

**Manistee Downtown Development Authority Board Meeting Minutes – August 8, 2018**

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

Excused Absence: Tamara DePonio

Also Present: Barry Lind, Thad Taylor and George Saylor

Agenda Item	Discussion	Decision/ Recommendation
<b>Call to Order</b>	Meeting called to order by Brooks at 12:01 p.m.	
<b>Approval of Agenda</b>	Motion by Eftaxiadis; 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 including a copy of the meeting minutes with the board minutes, accounting issues, new business closed session real estate purchase agenda item and the linkage to the strategic plan.	
<b>Approval of July 11, 2018 Regular Meeting Minutes</b>	Motion by Smith; Second by Eftaxiadis The Manistee DDA hereby approves the Regular Meeting Minutes of the July 11, 2018 Regular Meeting Minutes.	Approved
<b>May 2018 Check Register</b>	Motion by Wild; Second by Goodman The Manistee DDA hereby approves the May 2018 Check Register as presented.	Approved
<b>July 31 Financial Statements</b>	Motion by Wild; Second by Eftaxiadis The Manistee DDA hereby approves the July 2018 Financials and the July check register.	Approved
	Leppanen and Bergstrom will work with the accountant on the identified areas of concerns involving the Downtown Dollars and Revolving Loan Account Balance sheet, complete of the opening of new accounts and investigate Money Market account charges with the bank and make recommendations on how to improve the Downtown Dollar accounting process in 2019.	
<b>Committee &amp; Director Reports</b>	The Executive Director and the Marketing Committee Chair reviewed the minutes included in the board packet. An overview of the Downtown Dollar Giveaway was outlined for consideration in New Business.	
<b>Old Business</b>		
<b>2018- 2019 Election of Officers</b>	The election of the Vice Chair and Secretary was postponed until the September Board Meeting.	

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**New Business**

**Consider and Approve Budget Amendment Request from the Marketing and Promotions Committee for Downtown Dollar Giveaway**      Motion by Eftaxiadis; Second by Goodman  
The Manistee DDD hereby approved the budget amendment FY 18/19-02 request for \$200 for the Marketing & Promotions budget and \$1000 from Fund Balance for the Downtown Dollar Giveaway planned for Fall 2018.  
The Marketing and Promotions Committee will ensure that the rules are clearly communicated and on the entry submission forms and an analysis of the results will be presented when the giveaway is completed. Leppanen will send an email to all business owners to update the list of businesses participating in the Downtown Dollars program prior to the giveaway.      Approved

**Closed Session**      Motion by Eftaxiadis; Second by Wild  
The Manistee DDA hereby moves to go to closed session with all board members and Barry Lind to discuss Real Estate Purchase as permitted by the Michigan Open Meetings Act, Section 8 (d)      Approved  
Bergstrom – Aye  
Brooks – Aye  
Eftaxiadis – Aye  
Goodman – Aye  
Mohr - Aye  
Smith -- Aye  
Wild – Aye

**Return to Open Session**      Meeting returned to open session at 1:45 p.m. by Brooks

**Adjournment**      Motion by Smith; Second by Mohr  
The Manistee DDA meeting adjourned at 1:47 p.m.      Approved

**Signature/Date**