

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

Present: Tamara DePonio, Barry Lind, Tyler Leppanen, Todd Mohr, T. Eftaxiadis, Karen Goodman, Mayor Jim Smith, Rachel Brooks and Shari Wild
 Absent: Valarie Bergstrom
 In Attendance: Thad Taylor

Agenda Item	Discussion	Decision/Recommendation
Call to Order	Meeting called to order by Brooks at 12:00 p.m.	
Approval of Agenda	Motion by Lind; Second by Smith The Manistee DDA board hereby approves the agenda as presented.	Approved
Public Comment:	None.	
Approval of February 14, 2018 Minutes	Lind questioned the wording of the motion regarding economic development discussions with the Chamber. Eftaxiadis stated that the intent of the motion was to reject the proposal the Chamber had made. Brooks stated that she had requested a proposal and had never received one. Several board members agreed they did not understand what the Chamber was looking for from the DDA. Motion by Eftaxiadis; Second by Wild The Manistee DDA board hereby approves the Regular Meeting minutes of February 14, 2018 as presented.	Approved Ayes – DePonio, Mohr, Eftaxiadis, Goodman, Smith, Brooks, Wild Nays- Lind
Approval of Special Meeting Minutes on February 23, 2018	Motion by Smith; Second by Lind The Manistee DDA board hereby approves the Special Meeting minutes of February 23, 2018 as presented.	Approved
Design Committee Report	Brooks appointed Wild to Design Committee. Design Committee was unable to meet last month.	
Marketing & Promotions Committee Report	Brooks reported that the Committee is discussing less of events and leaving that responsibility to event chairs. The Committee is working on identifying gaps in marketing and how to address them. The areas identified were Ludington, Hamlin Lake, Pentwater, Pierport, and Onekama.	
Business Development Committee Report	Leppanen reported that the business idea competition was on the agenda and would be discussed later. Zoning discussion was tabled for next meeting because committee members had a lot of questions but Denise was unable to attend.	
Redevelopment Committee Report	No additional updates at this time.	

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TIF Committee Report

Leppanen reported the DDA is still waiting on the City to provide costs. Goodman asked the City Manager where they were with the costs. City Manager stated DPW Director has draft numbers they are reviewing and will get back soon.

Financial Reports

Lind questioned why the revolving loan receivables were so high. Leppanen stated that the accountants had created invoices for two loans going out two years which may be why a large amount was showing as receivables, and that the new accountant had already been asked to look into the revolving loans. Lind also asked why the Nextworks receivable was showing up on the reports. Leppanen stated that he recalled sending a check to the accountants when he first started but cannot find any entries in Quickbooks. It was determined to ask auditors at the end of the fiscal year what to do. Lind also inquired about an \$18,000 reimbursed expense. Leppanen responded that the DDA was billed twice for landscaping from the City.

Motion by Eftaxiadis; Second by Goodman

Approved

The Manistee DDA board hereby approves the February financial statements.

Director's Report

There was discussion regarding the ESRI data that Leppanen provided with the Director's Report.

**Approval of the Spark
Manistee Business Idea
Competition**

Motion by Eftaxiadis; Second by Wild

Approved

The Manistee DDA board hereby approves the Spark Mansitee business idea competition as recommended by the Business Development Committee.

Budget

There was discussion about how marketing and events are budgeted. Brooks stated that the Committee would like all revenues generated by events to stay with those events to enhance the event the following year. Lind stated that if the event chairs want to enhance the event the following year they can request that amount and the Board can decide. Eftaxiadis requested how the revenue is collected. Leppanen stated the revenue numbers come from the Assessor's office. Eftaxiadis requested that Leppanen find out how the revenue is determined a property tax rolls for parcels within the DDA.

Approved

Motion by Lind; Second by Smith

Approve draft budget and send to the City with surplus being allocated to advertising.

**Authorize Executive
Director to Proceed
with Closing on**

Motion by Eftaxiadis; Second by Mohr

Approved

The Manistee DDA board hereby authorizes Executive Director to schedule closing subject to receipt of unexpected adverse

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American Cleaners environmental conditions.

Public Comment None.

Adjournment Motion by Eftaxiadis; Second by DePonio Approved
The Manistee DDA board meeting adjourned at 1:57 p.m.

Signature/Date