

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING MINUTES OF MONDAY, JANUARY 27, 2020
8:00 A.M., MANISTEE CITY HALL**

PRESENT: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter

EXCUSED ABSENCE: Valarie Bergstrom, Karen Goodman

ALSO PRESENT: Caitlyn Berard

CALL TO ORDER.

Meeting called to order by the Chair at 8:02a.m.

APPROVAL OF AGENDA.

MOTION by Thad Taylor, second by Barry Lind to adopt the agenda as presented.
Voice vote—Motion approved.

PUBLIC COMMENT.

None

OLD BUSINESS.

- a.) **Action:** Approval of \$5,000.00 for Sleighbell television production to market and promote Downtown Manistee Sleighbell Parade.

MOTION by Barry Lind, second by Thad Taylor to table item until February meeting for Sleighbell Chair or Dave Mix to discuss with Board before any decision is made.
Voice vote—Motion approved.

Staff to reach out to the Sleighbell Committee to schedule Chair/Member attendance at next meeting.

- b.) **Action:** Approval for budget amendment for \$1,000.00 out of the general fund for additional 248-902 Legal Fees.

MOTION by Thad Taylor, second by Barry Lind to table until February meeting for Staff to provide a projection of the amount she will need for the remainder of the year and what was originally budgeted.
Voice vote—Motion approved.

NEW BUSINESS.

a.) **Action:** Approval of Ramsdell Theatre contract for Spark Manistee Competitions.

MOTION by Thad Taylor, second by Jodi Walter to approve the Ramsdell Theatre contract for Spark Manistee Competitions, for 2021 and 2022.

Voice vote—Motion approved by majority.

BOARD COMMENT.

Taylor congratulated the Spark Committee for a wonderful event.

Mosher reminded the Board that he signed the Service Agreement last week and will be signing the Economic Agreement today.

PUBLIC COMMENT.

None

CLOSED SESSION

Action: Consideration of Closed Session for Executive Director Performance Review.

Director, Caitlyn M. Berard, has requested a closed session permitted by the Michigan Open Meetings Act, Section 8 (a) for discussion on Executive Director Performance Review.

MOTION by Thad Taylor, second by Jodi Walter to proceed to Closed Session under Section 8 (a) of the Michigan Open Meetings Act. Time: 8:20 a.m.

With Roll Call vote this motion passed 5 to 0.

Yes: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter

No: None

Break

MOTION by Thad Taylor, second by Jodi Walter to begin Regular Session. Time: 9:23 a.m.

Voice vote—Motion approved.

GOALS AND DIRECTION FOR EXECUTIVE DIRECTOR

- Create policies for Board consideration: financial, agenda processes, board organization roles and responsibilities.
- More involved in community, include in monthly report to Board.
- Attempt to meet with business owners in district regularly.
- Develop budget for 20/21 fiscal year which meets DDA objectives.
- Continue with Business Retention, which includes reporting to Board.
- Creating job description for Director and support staff.

MOTION by Thad Taylor, second by Tamara DePonio to adopt the six goals as stated.
Voice vote—Motion approved.

Staff to provide Strategic Plan and new goals to Board.

ADJOURN.

Next meeting is scheduled for Wednesday, February 12, 2020 at 8 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

MOTION by Barry Lind **to adjourn at 9:40 a.m.**

Kelly McColl
Acting Recording Secretary