

DOWNTOWN MANISTEE

michigan

Memorandum of Understanding

January 6, 2023

Manistee Downtown Development Authority
400 River Street
Manistee, MI 49660

Email: director@manisteedowntown.com

Agreement Dates:

January 1, 2023
December 31, 2025

This agreement is made between the Manistee Area Chamber of Commerce, a Michigan non-profit trade organization, a 501(c)6 organization (hereinafter "Contractor") of 400 River Street, Manistee, MI and the Manistee Downtown Development Authority (DDA), of 400 River Street, Manistee, MI.

Whereas, the DDA desires to contract for certain economic development services and the Contractor desires to provide the service to the DDA; and

Whereas, the DDA and the Contractor desire to specify and define the scope of work to be completed, reporting requirements, and the compensation to be paid by the DDA to the Contractor for the agreed upon services.

1. Scope and expectations of services and collaboration with the EDC includes all items in this contract.
 - a. Revitalization, enhancement and expansion of the DDA commercial district and properties.
 - Continue to promote and redevelop Redevelopment Ready Community (RRC) sites, as identified by the City of Manistee, and identify other redevelopment opportunities within the district. Guidance on the scope of redevelopment may be based on an overall project investment of \$750,000.
 - Attract new business to the downtown that will enhance our unique tourism experience, i.e., restaurants, retail, recreation focused businesses.
 - Work towards occupancy of storefronts on River, Maple/Washington, Division Streets and the Riverwalk facing building opportunities (seasonal).
2. Business retention, expansion (BRE), and creation for the DDA with existing and new businesses. This includes elements for a year-round tourism economy.
 - a. Continue program of BRE visits with existing district businesses.

- b. Work with interested entrepreneurs to place successful businesses downtown.
- 3. Reporting & Annual Review of Economic Development Activities.
 - a. A monthly written report will be provided to the DDA Board on all activities and progress.
 - b. An annual report will be provided to the DDA full board by the Contractor.


Price and Terms:

The Contractor agrees to furnish the economic development services as outlined in this agreement for a period of three years (with annual rate negotiations) and ending in accordance with the specifications as outlined in this Agreement. Compensation shall be paid by the DDA to Contractor on a quarterly basis, upon receipt of detailed invoicing of services rendered/or to be rendered in the quarter. Annual compensation during the term of the Agreement shall be twenty thousand (\$20,000.00) dollars.

Termination:

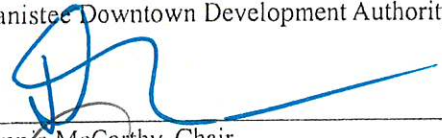
Termination of contract occurs with 90-day notice by either party. Notice of contract termination will be in writing.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their authorized officers on the date and year set below:



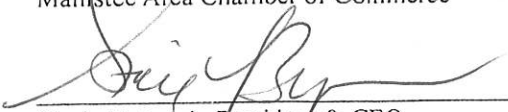
Kyle Mosher, Chair
Manistee Downtown Development Authority

1/11/2023
Date



Dennis McCarthy, Chair
Manistee Area Chamber of Commerce

1/11/23
Date



Stacie Bytwork, President & CEO
Manistee Area Chamber of Commerce

1/11/23
Date