

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF AUGUST 12, 2020
8:00 A.M., MANISTEE CITY HALL**

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

EXCUSED ABSENCE: Jodi Walter

ALSO PRESENT: Rob Carson—Manistee County Planning Director, Mike Szokola—Assistant Planner/GIS

CALL TO ORDER.

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

APPROVAL OF AGENDA.

MOTION by James Beaudrie, second by Thad Taylor to adopt the agenda as amended.
Voice vote—Motion approved.

- Added Spark Update and DDA Events to 7.) New Business.

PUBLIC COMMENT.

None

APPROVAL OF MINUTES.

MOTION by Thad Taylor, second by Kenneth Urban to approve the minutes from July 8, 2020 meeting.
Voice vote—Motion approved.

APPROVAL OF FINANCIAL REPORTS.

MOTION by Thad Taylor, second by Barry Lind to approve the June/July Financial Report.
Voice vote—Motion approved.

Discussion on July financials included:

- Consolidation of accounts – DDA Account, Connie Tewes, will work on updated procedures to accommodate changes.
- Number of Accounts and why there are multiple accounts.

- Incorrect split of deposit between General Fund and *Keep the Lights On* account.
- Closing the *Keep the Lights On* account and creating a line item in the General Fund for it.

MOTION by Thad Taylor, second by Bruce Allen to close the *Keep the Lights On* account.

MOTION amended by Thad Taylor, second by Bruce Allen to close the account, transfer funds to the General Fund and create a line item for the *Keep the Lights On* program.
Voice vote—Motion approved.

Discussion on June financials included:

- Barry Lind brought up two transfers that were approved and should have taken place before the end of the fiscal year but had not been completed.
 - Transfer to *Property Acquisition* in the amount of \$25,000.00.
 - Transfer out of the *Façade Grant* to the General Fund in the amount of \$5,000.00.
 - Can these be backdated to the last fiscal year?

MOTION by Barry Lind, second by Thad Taylor to authorize the Treasurer and the Accountant, dependent on Accountant’s approval, to make the \$5,000 transfer from the *Façade Grant* to the General Fund and the \$25,000 to the property acquisition fund.
Voice vote—Motion approved.

COMMITTEE REPORTS.

- Design—B. Lind
Banners were put up downtown – thanked Jeff Mikula and the DPW for their assistance.

OLD BUSINESS.

- DDA and Manistee Area Chamber of Commerce Agreement

MOTION by Barry Lind, second by Thad Taylor to approve the adjusted contract with the City Attorney’s language.
Voice vote—Motion approved.

Discussion included:

- City Attorney reviewed and reformatted the contract.
 - Update on Lower Story Dwellings and DDA Support—Mike Szokola, Assistant Planner/GIS
Consensus:
 - Would like to see the ordinance not include a two-bedroom limit.
 - Will not include a unit 500 square foot minimum but instead a core living area requirement and a bedroom square foot minimum.
 - Would like to see a definition distinction between Street Level and Sublevel(s).
- Barry Lind thanked the Planning Department for including the DDA in this discussion.

NEW BUSINESS.

- HAGE Automotive and their EV Charging Partner, Enel X – Thad Taylor

Discussion included:

- No charge to the City.
- Puts Manistee on a map of locations for this type of service.
- If no opposition will have it added to the September City Council Work Session.
- Consider other companies.
- Aligns with TIF Plan.

Consensus: No opposition – will be put on September 8, 2020, City Council Work Session.

- Spark Committee – Kenneth Urban
Reached out to the Spark contestants to see where they are with their plans. The only response received was from Joann Snay of Artful Creations. She would like an extension for the funding as COVID-19 has stalled her but wants to keep moving forward. Board is excited about her wanting to follow through and are willing to extend. Kenneth Urban will contact her.
- DDA Events – Kyle Mosher
Official Announcement: HOPS & PROPS has been canceled for 2020.

PUBLIC COMMENT.

None

BOARD COMMENT.

Thad Taylor: Multiple updates: Boathouse Restaurant is in the process of being purchased by Ted Fricano. West Shore Community College should be opening downtown building in early November. Seeking written proof from the State of Michigan that the blighted buildings downtown have valid permits – otherwise will begin to enforce blight violations. CL Developments and Little River Holdings will be rolling out their Gateway Project designs at the September 8, 2020 Work Session. It is an exciting time to be in Manistee.

Barry Lind: DDA had offered a letter of support for the Gateway Project which included the possibility of office space. With the Chamber going into the WSCC building it wouldn't make sense for the DDA to go somewhere else. DDA may need to submit a formal notice that office space is no longer required. DDA has allocated \$150,000 in TIF Plan to spruce up intersection where the Gateway Project begins. Spoke with Tyler Leppanen about adding a parcel for downtown dumpsters.

Karen Goodman: Appreciates the cleanup that the DPW is providing on the Riverwalk. Questioned Thad about plans to replace and refurbish different areas both sides of the Riverwalk.

ADJOURN.

Next meeting is scheduled for Wednesday, September 9, 2020 at 8 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION by Karen Goodman, second by Kenneth Urban **to adjourn at 9:20 a.m.**

Kelly McColl
Acting Recording Secretary