

## Manistee DDA Meeting Minutes - January 11, 2017 at Noon

**Present:** Mayor Jim Smith, Rachel Brooks, Brandon Ball, Barry Lind, Valarie Bergstrom, Jackie Gielczyk, T Eftaxiadis, Tyler Leppanen, Jeff Reau and Todd Mohr

**Absent:**

**In Attendance:** Denise Blakeslee, Roger Zielinski, Thad Taylor and Ken Talsma

Agenda Item	Discussion	Decision/Recommendation
<b>Call to Order</b>	Brooks called the meeting to order at 12:01 pm	
<b>Approval of Agenda</b>	Mohr moved; Eftaxiadis seconded	Approved
<b>Public Comment</b>	None	
<b>Approval of the Dec 14 Mtg Minutes</b>	Eftaxiadis moved; Bergstrom seconded	Approved
<b>Financial Report</b>	Tabled for February; Brooks asked Leppanen, Bergstrom and Lind to meet with accounting firm and make recommendation to the Board in Feb on effective reporting.	
<b>Audit Presentation</b>	Ken Talsma presented the highlights of the Manistee DDA Basic Financial Statements dated June 30, 2016 and made some suggestions. The suggestions will be discussed with the accounting firm by Leppanen, Bergstrom and Lind. Motion to approve the financial report with the correction of a typographical error. Motion by Lind; Seconded by Gielczyk	Approved
<b>Committee Reports</b>	Design meet on January 11 and is working on Sidewalk and Street Vendor policy. An update on Sleighbell was given for the Marketing committee. Organization committee is working on finance policy revision. It was noted that the committee is not interested in assignments outside their original scope of responsibilities.	
<b>Directors Report</b>	Leppanen will email strategic plan documents to board in preparation for Strategic Planning session scheduled on Tuesday, January 31 at noon. The Chamber Leadership program has requested DDA funds to support the Michigan Municipal Leauque program to "Turn Left". Leppanen updated the board on current development projects and number of business visited in January. Leppanen mentioned that the Board is invited to the RRC Certification on Friday, January 20 at 10:30 a.m. at the Vogue Theatre.	Reau to bring more information on the "Turn Left" request for funds at the next meeting.
<b>Old Business</b>		
<b>Sidewalk Policy</b>	In process -- Design committee	
<b>Street Vender Policy</b>	In process --Design committee	
<b>IPad</b>	None	

<b>Strategic Planning Session</b>	A motion was made by Gielczyk, seconded by Eftaxiadis to utilize Pamela Evans, a NorthSky Principal Consultant, to lead the January Strategic Plan meeting.	Approved
<b>Review of Bylaws</b>	Lind expressed the following concerns: According to the bylaws 1) DDA Board needs to approve expenditures, Brooks asked Leppanen, Bergstrom and Lind discuss this with accounting firm; 2) Treasurer and Executive Director sign checks, Gielczyk made the motion Begstrom add Leppanen to the bank accounts so he can sign checks, seconded by Mohr seconded; 3) Discussion regarding keeping committee meetings open to the public, Board decided to discuss this more at the Feb meeting.	Approved
<b>Committee Membership</b>	Follow bylaws, more discussion in February	
<b>Food Event Policy</b>	Gielczyk made the motion to adapt the policy of the health department; Smith seconded	Approved
<b>Public Comment</b>	Zielinski said committee meetings should be transparent	
<b>Adjournment</b>	Mohr moved; Eftaxiadis seconded at 1:41 pm	Approved