

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
VIRTUAL MEETING MINUTES OF MAY 13, 2020, 8:00 A.M.**

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

EXCUSED ABSENCE:

ALSO PRESENT: Caitlyn Berard, Marc Miller – Economic Development Director for the
Manistee Area Chamber of Commerce, and others

CALL TO ORDER.

Meeting called to order by the Chair at 8:08 a.m.

The following update was provided 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 follows 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 Karen Goodman, second by Thad Taylor to adopt the agenda with addition of agenda item, Consideration of Support for the Reinvigorate River Street Proposal.
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

PUBLIC COMMENT.

None

PUBLIC HEARING ON THE 2020-2021 BUDGET.

The Manistee DDA fiscal year runs from July 1 through June 30. A public hearing and adoption are required by City Council before the Manistee DDA board can adopt. These processes must be completed by the charter deadline of May 15. A work session with the City Council was held on Tuesday, April 14 during the virtual Zoom meeting and a budget consideration is scheduled

for later this meeting. Currently the public has an opportunity to comment on the 2020-2021 Budget. No action is anticipated at the conclusion of the public hearing.

No Public Comments.

Public Hearing Closed 8:15 a.m.

APPROVAL OF FINANCIAL REPORTS.

MOTION by Karen Goodman, second by James Beaudrie to approve the April Financial Reports as presented with known discrepancies and comments to be presented to the CPA for correction.

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

Discussion included:

- Budget amendments approved at the February meeting are not included.
- Final budget amendments for Board approval will be brought to the Board before the end of the fiscal year.
- Refuse corrals, legal fees, etc. do not have up-to-date numbers.
- Same discrepancies discussed at the April meeting are still not corrected, i.e. Design Committee landscaping has been paid - \$18,000 still showing.
- Transfer of property acquisition of \$25,000 still needs to be done.
- Façade grants - \$5,000 still showing but has been spent and needs to be transferred.
- Staff will discuss with CPA and share back with Board.

APPROVAL OF MINUTES.

MOTION by Barry Lind, second by Tamara DePonio to approve the minutes from April 8, 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

OLD BUSINESS.

NEW BUSINESS.

APPROVAL OF THE 2020-2021 MANISTEE DDA BUDGET.

The Manistee DDA 2020-2021 Budget was reviewed than discussed with the Manistee DDA Board at February 21, March 2, March 11, and April 8, 2020. The City of Manistee

City Council reviewed during the April 14 workshop and approved the budget during the virtual city council meeting on May 6. The Manistee DDA budget includes requested City Council goals for 2019-2020, the Development and TIF amendment and strategic planning session from the Manistee DDA Board on January 8, 2020. The layout provides a conversational bond column for future discussion as the projects evolve. Attached is the copy of the Manistee DDA 2020-2021 Budget within the City of Manistee Budget and Capital Improvement Plan. At this time, the Manistee DDA can approve its portion of this plan.

MOTION by Jodi Walter, second by Karen Goodman to approve the 2020-2021 Manistee DDA Budget.

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

CONSIDERATION OF CREATION OF A SEPARATE BANK ACCOUNT FOR THE BUSINESS DEVELOPMENT COMMITTEE'S INITIATIVE, 'KEEP THE LIGHTS ON.'

The Manistee DDA Business Development Committee would like to offer a private fundraised monthly grant to private businesses in the downtown to assist with financial monthly costs of the grant. The Business Development Committee is requesting permission to set up a separate account for this initiative. Due to how DDA's are organized, it is more appropriate to have the private funding and public funding separate when providing private grants back to the community.

MOTION by Thad Taylor, second by Tamara DePonio to approve the creation of the 'Keep the Lights On' bank account?

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

Discussion included:

- Executive Committee would still be the signers.
- Must have a process of approving funds and attaching documentation to check request.
- Account must be separate and well documented for audit purposes.
- Looking for a streamlined process to quickly get funds in the hands of requestors.
- Business Development Committee will report back to the Board on how the money is distributed.

8:37 a.m. Tamara DePonio left the meeting.

CONSIDERATION OF SUPPORT FOR THE REINVIGORATE RIVER STREET PROPOSAL—Marc Miller, Economic Development Director for the Manistee Area Chamber of Commerce presenting.

MOTION by Barry Lind, second by Thad Taylor that the DDA is supportive of the efforts to take steps to reopen our Downtown and directs the Executive Director and Design Committee to work with third parties on a presentation to the City Council at their next meeting on June 2, 2020.

With Roll Call vote this motion passed 8 to 0.

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

No: None

Discussion included:

- Closing sections of the downtown for restaurants and retail business to expand into the outside.
- Draw people downtown by creating lanes and allow for extra space for public to feel comfortable and safe as they shop and eat.
- Allow for designated loading parking spaces for curbside pickup.
- Partial street closures instead of complete closing of streets.
- Utilize “bump outs.” Accessing the DDA Design Committee’s previous work on concept.
- Process needs to be driven by business owners, not government.
- Working in partnership with Public Health as ideas are generated.

d.) DISCUSSION OF THE EXECUTIVE DIRECTOR AND MANISTEE DDA STAFF PLACEMENTS.

The Manistee DDA Executive Director has resigned and will be with the board through the month of May 2020. At this time, the Manistee DDA board will discuss next steps in hiring additional staff in the immediate future.

MOTION by Karen Goodman, second by Thad Taylor to have committee (Kyle Mosher, Bruce Allen, Kenneth Urban) engage the Manistee Area Chamber of Commerce for contracting out the DDA Executive Director position.

With Roll Call vote this motion passed 8 to 0.

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

No: None

Discussion included:

- Need for consistency; avoiding the “revolving door” and the setbacks that includes.

- DDA Board needs clear requirements within contract and appropriate penalties if not met.
- Exclusively pursuing contracting out position and not including the hiring/recruiting process as another option.
- Utilizing significant previous work done on this during the last hiring process.
- Board indicated that they did not want to be the employer as they moved forward.

BOARD COMMENT.

Thad Taylor – Thankful for Chamber’s proposal for downtown businesses and thankful to the Board for being open to contracting with the Chamber for the Executive Director position.

Barry Lind – Design Committee is a behind schedule on spring projects with all that is going on. Downtown banners will be going up shortly after Memorial Day. Meeting later this week to get back on schedule.

Asked about American Cleaners property; Staff confirmed the DDA no longer owns the property.

Asked about WSCC project; Staff will investigate.

James Beaudrie – “You will be missed,” to Caitlyn.

Bruce Allen – Thanked Barry Lind for his attention to detail with the financials. “Great work,” to Chamber for the Reinvigorate Downtown proposal.

Karen Goodman – “You will be missed,” to Caitlyn and thanked her for all the hard work.

Kyle Mosher – Thanked Caitlyn for her service and time and wished her luck.

PUBLIC COMMENT.

None

ADJOURN.

Next virtual meeting is scheduled for Wednesday, June 10, 2020 at 8 a.m.

MOTION by James Beaudrie, second by Kenneth Urban **to adjourn at 9:34 a.m.**

Kelly McColl
Acting Recording Secretary