

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF FEBRUARY 10, 2021
8:30 A.M., VIRTUAL MEETING

PRESENT: Tamara DePonio, Kyle Mosher, Thad Taylor, Jodi Walter, James Beaudrie, Bruce Allen, Kenneth Urban (arrived late), Annie Jacobson

EXCUSED ABSENCE: Karen Goodman

ALSO PRESENT: Stacie Bytwork, Marc Miller, Kristina Bajtka

1.) **CALL TO ORDER.**

Meeting called to order by the Chair at 8:31 a.m.

2.) **APPROVAL OF AGENDA.**

MOTION by Thad Taylor, second by Jodi Walter to adopt the agenda as presented.
With Roll Call vote this motion passed 6 to 0.

Yes: Tamara DePonio, Kyle Mosher, Thad Taylor, Jodi Walter, James Beaudrie, Bruce Allen, Annie Jacobson

No: None

3.) **PUBLIC COMMENT.**

None

4.) **APPROVAL OF MINUTES.**

MOTION by Jodi Walter, second by Bruce Allen to approve the minutes from the January 13, 2021 regular meeting and the January 27, 2021 special meeting.
With Roll Call vote this motion passed 6 to 0.

Yes: Tamara DePonio, Kyle Mosher, Thad Taylor, Jodi Walter, James Beaudrie, Bruce Allen, Annie Jacobson

No: None

5.) **APPROVAL OF FINANCIAL REPORTS.**

MOTION by Thad Taylor, second by Bruce Allen to approve the January 2021 financials.
With Roll Call vote this motion passed 6 to 0.

Yes: Tamara DePonio, Kyle Mosher, Thad Taylor, Jodi Walter, James Beaudrie, Bruce Allen, Annie Jacobson

No: None

MOTION by James Beaudrie, second by Tamara DePonio to approve the payout of January/February 2021 Invoices.

With Roll Call vote this motion passed 6 to 0.

Yes: Tamara DePonio, Kyle Mosher, Thad Taylor, Jodi Walter, James Beaudrie, Bruce Allen, Annie Jacobson

No: None

6.) **COMMITTEE REPORTS.**

Chair Mosher reminded the Board that the purpose of the DDA subcommittees is to bring recommendations before the full Board. The subcommittees should function as work sessions.

a. Design – Ken Urban

Skipped until Ken Urban can join the meeting. Came back to item at 8:58 a.m.

Barry Lind shared old files from Design Committee including information on platforms, which currently is being revisited, as discussion continues on creating a “standard” for businesses to rent or create.

b. Business Development – Marc Miller

Work continues on Entrepreneur Day, scheduled for the evening of Thursday, March 25 and the day of Friday, March 26, 2021. A speaker is schedule for Thursday and Friday will consist of multiple workshops. Working on 3 or 4 mini presentations as well.

Met with Madelyn Fitzsimmons to begin working on the Spark Lite event.

Next meeting is February 17. Thank you to the Board Members involved in this committee.

c. Gateway Development Ad-Hoc

Continued negotiations with the developers progressing. Chamber recently facilitated one meeting and the City facilitated a financial discussion. EGLE has a Brownfield Grant available, the City will be submitting an application. Good backing from multiple State agencies for this project.

7.) **DIRECTOR’S REPORTS** – Stacie Bytwork.

None.

a. Merchant’s Report – Kristina Bajtka

Still working to streamline accounts payable and finances.

Merchant Meetings continue – merchants are reporting normal sales for January and February. New downtown refuse/recycling program begins next week.

Survey was sent out to merchants to gage their support of losing parking to outdoor seating for restaurants – overwhelming support. Taco ‘Bout It is having s few issues sourcing heaters for their outdoor seating but working towards it.

b. Economic Development – Marc Miller

Lots of work continues on existing projects. Ted Fricano has closed on the 440 River Street property, will continue to work with him on other pieces of the project. Demo to start soon and he is meeting with interior designer next week – encouraging progress. Led the RRC meeting last night at the City Council work session – went very well. Asked the Board to complete the survey he sent out to rank their top choices of redevelopment sites. All sites in presentation were okayed by the owners to be on this list. City Council continues to receive the Economic Development reports positively – very supportive.

8.) **OLD BUSINESS.**

a. Status of City email addresses for Boards and Commission – Thad Taylor
Ed Bradford set-up City emails for all Board Members and one for the Chamber which Stacie Bytwork, Kristina Bajtko, and Marc Miller will all have access to. Staff needs to create a SharePoint and once that is complete will get all the information out to the Board Members to begin using. Thad Taylor explained the need to use these emails for all DDA business as the City will then be able to archive to be FOIA compliant.

b. DDA Budget for next fiscal year 2021-2022 – Stacie Bytwork
Committee met with Ed Bradford to discuss the format. Next Thursday meeting to draft budget document. Once complete will forward on to Board. Should be ready for approval at the March DDA meeting. Will schedule a special meeting before that if necessary.

9.) **NEW BUSINESS.**

a. Accounting Services Request for Proposal (RFP) submissions – Stacie Bytwork.

Discussion included:

- Received two proposals. One from Richards and McDougall P.C. and A+ Accounting
- Compared the benefits of monthly flat fee vs. pay per hour.

Consensus: Working with the company with a monthly flat fee makes more financial sense.

MOTION by James Beaudrie, second by Bruce Allen to accept the proposal from Richards & McDougall P.C. for accounting services.

With Roll Call vote this motion passed 7 to 0.

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

No: None

b. Agreement for direct deposit for City of Manistee funds – Stacie Bytwork.

Discussion included:

- Form sent by City Clerk.
- Would allow disbursement for TIF fund to go directly to bank account.

MOTION by Thad Taylor, second by James Beaudrie to accept and complete the City's disbursement form to allow the TIF funds to be directly deposited in the DDA bank account.

With Roll Call vote this motion passed 7 to 0.

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

No: None

10. **PUBLIC COMMENT.**

None

11. **BOARD COMMENT.**

Kenneth Urban – Looking to develop a request to present to City Council to gain their support of a streetscape redesign and update. Their support will help strengthen the DDAs position as we advocate for these changes.

12. **ADJOURN.**

Next meeting is scheduled for Wednesday, March 10, 2021 at 8:30 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION by Thad Taylor, second by Tamara DePonio **to adjourn at 9:11 a.m.**

Kelly McColl
Acting Recording Secretary