the Manistee DDA intentions to focus on contractual and staff changes; and growth in public relations. Due to heavier participation in local contracts, the board is reviewing bond options for larger projects outlined in the Development and TIF amendment. More information on the bonding projects below.

Contractual Changes: The 2020-2021 budget includes contractual expenses: the City Service Agreement (\$65,000.00/year); Economic Development Contract with the Manistee Area Chamber of Commerce (\$15,000.00/year); Accounting Services (\$5,000.00/year); and WSCC agreements (\$40,000.00/year).

Manistee DDA Staff Changes: The Manistee DDA Board is planning for staff changes within the next fiscal year. While the payroll number typically included salary only for the executive director position, the 2020-2021 fiscal number includes the following assumptions: Executive Director payroll and benefits (\$59,500/year); Part-time Office Support (\$27,500/year). and Housing Participation (\$8,000.00). These Manistee DDA staff changes are per the recommendations of the past staff and Board conversation. Participation to contribute towards a local Housing position will support the Housing initiatives, the Manistee DDA approved responsibility for, by adopting the City of Manistee Housing Plan at the October 9th, 2019 board meeting. Recommendations will be presented to Council and the Manistee DDA this up-coming Spring.

2020 -2021 Manistee DDA Focus of Public Relations: During the January 8th, 2020 Manistee DDA Strategic Planning session, the Manistee DDA addressed the need to increase public relations. The

Manistee DDA will illustrate this by increasing visibility in the community, adopting a new brand, celebrate the districts success and strengths, developing a public relations campaign and building pride in the DDA District. To show these efforts, the Manistee DDA Development and TIF amendment indicates \$10,000 a year towards public relations and advertising. The Manistee DDA budget has the \$10,000 allocated for the following projects: \$1,500.00 for Promotional Public Service Announcements, \$3,000.00 for Public Relations/Press Releases; \$2,500.00 for Advertising; \$1,000.00 for website development and \$2,000.00 for an updated Downtown Map. This funding will be used through the Manistee DDA board direction and the Business Development Committee recommendations as indicated in the committees 2020 goals.

Events: The Manistee DDA has hosted up to seven events since 2018 including: Men’s and Ladies Night, TGIF, Frostbit, Hops and Props, Sidewalk Sales, Sleighbell and Spark. Many of the Manistee DDA events are being hosted, but by merchant volunteers and other organizations, therefore not included in the Manistee DDA budget. For the 2020-2021 Fiscal year, the Manistee DDA is budgeting for Sleighbell weekend; Hops and Props; and Spark Manistee. *Additional information on Manistee DDA participation in Merchant Led events is below

2020-2021 Manistee DDA Budget Issues

According to the Manistee DDA Development and TIF Plan Amendment, the Manistee DDA intended to provide the following financial obligation to the financial heavy load projects within the first one to five-year allocation. Without a plan for an immediate bond, more of the initial heavy financial loaded priorities will be prioritized in later budgets. In order to accomplish some of these projects in the next couple of years, a bond discussion will begin after the 2020-2021 budget approval. These topics were discussed during the March 11th Manistee DDA board meeting.

These projects indicated in the Development and TIF Plan amendment, but are not included in the initial 2020-2021 budget, include:

- \$30,000.00/year for Rental Rehab Program
- \$20,000.00/year for River Facade and Deck Grants
- \$40,000.00/year for Riverwalk Capital Improvements Plan
- \$20,000.00 for Intersection Enhancements

Requested Bonded Projects for Immediate response

The Manistee DDA has anticipated projects requiring large investment in the immediate future. In order to complete these projects, the Manistee DDA will need to bond within the next three (3) years. The Manistee DDA is interested in a bond for \$1,000,000.00 for twenty (20) years, approved by the both the Manistee DDA and Council. For the anticipated bond of \$1,000,000.00, for twenty (20) years, the Manistee DDA is anticipating an annual payment of \$80,000.00 a year.

- \$200,000.00 for Intersection Improvements – The Manistee DDA takes the intersection from US-31 to River St seriously as a major corridor into the DDA District. With its past blighted sites, lack of access and lack of signage, the Manistee DDA is prioritizing funds to assist with the development of improving this intersection. While conversations surrounding the Gateway project are taking place, the Manistee DDA funding allocation will not occur within the next fiscal year. The funding for these improvements will be large, and at once, with a plan in place

organized by the lead partners of the Manistee Area Chamber of Commerce, Little River Holdings, LLC., Michigan Department of Transportation and the City of Manistee.

- \$25,000.00 for Riverwalk Capital Improvements – The Manistee DDA prioritizes the Riverwalk as a critical pedestrian, residential and tourist destination necessity. It provides access for boaters, walkers, bikers, runners of all kinds to reach the river and the Downtown. Through age and recent water damaging surges, the Riverwalk needs major improvements soon. The Manistee DDA has asked the City Engineer to provide an Asset Management invoice report to the Design Committee for budgeting and planning purposes on the Riverwalk. The Development and TIF amendment allocate \$40,000.00 a year for maintenance of the Riverwalk. Through the extensive amount of work that will need to be done at once, the amount allocated will not be enough for initial budgeting but will be a priority in the bonding process.
- Other allocated projects include the Rental Rehab Program and River Facade and Deck Grants. Both programs are important for the investment in local development for our District. Due to the program structures, they are not eligible for bonding. Conversations on their allocations in the future budgets is immediate priority for the Manistee DDA.

For additional comments or questions regarding the Manistee DDA’s July 2020-June 2021 budget or bonding conversation, please reach out to the Manistee DDA Executive Director.

- *Merchant’s interested in hosting an event with Manistee DDA support must follow the Manistee DDA event workplan process. Merchants may request Manistee DDA for support during an open board meeting. The Manistee DDA is not held responsible for the finances of merchant led events. Merchant led events must be funded on their own minimize the specified additional assistance from the Manistee DDA in the form of insurance coverage, marketing on social media site and other supports that do not accrue the Manistee DDA additional expense.*

**Manistee City
DDA 2018-2019 Proposed Budget**

	2018-2019 Actual	2019-2020 Original Budget	2019-2020 Amended Budget	2019-2020 Projected	2020-2021 Proposed	2020-2021 Proposed Bond	2020-2021 Notes
TIF Revenue	\$ 177,201	\$ 251,884	\$ 251,884	\$ 251,884	\$ 256,370	\$ -	taxable value increased 4.4%, brownfield increment is subtracted. See memo
Delinquent Personal Property Taxes	\$ 9,950						
Local Community Stability	\$ 14,975						
Delinquent Taxes							
Total TIF Revenue	\$ 202,126	\$ 251,884	\$ 251,884	\$ 251,884	\$ 256,370	\$ -	
Personal Property State Reimb.		\$ 20,000	\$ 20,000	\$ 20,000			
Miscellaneous Revenue							
Interest Income	\$ 807	\$ 500	\$ 500	\$ 500			
Event Merchandise							
Misc. Income	\$ 50	\$ 2,000	\$ 2,000				
Loan Application Fees							
Hanging Baskets Sponsors							
Tree Sponsors							
Holiday Decoration Sponsors							
Grants							
Fund Balance		\$ 192,566	\$ 192,566				During the last budgeting process, it was discussed to zero out the fund balance due to the potential of sunseting Dec 2020
Total Miscellaneous Revenue	\$ 857	\$ 195,066	\$ 195,066	\$ 500	\$ -	\$ -	
Total Revenue	\$ 202,983	\$ 466,950	\$ 466,950	\$ 272,384	\$ 256,370	\$ -	

Required Expenditures							
Payroll	\$ 30,719	\$ 110,000	\$ 110,000	\$ 54,500	\$ 87,000		Executive Direct; Office Support; see memo
Housing Position Contribution					\$ 8,000		Housing Position Contribution
Manistee Area Chamber of Commerce				\$ 7,000	\$ 15,000		Annual Contract for Economic Development Participation includes Medicare, social security for Thomas Kaminski and Caitlyn
Employer FICA Expense	\$ 2,480	\$ 8,415	\$ 8,415	\$ 4,169	\$ 6,656		
Unemployment Insurance	\$ 243			\$ 150	\$ 696		
Workmen's Compensation	\$ 351			\$ 350	\$ 392		
Relocation				\$ -	\$ -		
Admin				\$ -	\$ -		
Bond Payment	\$ 138,000	\$ 137,700	\$ 137,700	\$ 137,700	\$ -	\$ 80,000	Assumes a \$1,000,000, 20 year bond - rough estimate at this time
Bond Offering Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	- Assumes offering costs rolled into will additionally include employee
Insurance	\$ 1,997	\$ 2,350	\$ 2,350	\$ 3,000	\$ 3,000		
Bank Service Charge	\$ 442	\$ 100	\$ 100	\$ 140	\$ 100		
Downtown Dollar Offset	\$ 200			\$ -			Pd Tyler in Downtown Dollars for assistance in employment
Penalties and Interest	\$ 226			\$ 300			
Total Required	\$ 174,232	\$ 258,565	\$ 258,565	\$ 207,309	\$ 120,843	\$ 80,000	

Office Related

Phone		\$ 300	\$ 300	\$ -	\$ -	
Meeting Refreshment	\$ 480	\$ 300	\$ 750	\$ 225	\$ -	
Credit Card	\$ 81	\$ -	\$ -	\$ -	\$ -	
Training		\$ 1,250	\$ 2,500	\$ 1,500	\$ 2,000	Admin Toolbox sessions, summits, leadership, courses- DUE TO CANCELATIONS, AMOUNT LOWER THAN ANTICIPATED
Printing & Reproduction	\$ 28	\$ 250	\$ 250	\$ 250	\$ 250	
Misc. Office Related	\$ 281	\$ 300	\$ 500	\$ 350	\$ 300	
Membership due	\$ 895	\$ 600	\$ 600	\$ 600	\$ 900	To include: Manistee Area Chamber of Commerce, MEDA, To include: job opportunities, legal notices
Advertising		\$ 300	\$ 300	\$ 300	\$ 300	
Rent		\$ -	\$ -	\$ -	\$ -	
Postage	\$ 105	\$ 300	\$ 300	\$ 170	\$ 100	
Office Supplies / Equip	\$ 2,724	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	To include: New laptop, Filing System, Office Supplies
Travel/Executive Director Other	\$ 456	\$ 1,000	\$ 1,000	\$ 750	\$ 1,000	To include: gas reimbursement
Subscriptions	\$ 564			\$ -		
Business Expo		\$ -	\$ -	\$ -	\$ -	
Total Office Expenditures	\$ 5,616	\$ 5,600	\$ 7,500	\$ 5,145	\$ 6,350	

Prof. Services

Accounting	\$ 4,800	\$ 5,000	\$ 5,000	\$ 4,800	\$ 5,000
TIF Plan Redevelop	\$ 3,935		\$ -	\$ 608	\$ -
Annual Audit	\$ 1,750	\$ 1,500	\$ 2,500	\$ 1,500	\$ 2,500
Local Banks (\$25,000 Loan)			\$ -	\$ -	\$ -
IRP Loan Program			\$ -	\$ -	\$ -
Revolving loan Fund			\$ -	\$ -	\$ -
Strategic Planning Consulting			\$ 250	\$ 750	
Legal Fees	\$ 543	\$ 1,000	\$ 2,500	\$ 2,500	\$ 1,500
Total Professional Services	\$ 11,028	\$ 7,500	\$ 10,250	\$ 10,158	\$ 9,000

Maintenance							
City Allocation	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 65,000		See City Service Agreement
Cross Walks			\$ -	\$ -	\$ -		
Downtown Maintenance		\$ 28,400	\$ 28,400	\$ 28,400	\$ 40,000	\$ 300,000	To include: Originally budgeted Paver work \$40,000, painting \$3,000. \$200,000 for streetscape update and refurbishment; \$100,000 Capital Improvements
Total Maintenance	\$ 22,000	\$ 50,400	\$ 50,400	\$ 50,400	\$ 105,000	\$ 300,000	
Beautification							
Trees			\$ -	\$ -	\$ -	\$ -	Development and TIF admin: \$40,000/year for streetscape update and refurbishment. Includes Hanging Baskets.
Hanging Baskets + Watering	\$ 5,600	\$ 13,000	\$ 13,000	\$ 13,000	\$ 4,000		Watering now included in City Within City Service Agreement
Landscaping	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ -		Labor within city service
Holiday Decorations	\$ 14,045	\$ 8,500	\$ 8,500	\$ 8,500	\$ 3,500		As indicated in TIF amendment (+ \$20,000 in River Façade and Deck Grants)
Facade Grant	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000		
Banners	\$ 3,960			\$ 400	\$ -		
Vogue Theatre Redevelopment	\$ 5,000			\$ -	\$ -		
Transfer to Property Acquisition Fund	\$ 6,273	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -	Not an expense - shown as restricted cash increase
Total Beautification	\$ 57,878	\$ 74,500	\$ 74,500	\$ 74,900	\$ 37,500	\$ -	

Projects							
Loop Signage			\$ -	\$ -	\$ -		
Parking Signage				\$ 4,500	\$ -		
Downtown Map				\$ -	\$ 2,000		PR Goal - Similar number to past invoiced amounts
Window Wraps			\$ -	\$ -	\$ -		
Historic Tour Plaques			\$ -	\$ -	\$ -		
Redevelopment Liquor Licenses			\$ -	\$ -	\$ -		
Mking & Incentive Residential Space			\$ -	\$ -	\$ -		Development and TIF admin:
Educational Series			\$ -	\$ -	\$ -		\$30,000 Rental Rehab Program:
Recruitment Team			\$ -	\$ -	\$ -		
Business Assistance - other			\$ -	\$ -	\$ -		
Property Acquisitions		\$ 78,000	\$ 78,000	\$ -	\$ -		Property Acquisitions/Based on Discussion from 03.11.2020 Board meeting to assist with 440 River if needed
Contribution Farmer's Market			\$ -	\$ -	\$ -		
Downtown Dollars	\$ (178)	\$ 500	\$ 500	\$ 200	\$ 500		
Dumpster Corrals		\$ -	\$ 80,000	\$ 80,000			
Riverwalk Capital Improvements Plan				\$ 5,000	\$ -	\$ 100,000	Development and TIF: \$40,000 for implementation of Spicer recommendations/\$100,000 for immediate infrastructure needs
WSSC Riverwalk Plaza				\$ -	\$ 10,000	\$ 250,000	Development and TIF admin:
WSSC Partnership					\$ 30,000		Development and TIF: Façade/Parking Lease Annual Fee
Intersection Enhancement				\$ -	\$ -	\$ 200,000	Development and TIF admin:
Total Projects	\$ (178)	\$ 78,500	\$ 158,500	\$ 89,700	\$ 42,500	\$ 550,000	

Volunteers								
Volunteer Appreciation			\$	-	\$	-	\$	-
Volunteer Recruitment			\$	-	\$	-	\$	-
Total Volunteer Expenditures			\$	-	\$	-	\$	-
Advertising								
Revenue Co-Op			\$	-	\$	-	\$	-
Promo Expense Pass Through			\$	-	\$	-	\$	-
Co-Op Advertising			\$	-	\$	-	\$	-
Database			\$	-	\$	-	\$	-
Promotions PSA's			\$	-	\$	-	\$	1,500
PR			\$	-	\$	-	\$	3,000
Advertising	\$ 1,581	\$ 5,000	\$	5,000	\$	5,000	\$	2,500
Newsletter + Mailing		\$ 300	\$	300	\$	-	\$	-
Retainer for Rightside Design (promos)			\$	-	\$	-	\$	-
Website Redevelopment		\$ 500	\$	500	\$	500	\$	1,000
MSDDA Website (hosting)			\$	-	\$	-	\$	-
Downtown brochure			\$	-	\$	-	\$	-
Total Advertising	\$ 1,581	\$ 5,800	\$	5,800	\$	5,500	\$	8,000
Total Expenditures	\$ 272,157	\$ 480,865	\$	565,515	\$	443,112	\$	329,193
Income/Loss before Events	\$ (69,174)	\$ (13,915)	\$	(98,565)	\$	(170,728)	\$	(72,823)
								\$ (930,000)

Development and TIF: includes

Events							
Men's and Ladies Night Rev	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Men's and Ladies Night Exp	\$ 260						
	\$ (10)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TGIF Manistee Rev	\$ 1,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TGIF Manistee Exp	\$ 2,200						
	\$ (1,150)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Frostbite Rev	\$ 900		\$ -	\$ -	\$ -	\$ -	\$ -
Frostbite Exp	\$ 348						
	\$ 552		\$ -	\$ -	\$ -	\$ -	\$ -
Hops & Props Rev	\$ 43,665	\$ 33,500	\$ 33,500	\$ 46,671.67	\$ 48,200	\$ -	\$ -
Hops & Props Exp	\$ 23,509	\$ 21,500	\$ 21,500	\$ 31,463.19	\$ 31,200	\$ -	\$ -
	\$ 20,156	\$ 12,000	\$ 12,000	\$ 15,208.48	\$ 17,000		
Sidewalk Sales Rev	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sidewalk Sales Exp	\$ 136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ (136)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sleighbell Weekend Rev	\$ 20,490	\$ 15,000	\$ 15,000	\$ 12,144.00	\$ 15,000	\$ -	\$ -
Sleighbell TV Production			\$ 5,000			\$ -	\$ -
Sleighbell Weekend Exp	\$ 11,792	\$ 21,500	\$ 15,000	\$ 16,765.66	\$ 15,000	\$ -	\$ -
	\$ 8,698	\$ (6,500)	\$ -	\$ (4,622)	\$ -		
Spark Rev	\$ 6,475	\$ 8,000	\$ 6,475	\$ 5,000.00	\$ 8,350	\$ -	\$ -
Spark Exp	\$ 6,348	\$ 8,000	\$ 6,348	\$ 2,634.53	\$ 5,000	\$ -	\$ -
	\$ 127	\$ -	\$ 127	\$ 2,365	\$ 3,350		
Event Income	\$ 70,630	\$ 56,500	\$ 54,975	\$ 63,816	\$ 71,550	\$ -	event allocated in Development and TIF admin: \$5,000
Event Expense	\$ 41,649	\$ 51,000	\$ 42,848	\$ 50,863	\$ 51,200	\$ -	
Event Income/(Loss)	\$ 28,981	\$ 5,500	\$ 12,127	\$ 12,952	\$ 20,350	\$ -	
Total Income/(Loss)	\$ (40,193)	\$ (8,415)	\$ (86,438)	\$ (157,775)	\$ (52,473)	\$ (930,000)	

Beginning Cash		\$ 322,710	\$ 164,935	\$ -	
Unrestricted\Unassigned		\$ 322,710	\$ 164,935		
Restricted \ Assigned		\$ -			
Ending cash		\$164,935	\$112,462	(\$930,000)	
Unrestricted\Unassigned		\$ 164,935	\$ 92,462		
Restricted \ Assigned		\$ -	\$ 20,000		Additional \$20,000 restricted for property acquisition

City council approves budget: 13th police officer, \$5 million in capital improvement funding make the cut

By Arielle Breen, Staff Writer Published 5:51 pm EDT, Thursday, May 7, 2020



IMAGE 1 OF 3

City resident Dick Albee previously commented during a Manistee City Council meeting discussion surrounding racial justice, inclusion and diversity within Manistee. The Racial Justice Inclusion and Diversity

... [more](#)

MANISTEE – During the public comment, a host of residents urged Manistee City Council to pass a collaborative Racial Justice, Inclusion and Diversity resolution Wednesday.

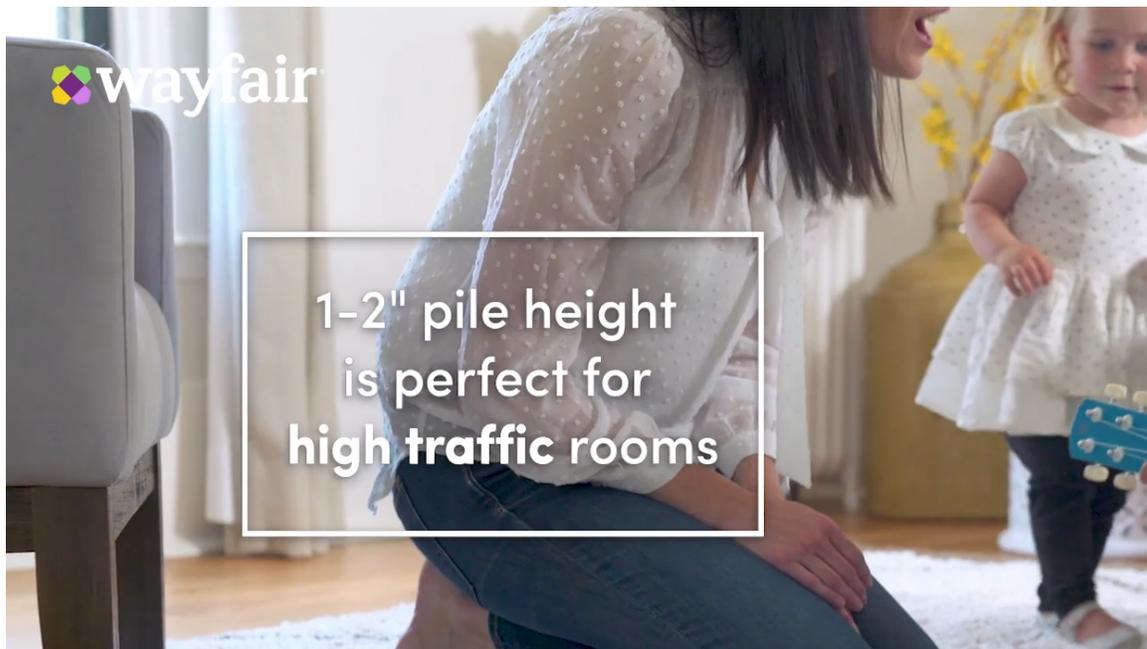
The resolution was the result of several months worth of effort from council members, city leaders and city residents that focuses on showing visitors and residents that all people are welcome.

The Racial Justice, Inclusion and Diversity resolution passed unanimously at the city council meeting Wednesday evening.

"We honestly believe that this is the resolution (that) is in the best interest of the city and will notify all people that this is a great place to live and to do business," city resident Dick Albee said during the initial public comment portion of the meeting. "May your leadership set an example for all (residents) of our city and greater Manistee community."

Find the full wording of the resolution as a photo with this story.

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At the meeting, council also passed its 2020-2021 budget and capital improvement plan that go into effect July 1. The full agenda packet can be found by **following this link**.

The budget makes way for a 13th police officer to be hired after the position sat vacant for the last few years. Funding in the amount of \$13,000 was slated for the Manistee County Teen Center.

Both items meant cuts to the budget overall and that staff needed to rework departmental budgets to make up for the shift in resources.

Several council members thanked staff for the work involved in reprioritizing finances to accommodate the 13th officer and teen center.

Within the budget and capital improvement plan, the largest portion of the capital improvement projects centers on shoreline erosion work.

The Riverwalk repairs section shows \$1.54 million budgeted as the cost.

Erosion also came up at the meeting during the notice of intent to issue "general obligation capital improvement bonds."

Since the city has time-sensitive capital projects that it needs to be funded over the next three years, council approved a notice of intent resolution for "the issuance of limited tax general obligation capital improvement bonds in an amount not to exceed \$6 million."

Thad Taylor, city manager, said the city's capital fund projects are estimated at \$5 million.

"Since we've put those estimates together, we know we have additional shoreline along the (Manistee) River channel and we anticipate there's going to be additional high water issues that we're going to have to address," Taylor said at the meeting Wednesday. "We're looking at those right now."

Taylor clarified why the capital improvement plan expectation cost versus the "not to exceed" amount in the bond request that council approved.

"We just want to have the ability to put this notice of intent out for up to \$6 million and then come back to council and make the recommendation based on our new observations of the additional shoreline erosion issues. It might be over \$5 (million) but we don't want it to go over \$6 million. That's the reason (of that difference)."

While the largest dollar amount in capital improvement projects went to addressing erosion, water utility work saw the most projects listed in the plan

than other categories. There are seven water projects on the plan totaling nearly \$1.7 million.

The primary source of income for the Capital Improvement Fund comes from the city's oil and gas fund. At the last few council meetings, chief financial officer Ed Bradford told council that the uncertainties with the pandemic have impacted that fund as well as other revenue sources.

Taylor said the city will need to be flexible in addressing revenue and costs in the next one to two years because of the pandemic's ripple impacts to city, state and national finances.

Several other key points from the capital improvement plan:

- North Riverwalk/Memorial Park cost for upgrades is \$420,000;
- North Riverwalk/Memorial Park has a grant for \$260,000;
- Upgrade and replace remaining marina docks costs \$390,000; and
- Upgrade and replace remaining marina docks has \$180,000 in grant funding.

At a glance, 2020-2021 Manistee City Budget points

- The city's General Fund total revenue is listed at \$6.4 million for 2021.
- The appropriations portion totaled \$151,800 in the 2021 General Fund.
- The Major Street Fund shows roughly \$1.1 million in revenue and \$933,134 in expenses for 2021.
- Council established a property tax levy of 17.7612 mills for General Fund operations for the 2021 fiscal year
- Council established a 1.15 mills property tax levy for the city's Refuse Fund operations for the 2021 fiscal year.

- City water and sewer consumption charges are established at \$3.25 and \$8.90 per 1,000 gallons respectively for bills issued after July 1, 2020.
- Refuse residential monthly tote charges are established at \$15.75 per month for once weekly pick-up for bills issued after July 1, 2019.
- The Capital Improvement Fund shows \$421,772 in revenue and \$434,071 in expenses.

Also see previous coverage of the Manistee city budget for 2020-2021 linked below.

- **City council considers 13th police officer amongst budget talks, revenue concerns**
- **Manistee council to decide diversity resolution, budget on Wednesday**

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