

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY 2.23.23 DDA
WORK SESSION MINUTES.DOCX
WORK SESSION MINUTES OF FEBRUARY 23, 2023
9:00 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM A

PRESENT: Kyle Mosher, Tamara DePonio, Bruce Allen, Deanna Marsh, Kelly Greve

EXCUSED ABSENCE: Jodi Walter, William Gambill, Annie Jacobson, Karen Goodman

ALSO PRESENT: Marc Miller and Carmen Kott

1.) **CALL TO ORDER.**

Meeting called to order by the Chair at 9:06 a.m.

2.) **WORK SESSION ITEMS.**

a. Public Comment on Work Session Related Items

None

b. Discussion on DDA Budget fiscal year July 1, 2023 – June 30, 2024 – Board Chair

Kyle Mosher led a discussion on the Fiscal Year 2023-20234 Budget. Discussion included:

- Staff presented the budget with a walk through of the proposed budget
- Discussion of Revolving Loan
 - Discussion on the outstanding RLB Loan
 - Bruce suggested a memo outlining collection processes from executive director to the chair
- Social district - push more promotion and the use of existing branding. Chair stressed the need to have ownership of this program.
- Consensus was to present two budget options for the DDA meeting in March.
- Enhanced City Services Agreement - discussed agreement terms and tangible, measurable actions from the City.
 - This included the need to have funds for specific projects or have a specific check-list or maintenance checklist.

- Comments included that DDA funds should be used for big projects, and that beautification and day to day maintenance should fall on the City. DDA funds were used to leverage beautification.
- Comments also included that the historical stance from the City was “you (DDA) build it, we (City) will maintain it.”
- Consensus on budget priorities and making suggestions on specific budget lines included Downtown Decorations, DDA Design Line Item, WSCC Riverwalk Plaza, and Facade Grants.
 - WSCC Riverwalk Plaza - Increase line item to \$160,000
 - \$160,000 is the remainder of our obligation, construction will start in September 2023
 - Downtown Decorations - Increase line item to \$20,000
 - DDA Design Line Item - Increase line item to \$50,000
- Additional discussion on suggested amendments included Bank Service Charges Executive Director agreement, Event Coordination Contribution, Streetscape Engineering Fees, and developing talking points for the next meeting. Increase line item to \$800 due to Positive Pay through West Shore Bank.
 - Bank Service Charges - Increase line item to \$800 due to Positive Pay through West Shore Bank.
 - Event Coordination Contribution - Decrease line item to zero.
 - Engineering Fees - Increase to \$100,000
- Board members discussed the Executive Director agreement.

3.) **ADJOURN.**

Next meeting is scheduled for Wednesday, March 8, 2022 at 8:30 a.m. in the WSCC Education Center, 400 River Street.

MOTIONS by Bruce Allen, second by Deanna Marsh **to adjourn at 10:45 a.m.**

Carmen Kott
Acting Recording Secretary