

Manistee Downtown Development Authority Board Meeting Minutes – February 14, 2018 at noon

Present: Valarie Bergstrom, Tamara DePonio, Barry Lind, Tyler Leppanen, Todd Mohr, T. Eftaxiadis, Karen Goodman, Mayor Jim Smith, and Shari Wild

Absent: Rachel Brooks

In Attendance: Jeff Reau, Stacie Bytwork, Denise Blakeslee, Frank Greco and Ken Talsma

Agenda Item	Discussion	Decision/Recommendation
Call to Order	Meeting called to order by B. Lind at 12:03 p.m.	
Approval of Agenda	Motion by Eftaxiadis; Second by Mohr The Manistee DDA board hereby approves the agenda with modifications to the order of the agenda items.	Approved
Public Comment:	Jeff Reau, Vice President of the Manistee Area Chamber of Commerce addressed the concept of a collaboration with the DDA and responded to board questions.	
Approval of January 10, 2018 Minutes	Motion by Wild; Second by Eftaxiadis The Manistee DDA board hereby approves the Regular Meeting minutes of January 10, 2018 as presented.	Approved
Approval of Special Meeting Minutes on January 17, 2018	Motion by Smith; Second by Goodman The Manistee DDA board hereby approves the Special Meeting minutes of January 17, 2018 as presented.	Approved
Approval of Special Meeting Minutes on January 24, 2018	Motion by Smith; Second by Wild The Manistee DDA board hereby approves the Special Meeting minutes of January 24, 2018 as presented.	Approved
Design Committee Report	Lind updated the board of the committee’s progress on strategic items including the façade grant recommendation later in the meeting.	
Marketing & Promotions Committee Report	No additional update at this time	
Business Development Committee Report	Bergstrom reviewed the highlights of the committee minutes including an update on the progress of the strategic plan items.	
Redevelopment Committee Report	Eftaxiadis passed out meeting notes from the last meeting and updated the board on strategic items.	
Review Audit and Accept Findings	Talsma with Anderson, Tackman and Company, PLC, reviewed the DDA’s audit for the fiscal year ending June 30, 2017.	
	Motion by Smith; Second by Bergstrom The Manistee DDA hereby accepts the Fiscal Year 2016-2017 audit as presented.	Approved
Review and Discharge	Frank Greco, Secretary of the Vogue Theatre’s Board stated that	

Manistee Downtown Development Authority Board Meeting Minutes – February 14, 2018 at noon

of the Vogue Promissory Note	<p>for the fifth year, the Vogue had met the agreed performance standard and asked for the final \$20,000 loan be forgiven and that the mortgage be discharged and recorded.</p> <p>Motion by Wild; Second by Eftaxiadis The Manistee DDA board hereby authorized the DDA Executive Economic Development Director to discharge and sign the Vogue promissory note.</p>	Approved
Financial Reports	<p>Motion by Smith; Second by Eftaxiadis The Manistee DDA board hereby approved the December 2017 Financial Report.</p> <p>Motion by Smith; Second by DePonio The Manistee DDA board hereby approved the January 2018 Financial Report.</p>	Approved Approved
Approval of the 2018 Events Schedule	<p>Motion by Goodman; Second by Wild The Manistee DDA board hereby approves the full 2018 Schedule of Events and requests the Marketing & Promotions committee move forward with the necessary arrangements for a schedule that includes all events.</p>	Approved
Approval of the Façade Grant Application Process	<p>Motion by Bergstrom; Second by Goodman The Manistee DDA board hereby approves the Design Committee’s recommendation to change the Façade Grant application process by creating a balance sheet line item for façade grants and accepting applications as funds are available. In addition, the DDA board requests that the design committee review the current scoring criteria and implement any necessary façade grant scoring criteria changes, as appropriate.</p>	Approved
Memo from Board Chair regarding discussions with the City and Chamber of Commerce	<p>Motion by Bergstrom; Seconded by Wild The Manistee DDA board hereby intends to continue to provide Economic Development Services in the downtown district through our DDA Executive Economic Development Director at this time and can continue to collaborate on other services with the Chamber.</p>	Approved Roll Call Vote as follows: Ayes-- Bergstrom, Lind, Eftaxiadis, Goodman, Smith and Wild Nays-- DePonio & Mohr
Approval of Travel and Training Request	<p>Motion by Smith; Second by Eftaxiadis The Manistee DDA board hereby approves the Executive Economic Development Director’s travel and training request as presented.</p>	Approved
Consider Approval of the Update to the Strategic Plan	<p>Motion by Wild; Second by Eftaxiadis The Manistee DDA board hereby approves the updates to the Strategic Plan as presented.</p>	Approved
Review and Consider Accounting RFP	<p>Motion by Eftaxiadis; Second by Wild The Manistee DDA board hereby approves and accepts the</p>	Approved

Manistee Downtown Development Authority Board Meeting Minutes – February 14, 2018 at noon

Recommendation	proposal for bookkeeping and accounting service from Connie M Tewes CPA LLC to be implemented as soon as possible. The Executive Economic Development Director will prepare and send written notification to the current provider.	
Review the Authority to Address Blight	Motion by Goodman; Second by Wild The Manistee DDA board hereby requests that the Design Committee identify parcels that are potential blight issues in the entire DDA district and provide the list at the next DDA board meeting.	Approved
Update on American Cleaners	Progress to be discussed at the next board meeting. The Executive Economic Development Director will schedule a special meeting to discuss as needed.	
Public Comment	None.	
Adjournment	Motion by Smith; Second by Wild The Manistee DDA board meeting adjourned at 2:35 p.m.	Approved
Signature/Date		