

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING MINUTES OF JANUARY 27, 2021
1:00 P.M., VIRTUAL MEETING**

PRESENT: Tamara DePonio, Kyle Mosher, Thad Taylor, Jodi Walter, Bruce Allen, Kenneth Urban, Karen Goodman, Annie Jacobson

EXCUSED ABSENCE: James Beaudrie

ALSO PRESENT: Stacie Bytwork, Marc Miller, Kristina Bajtko, Erin Glynn-Manistee News Advocate, Mayor Zielinski, Ed Bradford-City of Manistee Financial Director

1.) **CALL TO ORDER.**
Meeting called to order by the Chair at 1:00 p.m.

2.) **APPROVAL OF AGENDA.**

MOTION by Karen Goodman, second by Thad Taylor to adopt the agenda as presented.
With Roll Call vote this motion passed 8 to 0.

Yes: Tamara DePonio, Kyle Mosher, Thad Taylor, Jodi Walter, Bruce Allen, Kenneth Urban, Karen Goodman, Annie Jacobson

No: None

3.) **PUBLIC COMMENT.**
None

4.) **MUNICIPAL BUDGETS PRIMER AND TIF SPECIFICS** – Ed Bradford.

Discussion included:

- DDA budget is included with the City budget for separate approval by City Council.
- DDA revenue can be impacted by several factors, including veterans' exemptions and brownfields. Assessor has not finalized tax roll but \$251,000 is reasonable expectation based on last year.
- Personal property tax law changed a few years ago – State annually reimburses for losses due to change. State calculation – budget using \$18,000 based on last year's figure.
- Bond discussion and private placement in bank for funding.
- Can't bond for any projects not explicitly in the development plan.

- Timing of funding. If not directly in the budget but plans to move forward, should include in the budget narrative for Council.

5.) **DDA TIF DEVELOPMENT PLAN REVIEW (PRESENTATION)**– Marc Miller.

Discussion included:

- Reviewed DDA purpose and authority.
- Reviewed the seven focus areas of the DDA TIF Development Plan.
 - Riverwalk Improvements.
 - US-31 Enhancements.
 - Streetscape Improvements.
 - Redevelopment Opportunities (land acquisition).
 - Downtown Building Improvements.
 - Promotions, Marketing and Events.
 - Administrative Costs.
- Overview of DDA TIF Budget – would need \$550,000 yearly income to support, will need to reprioritize to achieve the \$251,000 projected income.
- Discussed where DDA and City responsibilities meet.

6.) **PLAN IMPLEMENTATION AND PRIORITIZATION** – Marc Miller.

Discussion included:

- Finding out the appropriate fund balance amount for a DDA.
- Piecemealing projects vs. bundling and paying through bond funds.
- DDA projects creating template for developers to follow.
- Community communication and DDA signage for more public visibility of DDA projects.
- Engaging in large projects without losing focus on smaller local businesses – through façade grants.
- Public art.
- Revisiting the MSU study from a few years back – heavy with community input.

7.) **2021 – 2022 BUDGET WORK SESSION** – Stacie Bytwork.

Discussion included:

- Establishing fixed costs vs. budgeting for desired projects. Staff will utilize template, plugging in fixed costs, for discussion at the February meeting.
- Housing position – still interested in funding.
- DDA Events.
- Supporting downtown businesses by creating plan for permanent outdoor seating. Leasing and/or providing standard for businesses to build their own.

- Planters and potted trees. Funding through memorial purchases by interested parties.
- Blossom Boulevard extending into downtown through planters – incorporating in outdoor seating areas.

8.) **PUBLIC COMMENT.**

None

9.) **BOARD COMMENT.**

Chair Mosher appointed Kenneth Urban as Chair of Design Committee.

Thad Taylor, at the request of Stacie Bytwork, clarified DDA committees are committees of a public board so need to follow open meeting guidelines.

He also thanked the board members for coming prepared and with open minds – thankful for all that was accomplished in the two hours.

Chair Mosher thanked the Chamber staff for their hard work.

10.) **ADJOURN.**

Next meeting is scheduled for Wednesday, February 10, 2021 at 8:30 a.m. via Zoom.

MOTION by Kenneth Urban, supported by Thad Taylor **to adjourn at 2:48 p.m.**

Kelly McColl
Acting Recording Secretary