

**Manistee Downtown Development Authority Board Meeting Minutes – July 11, 2018**

Present: Valarie Bergstrom, Rachel Brooks, Karen Goodman, Tyler Leppanen, Todd Mohr, Mayor Jim Smith and Shari Wild

Excused Absence: Tamara DePonio, T Eftaxiadis

Also Present: Barry Lind and Thad Taylor

Agenda Item	Discussion	Decision/ Recommendation
<b>Call to Order</b>	Meeting called to order by Brooks at 12:05 p.m.	
<b>Approval of Agenda</b>	Motion by Smith; Second by Mohr The Manistee DDA hereby approves the agenda as presented.	Approved
<b>Public Comment:</b>	Barry Lind updated the board on his status until the next City Council meeting and commented on the Design Committee activities.	
<b>Approval of June 2018 Regular Meeting Minutes</b>	Motion by Goodman, Second by Wild The Manistee DDA hereby approves the Regular Meeting Minutes of June 13, 2018 with the correction of adding approval of the May financial reports to the minutes.	Approved
<b>June Financial Statements</b>	Motion by Wild; Second by Bergstrom The Manistee DDA hereby approves the June 2018 Financials and the June check register.  May check register to be include in the August Board Meeting for approval.	Approved
<b>2018- 2019 Election of Officers</b>	Motion by Wild; Second by Bergstrom Rachel Brooks was nominated for the Board President position. No other nominations were made.	Approved
	Motion by Wild; Second by Mohr The Board elects to table the election of the Board Vice President until the August board meeting	Approved
	Motion by Wild; Second by Goodman Valarie Bergstrom was nominated for the Board Treasurer position. No other nominations were made.	Approved
	Motion by Wild; Second by Mohr The Board elects to table the election of the Board Secretary until the August Board meeting.	Approved
<b>Committee &amp; Director Reports</b>	The committee chairs and executive director did a brief review of the committee minutes included in the board packet. Bergstrom requested that Board members mark their calendars and please attend Spark Manistee on September 15.	

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<b>Old Business</b>	None	
<b>New Business</b>		
<b>Review of Policy #13 – DDA Standing Committees</b>	<p>A review of the current committee structure was discussed. Several suggestions were made including having chairs of projects rather than standing committees.</p> <p>It was agreed that we should continue the discussion at the next meeting when all committee chairs would be present.</p>	
<b>Consider and approve Policy #15 – Fund Balance</b>	<p>Motion by Smith; Second by Mohr</p> <p>The Manistee DDA hereby approves Policy #15 – Fund Balance as presented.</p>	Approved
<b>Consider Manistee Bridal Loan Request</b>	<p>The Manistee Bridal Loan Request was discussed and tabled until the next meeting. The Executive Director was asked to contact the owner and request additional collateral.</p>	
<b>Consider and Approve Budget Amendment Request from the Business Development Committee</b>	<p>Motion by Mohr; Second by Wild</p> <p>The Manistee DDD hereby approved the budget amendment request for \$1000 for the Spark Event from the Business Development Committee.</p>	Approved
<b>Executive and Economic Development Director Performance Review</b>	<p>The Executive Director will complete the self-appraisal form for the next Board meeting on August 8; the Board members will complete the evaluation form by August 24 and returned a printed copy of their evaluation to Brooks. The Executive Director Performance Review is planned for the September Board meeting.</p>	
<b>Adjournment</b>	<p>Motion by Smith; Second by Mohr</p> <p>The Manistee DDA meeting adjourned at 1:05 p.m.</p>	Approved
<b>Signature/Date</b>		