

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING MINUTES OF MARCH 1, 2021
8:30 A.M., VIRTUAL MEETING**

PRESENT: Kyle Mosher, Thad Taylor, James Beaudrie, Bruce Allen, Ken Urban,
Karen Goodman (arrived late), Annie Jacobson

EXCUSED ABSENCE: Jodi Walter, Tamara DePonio

ALSO PRESENT: Stacie Bytwork, Marc Miller, Kristina Bajtka

1.) **CALL TO ORDER.**

Meeting called to order by the Chair at 8:30 a.m.

2.) **APPROVAL OF AGENDA.**

MOTION by Thad Taylor, second by James Beaudrie to adopt the agenda as presented.
With Roll Call vote this motion passed 6 to 0.

Yes: Kyle Mosher, Thad Taylor, James Beaudrie, Bruce Allen, Ken Urban, Annie
Jacobson

No: None

3.) **PUBLIC COMMENT.**

None

4.) **2021 PROPOSED BUDGET REVIEW.**

Discussion included:

- Staff met with budget committee – took that input and Staff then created draft budget for review. New accounting firm is working on documents and will have financials prepared for review at the March 10, 2021 meeting.
- Budget is a document that reflects priorities and values of organization.
- \$360,000 cash reserve in Fund Balance – some spend down to reflect values.
- Discussed Fund Balance spending.
- Discussed WSCC Riverwalk Plaza – spending lump sum or in payments. More clarification will be needed between DDA and WSCC.
- Discussed Acquisition Fund – Staff will provide with the rest of budget at the next meeting.
- Discussed Income – streamlined but detail is available at request.

- Much less miscellaneous income – Staff will run report to gain better understanding of what went into this. Chair Mosher suggested outdoor seating permits may be part of it.
- Revenue/Expense for Events are both zero to reflect self-supporting.
- Discussed TIF revenue – Ed Bradford provided figures, but they are conservative predictions.
- Discussed Expenses.
- Discussed breaking Façade Grant into Riverside/Street-side. Staff advised leaving in one sum – this provides flexibility to Design Committee to determine the needs of merchants and where the funds are used based on actual need.
- Discussed Housing Position funding.
- Chamber submitted Small Town pitch again this year. Manistee was a Top 10 finalist last year – hoping for similar results.
- Balancing budget through Fund Balance? Discussed and consensus was to balance budget by reducing the Façade Grant by \$2,500.
- DDA can amend budget when necessary unless over a certain amount and then it will need to go before Council.
- Further discussed Events – consensus was to predict expenses and show income as equal amount.
- Coversheet, draft budget, with requested details and changes, will be presented at the March 10, 2021 DDA meeting for approval. City needs it immediately following.

5.) **PUBLIC COMMENT.**
None

6.) **BOARD COMMENT.**
None

7.) **ADJOURN.**
Next meeting is scheduled for Wednesday, March 10, 2021 at 8:30 a.m. via Zoom.

MOTION by Ken Urban, second by Thad Taylor **to adjourn at 9:14 a.m.**

Kelly McColl
Acting Recording Secretary