

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 June 10, 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 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, June 10, 2020 on the exterior bulletin boards at City Hall and on the website and Facebook.

City of Manistee DDA

Wednesday, June 10, 2020 at 8:00 a.m. – Virtual Meeting

Good morning. Today is Wednesday, June 10, 2020. I'm Heather Pefley, Clerk for the City of Manistee and I will be assisting the DDA Board with this virtual meeting. The Manistee DDA's June 10, 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. There will be no video associated with this meeting.

The microphones of all members of the Manistee DDA 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.

The City Clerk will now activate microphones one by one; and individually call on each member of the Manistee DDA to confirm they can hear and be heard. Once complete, the Clerk will continue reading below.

As a reminder Board Members, please clearly state your name before speaking and mute your device when you are not speaking.

Chair Mosher, we are ready to proceed with the meeting.

1.) Call to Order – Chair Mosher

- Roll Call – Recording Secretary, Kelly McColl

2.) Approval of Agenda

- Discussion/Motion/Roll Call

Board Members, please state your name before making a motion or second.

3.) Public Comments on Agenda Items (5 minute limit)

Chair:

Each person waiting in the virtual waiting room will be called individually by the City Clerk 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.

We will now take public comments. The work session discussion topics, for those that do not have an agenda are:

AGENDA ITEMS:

- Approval of Minutes from the May 13, 2020 Regular Meeting.
- DDA and Chamber Potential Contract Position.
- Consideration of Approval for Budget Amendment for 248-902 Legal Fees from \$2,500.00 to \$4,500.00 for the Fiscal Year 2019-2020.
- Consideration of Approval for the Budget Amendment for 248-858 Miscellaneous-Office Related from \$500.00 to \$600.00 for the fiscal year 2019-2020.

The City Clerk will now take over and accept Public Comments on agenda items.

The City Clerk 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.

4.) Approval of Minutes from the May 13, 2020 Regular Meeting.

- Discussion/Motion/Roll Call

Board Members, please state your name before making a motion or second.

5.) Unfinished Business

- Discussion: DDA AND MANISTEE AREA CHAMBER OF COMMERCE POTENTIAL CONTRACT POSITION.

6.) Committee Reports

7.) New Business

- CONSIDERATION OF APPROVAL FOR BUDGET AMENDMENT FOR 248-902 LEGAL FEES FROM \$2,500.00 TO \$4,500.00 FOR THE FISCAL YEAR 2019-2020.

For the fiscal year 2019-2020, 248-902 Legal Fees were budgeted for \$1,000.00 and amended to \$2,500.00 at the February regular board meeting. The Chart of Accounts Report from April 30, 2020 indicate the total balance during this fiscal year used is \$3,617.00. Additional funds will be required for up-coming projects including staff contracting, West Shore Community College contracts for the Riverwalk Plaza and Façade/Parking, and Manistee Magic upcoming projects. The above request is for the budget amendment to support additional legal time for the remainder for the 2019-2020 fiscal year.

At this time the Board could take action to approve for the Budget Amendment for Legal Fees.

Board Members, please state your name before making a motion or second.

- CONSIDERATION OF APPROVAL FOR THE BUDGET AMENDMENT FOR 248-858 MISCELLANEOUS-OFFICE RELATED FROM \$500.00 TO \$600.00 FOR THE FISCAL YEAR 2019-2020.

For the fiscal year 2019-2020, 248-858 Miscellaneous-Office Related was budgeted for \$300.00 and amended to \$500.00 at the February regular board meeting. The Chart of Accounts Report from April 30th, 2020 indicate the total balance during this fiscal year used is \$578.00. Reoccurring expenses originally recorded under this account are no longer executed. The budget request will address the initial additional costs associated with the monthly disbursements. The above request is for the budget amendment to support additional funds for the remainder of the 2019-2020 fiscal year.

At this time the Board could take action to approve the Budget Amendment for Miscellaneous-Office Related costs.

Board Members, please state your name before making a motion or second.

8.) Public Comment (5 minute limit)

Every person waiting in the virtual waiting room will be called by the last four digits of their telephone number.

The City Clerk 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 City Clerk will then call on DDA Board Members. Once complete, they will turn the meeting back over to the Mayor for adjournment.

9.) Comments by Board Members

10.) Adjourn

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
VIRTUAL MEETING MINUTES OF MAY 13, 2020, 8:00 A.M.**

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

EXCUSED ABSENCE:

ALSO PRESENT: Caitlyn Berard, Marc Miller – Economic Development Director for the
Manistee Area Chamber of Commerce, and others

CALL TO ORDER.

Meeting called to order by the Chair at 8:08 a.m.

The following update was provided 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 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.

APPROVAL OF AGENDA.

MOTION by Karen Goodman, second by Thad Taylor to adopt the agenda with addition of agenda item, Consideration of Support for the Reinvigorate River Street Proposal.
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

PUBLIC COMMENT.

None

PUBLIC HEARING ON THE 2020-2021 BUDGET.

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.

No Public Comments.

Public Hearing Closed 8:15 a.m.

APPROVAL OF FINANCIAL REPORTS.

MOTION by Karen Goodman, second by James Beaudrie to approve the April Financial Reports as presented with known discrepancies and comments to be presented to the CPA for correction.

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

Discussion included:

- Budget amendments approved at the February meeting are not included.
- Final budget amendments for Board approval will be brought to the Board before the end of the fiscal year.
- Refuse corrals, legal fees, etc. do not have up-to-date numbers.
- Same discrepancies discussed at the April meeting are still not corrected, i.e. Design Committee landscaping has been paid - \$18,000 still showing.
- Transfer of property acquisition of \$25,000 still needs to be done.
- Façade grants - \$5,000 still showing but has been spent and needs to be transferred.
- Staff will discuss with CPA and share back with Board.

APPROVAL OF MINUTES.

MOTION by Barry Lind, second by Tamara DePonio to approve the minutes from April 8, 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

OLD BUSINESS.

NEW BUSINESS.

APPROVAL OF THE 2020-2021 MANISTEE DDA BUDGET.

The Manistee DDA 2020-2021 Budget was reviewed than discussed with the Manistee DDA Board at February 21, March 2, March 11, and April 8, 2020. The City of Manistee

City Council reviewed during the April 14 workshop and approved the budget during the virtual city council meeting on May 6. 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, 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.

MOTION by Jodi Walter, second by Karen Goodman to approve the 2020-2021 Manistee DDA Budget.

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

CONSIDERATION OF CREATION OF A SEPARATE BANK ACCOUNT FOR THE BUSINESS DEVELOPMENT COMMITTEE'S INITIATIVE, 'KEEP THE LIGHTS ON.'

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, it is more appropriate to have the private funding and public funding separate when providing private grants back to the community.

MOTION by Thad Taylor, second by Tamara DePonio to approve the creation of the 'Keep the Lights On' bank account?

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

Discussion included:

- Executive Committee would still be the signers.
- Must have a process of approving funds and attaching documentation to check request.
- Account must be separate and well documented for audit purposes.
- Looking for a streamlined process to quickly get funds in the hands of requestors.
- Business Development Committee will report back to the Board on how the money is distributed.

8:37 a.m. Tamara DePonio left the meeting.

CONSIDERATION OF SUPPORT FOR THE REINVIGORATE RIVER STREET PROPOSAL—Marc Miller, Economic Development Director for the Manistee Area Chamber of Commerce presenting.

MOTION by Barry Lind, second by Thad Taylor that the DDA is supportive of the efforts to take steps to reopen our Downtown and directs the Executive Director and Design Committee to work with third parties on a presentation to the City Council at their next meeting on June 2, 2020.

With Roll Call vote this motion passed 8 to 0.

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

No: None

Discussion included:

- Closing sections of the downtown for restaurants and retail business to expand into the outside.
- Draw people downtown by creating lanes and allow for extra space for public to feel comfortable and safe as they shop and eat.
- Allow for designated loading parking spaces for curbside pickup.
- Partial street closures instead of complete closing of streets.
- Utilize “bump outs.” Accessing the DDA Design Committee’s previous work on concept.
- Process needs to be driven by business owners, not government.
- Working in partnership with Public Health as ideas are generated.

d.) DISCUSSION OF THE EXECUTIVE DIRECTOR AND MANISTEE DDA STAFF PLACEMENTS.

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.

MOTION by Karen Goodman, second by Thad Taylor to have committee (Kyle Mosher, Bruce Allen, Kenneth Urban) engage the Manistee Area Chamber of Commerce for contracting out the DDA Executive Director position.

With Roll Call vote this motion passed 8 to 0.

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

No: None

Discussion included:

- Need for consistency; avoiding the “revolving door” and the setbacks that includes.

- DDA Board needs clear requirements within contract and appropriate penalties if not met.
- Exclusively pursuing contracting out position and not including the hiring/recruiting process as another option.
- Utilizing significant previous work done on this during the last hiring process.
- Board indicated that they did not want to be the employer as they moved forward.

BOARD COMMENT.

Thad Taylor – Thankful for Chamber’s proposal for downtown businesses and thankful to the Board for being open to contracting with the Chamber for the Executive Director position.

Barry Lind – Design Committee is a behind schedule on spring projects with all that is going on. Downtown banners will be going up shortly after Memorial Day. Meeting later this week to get back on schedule.

Asked about American Cleaners property; Staff confirmed the DDA no longer owns the property.

Asked about WSCC project; Staff will investigate.

James Beaudrie – “You will be missed,” to Caitlyn.

Bruce Allen – Thanked Barry Lind for his attention to detail with the financials. “Great work,” to Chamber for the Reinvigorate Downtown proposal.

Karen Goodman – “You will be missed,” to Caitlyn and thanked her for all the hard work.

Kyle Mosher – Thanked Caitlyn for her service and time and wished her luck.

PUBLIC COMMENT.

None

ADJOURN.

Next virtual meeting is scheduled for Wednesday, June 10, 2020 at 8 a.m.

MOTION by James Beaudrie, second by Kenneth Urban **to adjourn at 9:34 a.m.**

Kelly McColl
Acting Recording Secretary