

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
VIRTUAL MEETING MINUTES OF APRIL 8, 2020, 8:00 A.M.**

PRESENT: Tamara DePonio, Barry Lind, Kyle Mosher, Thad Taylor, Jodi Walter,
Karen Goodman, James Beaudrie, Bruce Allen, Kenneth Urban

ALSO PRESENT: Caitlyn Berard, Arielle Breen – Manistee News Advocate

CALL TO ORDER.

Meeting called to order by the Chair at 8:07 a.m.

The following update was given by Chair Mosher:

As an important step in preventing the spread of the COVID-19 virus, our Governor, Gretchen Whitmer, issued an Executive Order authorizing public boards in Michigan to conduct their meetings remotely. This is a critical step to help stop the spread. All aspects of how this meeting is being run is in compliance with the Open Meetings Act, as modified by the Executive Order, and has been reviewed by the City Attorney.

The City of Manistee is taking various steps to do our part during this pandemic, and this is one of them. We need to keep members of the public, our Manistee DDA Board and Staff healthy. Therefore, no members of the public, Manistee DDA or Staff are present in the Council Chambers. We will now begin the meeting.

APPROVAL OF AGENDA.

MOTION by Thad Taylor, second by Jodi Walter to adopt the agenda as presented.

With Roll Call vote this motion passed 8 to 0.

Yes: Tamara DePonio, James Beaudrie, Kenneth Urban, Karen Goodman,
Barry Lind, Bruce Allen, Kyle Mosher, Thad Taylor, Jodi Walter

No: None

Karen Goodman's phone call was dropped, her vote was not recorded.

PUBLIC COMMENT.

None

ELECTION OF OFFICERS.

Treasurer

Chair Kyle Mosher asked for nominations for Treasurer three times.

Thad Taylor nominated Tamara DePonio for Treasurer, second by Jodi Walter.
Tamara DePonio accepted the nomination.

With Roll Call vote this motion passed 6 to 3.

Yes: Tamara DePonio, Kenneth Urban, Karen Goodman, Bruce Allen,
Thad Taylor, Jodi Walter

No: James Beaudrie, Barry Lind, Kyle Mosher

James Beaudrie nominated Barry Lind for Treasurer.
Barry Lind accepted the nomination.

With Roll Call vote this motion failed 3 to 6.

Yes: James Beaudrie, Barry Lind, Kyle Mosher

No: Tamara DePonio, Kenneth Urban, Karen Goodman, Bruce Allen, Thad Taylor,
Jodi Walter

APPROVAL OF MINUTES.

MOTION by James Beaudrie, second by Thad Taylor to approve the minutes from March 11, 2020.

With Roll Call vote this motion passed 9 to 0.

Yes: Tamara DePonio, James Beaudrie, Kenneth Urban, Karen Goodman, Barry Lind,
Bruce Allen, Kyle Mosher, Thad Taylor, Jodi Walter

No: None

APPROVAL OF FINANCIAL REPORTS.

MOTION by Kenneth Urban, second by Thad Taylor to approve the March 2020 Financial Reports.

Barry Lind added that the financial statements are being approved with known discrepancies that will be corrected soon.

With Roll Call vote this motion passed 9 to 0.

Yes: Tamara DePonio, James Beaudrie, Kenneth Urban, Karen Goodman, Barry Lind,
Bruce Allen, Kyle Mosher, Thad Taylor, Jodi Walter

No: None

OLD BUSINESS.

None

NEW BUSINESS.

- a.) REQUEST FOR DEFERRAL ON REVOLVING LOAN: JAMIE CATLETT WITH J. CATLETT AND COMPANY.

Jamie Catlett, J. Catlett and Company, is requesting a six (6) month deferral on her current revolving loan with the Manistee DDA due to personal health concerns preventing the operation of her store in the near future. Please note her request letter attached for additional information.

At this time, the Manistee DDA can approve the consideration of a six-month deferral for the revolving loan account for Jamie Catlett, J. Catlett and Company.

MOTION by Karen Goodman, second by James Beaudrie to defer the loan payments and accrual of interest for six months of the current revolving loan for Jamie Catlett, J. Catlett and Company.

Discussion included verifying that the deferment agreement would include specific dates. Staff will include specific dates of deferment and repayment.

With Roll Call vote this motion passed 9 to 0.

Yes: Tamara DePonio, James Beaudrie, Kenneth Urban, Karen Goodman, Barry Lind, Bruce Allen, Kyle Mosher, Thad Taylor, Jodi Walter

No: None

BOARD COMMENT.

Lind asked that staff update Board on the budget. Staff was disconnected temporarily so Lind advised that the City is more flexible regarding the budget with all that is going on.

Taylor added that the deadlines are still in place, the City has to have an adopted budget by May 15 but as he and City Finance Director Ed Bradford shared with the City Council at their meeting last night, there will need to be budget amendments made once it is clear what the COVID-19 financial impacts will be.

Urban expressed his excitement to work with everyone on the DDA Board and was thankful for the welcome.

DePonio thanked the Board for voting her as treasurer. She will do all the work necessary to do it well.

Mosher welcomed Kenneth Urban as the newest member and thanked DePonio for being willing to serve as the treasurer.

PUBLIC COMMENT.

None

ADJOURN.

Next meeting is scheduled for Wednesday, May 13, 2020 at 8 a.m. in the City Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan or virtually through Zoom – TBD later.

MOTION by Karen Goodman, second by Thad Taylor **to adjourn at 8:33 a.m.**

Kelly McColl
Acting Recording Secretary