

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.

City of Manistee DDA
Wednesday, August 12, 2020 at 8:00 a.m.
Council Chambers, City Hall, 70 Maple Street

- 1.) Call to Order – Chair Mosher**
- 2.) Approval of Agenda**
- 3.) Public Comments on Agenda Items (5-minute limit)**
- 4.) Approval of Minutes from the July 8, 2020 Regular Meeting.**
- 5.) Approval of Financials from June and July (provided at meeting) 2020.**
- 6.) Committee Reports**
 - Design Committee Report – Barry Lind
- 7.) Old Business**
 - DDA and Manistee Area Chamber of Commerce Agreement
 - Update on Lower Story Dwellings and DDA Support – Mike Szokola, Assistant Planner/GIS
- 8.) New Business**
 - HAGE Automotive and their EV Charging Partner, Enel X – Thad Taylor, City Manager
- 9.) Public Comment (5-minute limit)**
- 10.) Comments by Board Members**
- 11.) Adjourn**

Attachments:

1. Minutes 7/8/2020
2. Financials – June 2020 only
3. HAGE brochure

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

PRESENT: Tamara DePonio (arrived 8:20 a.m.), Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter, Karen Goodman (arrived 8:07 a.m.), James Beaudrie, Bruce Allen, Kenneth Urban

EXCUSED ABSENCE:

ALSO PRESENT:

CALL TO ORDER.

Meeting called to order by the Chair at 8:04 a.m.

APPROVAL OF AGENDA.

MOTION by Thad Taylor, second by James Beaudrie to adopt the agenda with the addition of approval of minutes from the June 24, 2020 special meeting and payment of invoices under new business.

Voice vote—Motion approved.

PUBLIC COMMENT.

None

APPROVAL OF MINUTES.

MOTION by Thad Taylor, second by James Beaudrie to approve the minutes from the June 10, 2020 regular meeting.

Voice vote—Motion approved.

MOTION by Kenneth Urban, second by Thad Taylor to approve the minutes from the June 24, 2020 special meeting.

Voice vote—Motion approved.

OLD BUSINESS.

Action: Manistee Area Chamber of Commerce – DDA Director Contract.

Discussion included:

- Reviewed changes that were made to the original in meeting with subcommittee and Chamber representatives.
- Subcommittee and Chamber are satisfied with agreement
- Submitting agreement to City Attorney for review.
- Contradiction under the pricing terms.

MOTION by Thad Taylor, second by Jodie Walter to approve agreement subject to review by the City Attorney.
Motion withdrawn.

MOTION by Thad Taylor, second by Jodie Walter to approve agreement as amended, removing the *annual negotiation* language, subject to review by the City Attorney.
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: West Shore Community College Building Update – Thad Taylor.

Discussion included:

- Reported back to Board discussion with City Attorney – will be drawing up lease to address parking spaces, office space, and use of common areas for the DDA.
- Riverwalk design – Barry and Kyle to meet with City Attorney to determine what can be done and then meet with college representative to create shared vision. Will report back to Board with vision for their input.

COMMITTEE REPORTS.

Design—B. Lind

- First meeting since Covid shutdown next Tuesday, July 14.
- Banners for downtown have been ordered to replace some of the previously used banners, updated with the City logo. Color scheme will be muted to match the other banners that are being reused.

NEW BUSINESS.

Action: DDA Lower Story Dwelling Support – Planning Commission.

Discussion included:

- Request from Planning Department for letter of support on proposed changes to DDA Lower Story Dwellings ordinance.
- Differences between current ordinance and updated information and why the change.
- In response to the Housing North findings for more affordable housing options.
- Sending specific questions to Mike Szokola to be addressed at next meeting.

Consensus was to table discussion until next meeting, where Mike Szokola from the Planning Department and possibly a Housing North representative could be available to answer questions before a decision is made.

Discussion: Downtown Maintenance Review.

Discussion included:

- City has not performed as it should have – being addressed at City level currently. Weekly meetings with the City Manager and DPW director to keep on top of maintenance of parks and DDA district, going forward.
- Sustainability schedule and the limitations it has had on performance.
- Seasonal workers now being brought up to a full 40-hour week from 30. Additional 80-110 weekly hours to be dedicated to parks and DDA district.
- Sidewalk trip hazards – Karen Goodman to email Thad Taylor pictures.

Action: Payment of Invoices.

Discussion Included:

- Procedure to ensure timely reimbursement to City for budgeted items that are being managed at the City level.
- Timely payment of invoices.

MOTION by Karen Goodman, second by Thad Taylor to recognize and allow Kyle Mosher and Tamara DePonio to work with the DDA CPA to approve invoices for payment.

Voice vote—Motion approved.

BOARD COMMENT.

Karen Goodman informed Board that she had a check and a few invoices to hand over to Kyle Mosher.

Kenneth Urban asked that when speaking in terms of work being done by the City, using FTEs (full-time equivalent) is preferable.

Thad Taylor advised that he spoke with Marc Miller about the bump-out seating and was told that it has allowed Taco 'Bout It to bring back one of their furloughed employees – already seeing the positive economic impact.

Kyle Mosher will be sending out a letter of appreciation to Lakeshore Construction for providing the barriers for the downtown bump-outs.

PUBLIC COMMENT.

None

ADJOURN.

Next meeting is scheduled for Wednesday, August 12, 2020 at 8 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION by Thad Taylor, second by Kenneth Urban **to adjourn at 8:40 a.m.**

Kelly McColl
Acting Recording Secretary

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual - DRAFT
 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	285,776	271,884	13,892	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	10,750		10,750	100.00%
248-283 · Sleighbell - Other	1,144	15,000	(13,856)	7.63%
Total 248-283 · Sleighbell	11,894	15,000	(3,106)	79.29%
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	57,566	48,500	9,066	118.69%
Total Event Revenue	57,566	48,500	9,066	118.69%
248-642 · Miscellaneous Income				
248-261 Downtown Dollars Discount	(400)	-	-	0.00%
248-664 · Interest Income	824	500	324	164.80%
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	424	195,066	(194,642)	0.22%
Total Income	348,766	523,450	(174,684)	66.63%
Expense				
Office Related Expenses				
248-847 · Advertising	661	300	361	220.33%
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	500	78	115.60%
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	1,605	2,500	(895)	64.20%
248-868 · Insurance	2,033	2,350	(317)	86.51%
248-870 · Phone/Internet	87	300	(213)	29.00%
Total Office Related Expenses	7,361	9,400	(2,039)	78.31%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual - DRAFT

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	7,500	-	-	-
248-718 · Gross Salary - Director				
248-705 · Employer FICA Expense	3,543	-	1,601	100.00%
248-711 · Unemployment	113	-	113	100.00%
248-712 · Workmen's Comp Ins	311	-	311	100.00%
248-718 · Gross Salary - Director	46,486	110,000	(63,514)	42.26%
Total 248-718 · Gross Salary - Director	50,453	110,000	(59,547)	45.87%
Total Personnel Related Expense	57,953	110,000	(52,047)	52.69%
Fee Related Expenses				
248-662 · Penalties and Interest	95	-	95	100.00%
248-731 · Bank Service Charges	236	100	136	236.00%
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	4,800	5,000	(200)	96.00%
248-906 · TIF Plan Redevelopment	607	-	607	100.00%
Total Fee Related Expenses	148,555	146,800	1,755	101.20%
Design Committee Related Expense				
248-639 · Landscaping	-	18,000	(18,000)	0.00%
248-665 · Hanging Baskets / Watering Contract	4,176	13,000	(8,824)	32.12%
248-651 · City Maintenance in DDA	44,000	50,400	(6,400)	87.30%
248-653 · Holiday Decorations	8,500	8,500	-	100.00%
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%
248-664 · Refuse Containers	3,687	-	-	0.00%
Transfer to Property Acquisition	-	25,000	(25,000)	0.00%
Total Design Committee RelatedExpense	76,474	129,400	(52,926)	59.10%
Economic Restructuring				
248-555 · Strategic Plan	750	1,000	(250)	75.00%
248-628 · Property Acquisition	11,146	78,000	(66,854)	14.29%
Total Economic Restructuring	11,896	79,000	(67,104)	15.06%
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	3,320	8,000	(4,680)	41.50%
248-610 · Database	264	-	264	100.00%
Total Organization Committee	3,782	8,800	(5,018)	42.98%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Profit & Loss Budget vs. Actual - DRAFT

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	20,044	26,500	(6,456)	150.44%
248-776 · Advertising	-	5,000	(5,000)	75.64%
Total 248-751 · Promotions Committee Expense	<u>52,389</u>	<u>53,500</u>	<u>(1,111)</u>	<u>97.92%</u>
Total Expense	<u>358,410</u>	<u>536,900</u>	<u>(178,490)</u>	<u>66.76%</u>
Net Operating Income	<u>(9,644)</u>	<u>(13,450)</u>	<u>3,806</u>	
Other Expense				
Loss on Disposal of Property	<u>(84,160)</u>			
Net Income/(Loss)	<u><u>(93,804)</u></u>			

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

ASSETS	<u>June 30, 2020</u>
Current Assets	
Checking/Savings	
248-014 · Downtown Dollars Checking 2018	-41
248-015 · Downtown Dollars Checking 2019	3,480
248-016 · Downtown Dollars Checking 2020	1,946
Total Checking/Savings	<u>5,385</u>
TOTAL ASSETS	<u><u>\$ 5,385</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2018 Downtown \$ Outstanding	353
2019 Downtown \$ Outstanding	5,519
2020 Downtown \$ Outstanding	2,679
Total Liabilities	<u>8,551</u>
Equity	
248-390 · Fund Balance	(2,580)
Net Income	(586)
Total Equity	<u>(3,166)</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 5,385</u></u>

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

ASSETS	<u>June 30, 2020</u>
Current Assets	
Checking/Savings	
248-000 · Petty Cash	1,000
248-010 · Checking - West Shore Bank	208,622
248-008 · Land Acquisition Account	78,873
248-003 · Façade Grants Checking	5,006
Total Checking/Savings	<u>293,501</u>
248-028 · Accounts Receivable	<u>4,719</u>
TOTAL ASSETS	<u><u>298,220</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
248-202 · Accounts Payable	1,071
248-204 · Due to Revolving Fund	0
248-210 · Payroll Liabilities	409
Total Current Liabilities	<u>1,480</u>
Total Liabilities	<u><u>1,480</u></u>
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,873
248-396 · Façade Grant	5,006
Total 248-392 · Designated Fund Balance	<u>83,879</u>
248-390 · Fund Balance	306,370
Net Income	-93,508
Total Equity	<u><u>296,741</u></u>
TOTAL LIABILITIES & EQUITY	<u><u>298,220</u></u>

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

ASSETS	<u>June 30, 2020</u>
Current Assets	
Checking/Savings	
Revolving Loan Checking - WSB	21,126
Due from General Operating	<u>0</u>
Total Current Assets	<u>21,126</u>
Other Assets	
Revolving Note Receivable	
RLB Boutique	3,164
Duchon Insurance	803
J Catlett's Men's Styling LLC	<u>3,279</u>
Total Other Assets	<u>7,246</u>
TOTAL ASSETS	<u><u>\$28,372</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	28,082
Net Income	<u>290</u>
Total Equity	<u>28,372</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$28,372</u></u>

Manistee Downtown Development Authority
Monthly Disbursements
June 2020

Date	Vendor Nme	Check Num	Memo	Amount
06/01/2020	Jackpine Business Centers	4879	April Statement Late Fees	6.35
06/01/2020	Connie M Tewes CPA LLC	4880	April Accounting	400.00
			Total Disbursements	<u>\$ 406.35</u>

HAGE Auto EV Charging Options

Why EV Charging?

With automakers investing billions of dollars into EVs (electric vehicles), it is clear the future of the car will be electric. With all of these new vehicles hitting the road the infrastructure to usher in this cleaner future is vital.

Promote Sustainability: EVs are zero emissions vehicles, making the air in your town cleaner. The electric motors in EVs are also silent meaning less noise pollution and a quieter more peaceful automotive presence.

Be a Leader: Public charging is a necessity as EVs continue to increase in usage. Hosting EV charging not only allows you to reap the benefits of EVs but also lead the way in sustainable transportation by being one of the first cities in the state with public charging.

Get on the map: By adding EV charging you will drive more traffic to your location. As EV drivers will have to charge their cars they will stop at places that offer this amenity. Each charger installed will be visible on all of the available charging apps, Google maps, Waze and others showing the world that you are a sustainable destination.

Generate revenue: Whether owned directly by you or working with us as a site host, you will collect revenue from every charge. Just like drivers pay for parking, EV owners can use their smartphone to easily pay for their charging session.

Why HAGE Automotive?

HAGE Automotive leverages over 15 years of working on all aspects of EVs (electric vehicles) and EV infrastructure. We advise business owners, national and local governments on EV technologies, own and operate our own public charging network, and sell/install EV charging infrastructure.



We are a proud partner of Enel X, a subsidiary of Enel, the world's 80th largest company and leading provider of sustainable energy solutions.

BEST IN CLASS: Our JuiceBox chargers are consistently among the top-rated charger solutions, with Editor's Choice awards from Consumers Reports, This Old House, Amazon and others. We also leverage our extensive experience on a wide variety of projects to ensure we deliver the best performing and most cost-effective solution for your project.

MADE IN AMERICA: All of our chargers are designed and manufactured in the USA.

Level 2 EV Charging Offering



Excellent for Medium Traffic Needs

Application: Commercial & Residential

Charging Speeds: 7.7-19.2 kW/hr

Installation: Wall Mount, Stand or Pedestal

Connectivity: WiFi, Cellular, JuiceNet Enterprise

- Quick charging speeds up to 19.2 kW/hr is the fastest L2 charger on the market
- Charger locations added to EV charging apps to drive location traffic
- Unique cable management means a cleaner look and less maintenance
- Easy to use app for customer payments and to track charger usage and revenue
- Made in the USA

DCFC EV Charging Offering



Excellent for High Traffic Needs

Application: Commercial
Charging Speeds: 50-175 kW/hr
Installation: Pump
Connectivity: JuiceNet Enterprise

- DC Fast Charging (DCFC) Ultra fast charging speed, 50 kW & 175 kW (fastest DCFC available in North America)
- Able to bring most EV's to 80% charge within 30 minutes
- Minimal state-wide DCFC footprint currently so location would be a "charging destination"
- Made in the USA

Charger Connectivity Offering



Excellent for Managing EV Charging

Application: Commercial & Residential

Installation: Delivered with Level 2 or DCFC Offering

JuiceNet Enterprise

- Advanced EVSE asset management platform delivers the financial savings and flexibility you need to efficiently manage your EV charging operations
- Offering advanced reporting, user administration, access control and payment options, it's the perfect solution for offices, shopping malls, universities, event venues, garages, and more
- User-friendly mobile app that authorized drivers can use to access private commercial charging stations and pay for charging

Overview

	Site Host
Project Overview	No cost to the site host – HAGE to own / manage EV chargers
HAGE Automotive Expertise	<p>HAGE Automotive will purchase, install, own, operate, and maintain EV chargers at your desired location</p> <p>We will advise on the optimal EV charging equipment, performance and location to ensure all traffic needs are met</p>
Installation Process	The chargers will be installed through master electricians and certified EV installation experts
Revenue & Payment	HAGE Automotive offers revenue sharing to the site hosts and will pay all associated costs including utilities, connectivity, etc.
EV Charger Ownership	The EV charging equipment will be owned, operated, and serviced by HAGE Automotive