

**DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF THE BOARD OF DIRECTORS  
SPECIAL BUDGET MEETING OF APRIL 24, 2020**

**1. Call to Order:** By Chairperson Dan Sugg at 12:12 p.m.

Present: Kelly Garrett (Mayor), Bobbi Lovins, Sheryl Mitchell (City Administrator), Fred Prime, Pam Shermeyer, Dan Sugg (Chair), Dan Verderbar

Excused Absence: Bryan Ford

Absent without Notice: Cory Fortson

Other present: Pam Bratschi (Treasurer), Susie Stec (DDA Director)

**2. Approval of the Agenda**

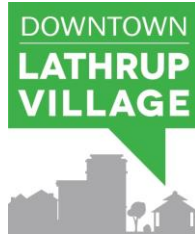
*Motion by Shermeyer, second by Lovins; approved unanimously on roll-call vote.*

**3. New Business**

a. FY 20/21 Draft Budget

Bratschi stated that she received an email from the county regarding our settlement. She expects we will receive our funds around May 5<sup>th</sup>. This deposit will make the DDA whole for this year, with the exception of personal property taxes. There were questions about the increases in the “salaries” and “training/membership” lines. Stec stated the changes are meant to increase transparency and better organize expenditures. “Salaries” now includes the portion of the Parks & Recreation Coordinator salary which was formerly under the “Farmers Market” line. There is significant coordination between the DDA and P&R, so this more accurately captures that. The “training/membership” includes memberships to Michigan Downtown Association (MDA), National Main Street Center (NMSC), and Michigan Association of Planning (MAP), as well as conference registration and travel fees. A portion of those funds were previously categorized under the “Main Street” line, which is now going to be our program fund (i.e. COVID-19 Business Assistance, Corridor Cleanups, Artisan Fair & Business BINGO).

*Motion to accept and forward to council by Garrett, second by Lovins. Approved unanimously on a roll-call vote.*



**4. Public Comment**

Prime asked when the next meeting will be. Stec stated Friday, May 15<sup>th</sup> at 12 Noon. A notice will be sent closer to the meeting date.

**5. Adjourn** *Motion to adjourn by Sugg, second by Verderbar. Adjourned at 12:35 p.m.*

Minutes prepared by Susie Stec, DDA Director

Submitted for approval by Sheryl Mitchell, City Administrator/DDA Secretary