

City of South Lyon, Downtown Development Authority Board Meeting
Thursday, January 13, 2022, 8:00 a.m., City Council Chambers, 335 S. Warren St.,
South Lyon, MI 48178

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of the December 9, 2021 DDA Board Meeting Minutes
- V. Citizens' Comments
- VI. Budget Report

- VII. New Business:
 - A. Approve DDA Board of Directors Meeting Schedule for 2022
 - B. DDA Budget Presentation Feb. 10 Meeting

- VIII. Old Business:
 - A. Farmers Market Manager Interviews
 - B. 390 S. Lafayette St. Parks Grant
 - C. Main Street Oakland County Associate Level
 - D. Committee Reports
 - E. Storm Sewer Along S. Lafayette St. between Liberty St. & McHattie St.

- IX. Board Member Comments
- X. Adjournment

Procedures by which persons may contact members of the DDA Board of Directors prior to the meeting:

Members of the public may contact members of the public body prior to the electronic meeting by email. Email addresses for the DDA Board of Directors may be found on the City's website at www.southlyonmi.org.

Next Board Meeting is 8:00 a.m., Thursday, February 10, 2022 in person at South Lyon City Hall.

All Regular Board Meetings shall end no later than 10:00 a.m.



MEETING MINUTES – DECEMBER 9, 2021

- I. **Call to Order.** Meeting called to order by Chairperson Dereck Mashburn at 8:04 am via Zoom.
- II. **Roll Call.** Present: Dereck Mashburn joined the meeting from South Lyon, MI, Mark Childs joined the meeting from South Lyon, MI, Jeff Heinanen joined from South Lyon, MI, Gene Carroll joined the meeting from Southfield, MI, Paul Zelenak joined the meeting from South Lyon, MI, Norm Fultz joined the meeting from South Lyon, MI, Gary Fagin joined the meeting from South Lyon, MI, Annie Buchtrup joined the meeting from South Lyon, MI, Tanya Nevitt joined the meeting from South Lyon, MI. Also present: Nate Mack, Bob Herzog.
- III. **Approval of the Agenda.** Mark made a motion to approve the agenda. Support by Gene. Motion passed unanimously.
- IV. **Approval of the November 11, 2021 DDA Board Meeting Minutes.** Gene made a motion to accept the minutes as submitted. Supported by Jeff. Motion passed unanimously.
- V. **Citizen Comments.** Bob Herzog introduced himself as the owner of an available property in the downtown area.
- VI. **Budget Report.** Nate reported on the budget. Expenditures in the past month were for Ladies Night Out and the Holiday Spectacular. Mark asked for clarification on the \$2,800 expenditure. Nate stated that he would follow up on that line item.
- VII. **New Business:**
 - A. **South Lyon Schools Focus Group.** Dereck reported that he was contacted by Steve Archibald, Superintendent of the South Lyon School District, looking for feedback from local business owners as part of a focus group to help develop a set of skills for our students to become successful employees. They are looking for 2-3 volunteers for the group which will take place on January 27, 2022 from 9:30-11 am. Tanya said she would volunteer but stated she is also a parent in the district. Gene and Dereck also volunteered. Dereck will notify the superintendent. What skills would we recommend? Mark suggested communication and resume skills. Nate suggested finance or business backgrounds. How to write a check. Gene commented that communication is a lost art these days. Annie suggested that kids shadow local business owners and said she is willing to have students in her store.

VIII. Old Business:

- A. Farmers Market Contract SLARA.** Nate reported that Amy Allen has resigned from SLARA. Nate attempted to contact one of the people who had previously expressed interest in the Farmers Market Manager position, but they have not responded. He reported he has signed up with Zip Recruiter and feels it would be best to move forward with a private contractor to fill this position instead of the proposed shared position with SLARA. The job is posted from now until January 8, 2022. We have already received information from four interested parties.
- B. Holiday Spectacular Recap.** Nate reported that he felt this was a successful event. Activities included a Candy Cane Hunt, a Santa Hat Hunt, visit with a reindeer, visit with Santa, and ice carving. All events were well attended. The parade was good and included around 30 floats. Mark suggested blocking on-street parking for the complete route. Businesses reported lots of shoppers throughout the day. Paul noted that there were not a lot of people downtown after the parade and feels we need to come up with some ways to keep people downtown after the parade. Annie and Tanya reported that people seemed pleased with the days' events.
- C. 390 S. Lafayette Park Rendering.** A rendering of the proposed park at 390 S. Lafayette was provided by Marc Russell of Russell Design. Nate reported that he shared the rendering with the Parks & Recreation Commission and the Cultural Arts Commission. There are currently some grants available for city parks and Nate will submit an application for grant funding by January 14, 2022. Recipients will be announced in April. Grant funding requires a 25% contribution. Waiting for further input from Parks and Recreation and Cultural Arts Commissions. DDA Board Members liked the rendering. Next step will be establishing a budget as part of the grant application. Dereck would like to see how the cost will be shared. Mark reported that South Lyon Cycle is interested in donating some bike racks for the project.
- D. Committee Reports. Organization Committee.** Dereck and Nate met to discuss moving up a level in the Main Street program from affiliate to associate which would allow us to tap into more assistance and funding from the county and allow access to more grants and resources. MSOC will evaluate projects and provide feedback in January. The **Economic Vitality Committee** met to discuss various projects. The **Design Committee** met and discussed the park rendering and also discussed Christmas lights downtown. The committee would like to see more lights on poles instead of in the trees in an effort to clean up our look. The **Promotions Committee** met and Tanya reported that the committee decided to plan a winter event with a Mardi Gras theme to break up the monotony of a long winter. The committee is in the early planning stages but hopes to include area bars and restaurants in the event.

- E. Storm Sewer along S. Lafayette between Liberty Street and McHattie.** Paul reported that the county is working on a report that is due out in February. Paul also reported that he has applied for a grant to offset costs in repaving Pontiac Trail. We will know soon if we will receive the grant, but the work is years away.
- IX. Board Member Comments.** Nate reported that he is working on the PA 57 report that is due by the end of the year and meeting regarding a potential apartment project in the downtown. Nate also reported that he is still working on the EV Charging Station. Mark asked for a status update on the former Draft Street building. Work continues on the project that will be a doctor's office and retail space.
- X. Adjournment.** Paul made a motion to adjourn the meeting. Supported by Gene. Meeting adjourned at 9:00 am.

DRAFT

REVENUE AND EXPENDITURE REPORT FOR CITY OF SOUTH LYON
 PERIOD ENDING 12/31/2021
 FINANCIAL REPORT FOR DECEMBER 2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	MONTH 12/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 280 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000						
280-000.000-402.000	REAL PROPERTY TAX	51,705.00	48,072.82	0.00	3,632.18	92.98
280-000.000-664.000	INTEREST	100.00	4.27	0.87	95.73	4.27
280-000.000-674.300	CONTRIBUTION - GIFT CERTIFICATE	500.00	0.00	0.00	500.00	0.00
280-000.000-675.100	FARMERS MARKET SPONSOR FEES	7,350.00	2,000.00	0.00	5,350.00	27.21
280-000.000-675.200	CONTRIBUTIONS-WINTER EVENTS	2,000.00	0.00	0.00	2,000.00	0.00
280-000.000-675.300	LADIES NIGHT OUT SPONSORSHIP	2,000.00	3,000.00	0.00	(1,000.00)	150.00
280-000.000-675.401	TRANSFER IN- CAP. IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
280-000.000-675.410	FARMERS MARKET VENDOR FEES	6,000.00	3,635.00	0.00	2,365.00	60.58
280-000.000-675.700	CONTRIBUTION - STREET BANNER	0.00	0.00	0.00	0.00	0.00
280-000.000-675.900	CONTRIBUTION - MURALS	5,000.00	500.00	0.00	4,500.00	10.00
280-000.000-676.101	TRANSFER IN-GENERAL FUND	4,000.00	0.00	0.00	4,000.00	0.00
280-000.000-688.000	PATRONICITY FUNDS ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
280-000.000-692.000	GRANT MONEY	5,500.00	0.00	0.00	5,500.00	0.00
280-000.000-698.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
280-000.000-698.110	CONTRIBUTION BUSISNESS DIRECTORY	500.00	0.00	0.00	500.00	0.00
Total Dept 000.000		84,655.00	57,212.09	0.87	27,442.91	67.58
TOTAL REVENUES						
		84,655.00	57,212.09	0.87	27,442.91	67.58
Expenditures						
Dept 000.000						
280-000.000-702.000	WAGES SALARY	0.00	0.00	0.00	0.00	0.00
280-000.000-702.200	FARMER'S MARKET	12,500.00	2,696.20	690.00	9,803.80	21.57
280-000.000-740.000	OPERATING EXPENSE	1,000.00	470.53	35.04	529.47	47.05
280-000.000-740.200	SEASONAL IMPROVEMENTS	7,700.00	4,037.22	3,321.41	3,662.78	52.43
280-000.000-801.000	PROFESSIONAL SERVICE	5,500.00	0.00	0.00	5,500.00	0.00
280-000.000-802.000	CONTRACTUAL SVCS	0.00	0.00	0.00	0.00	0.00
280-000.000-802.100	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
280-000.000-880.000	COMMUNITY PROMOTIONS	2,500.00	0.00	0.00	2,500.00	0.00
280-000.000-880.100	COMM. PROM. CBD WINTER	2,000.00	0.00	0.00	2,000.00	0.00
280-000.000-880.200	COMMUNITY PROMOTION DESIGN	7,500.00	2,000.00	0.00	5,500.00	26.67
280-000.000-880.300	COMMUNITY PROMOTION-FACADE/SIGN	0.00	0.00	0.00	0.00	0.00
280-000.000-880.400	COMMUNITY EVENT	8,850.00	8,271.55	5,284.56	578.45	93.46

280-000.000-880.500	COMMUNITY PROMO. GIFT CERTIFICATE	500.00	0.00	0.00	500.00	0.00
280-000.000-886.000	SUPPORT DOWNTOWN SOUTH LYON MINIGRANT	0.00	0.00	0.00	0.00	0.00
280-000.000-888.000	GRANT EXPENDITURES	5,500.00	0.00	0.00	5,500.00	0.00
280-000.000-900.000	PRINTING	5,600.00	998.45	0.00	4,601.55	17.83
280-000.000-957.000	EDUCATION & TRAINING	4,000.00	1,046.03	226.03	2,953.97	26.15
280-000.000-962.000	MISCELLANEOUS EXPENSE	1,000.00	316.85	0.00	683.15	31.69
280-000.000-969.101	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
280-000.000-969.369	CONTRIBUTION TO BLDG.ATHOR DR	0.00	0.00	0.00	0.00	0.00
280-000.000-970.000	CAPITAL IMPROVEMENTS	15,000.00	2,784.89	776.89	12,215.11	18.57
Total Dept 000.000		79,150.00	22,621.72	10,333.93	56,528.28	28.58
TOTAL EXPENDITURES		79,150.00	22,621.72	10,333.93	56,528.28	28.58
Fund 280 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		84,655.00	57,212.09	0.87	27,442.91	67.58
TOTAL EXPENDITURES		79,150.00	22,621.72	10,333.93	56,528.28	28.58
NET OF REVENUES & EXPENDITURES		5,505.00	34,590.37	(10,333.06)	(29,085.37)	628.34

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF SOUTH LYON
 FROM 280-000.000-001.000 TO 280-000.000-970.000
 TRANSACTIONS FROM 12/01/2021 TO 12/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
280-000.000-001.000 CHECKING A/C PNC BANK						
Journal CD: Cash Disbursements						
133947	12/02/2021	SUMMARY CD 12/02/2021		Multiple		6,608.32
134063	12/09/2021	SUMMARY CD 12/09/2021		Multiple		12.99
134068	12/09/2021	SUMMARY CD 12/09/2021		Multiple		22.05
134120	12/14/2021	SUMMARY CD 12/14/2021		Multiple		290.79
134205	12/16/2021	SUMMARY CD 12/16/2021		Multiple		3,426.45
		Journal Totals			0.00	10,360.60
Journal GJ: Journal Entry						
133954	12/02/2021	CHECKING TRANSFER	10674	Multiple	6,608.32	
134092	12/09/2021	CHECKING TRANSFER FOR 12/9/2021	10691	Multiple	12.99	
134093	12/09/2021	CHECKING TRANSFER 12/9/2021	10692	Multiple	22.05	
134231	12/14/2021	CHECKING TRANSFER FOR 12/14/2021	10712	Multiple	290.79	
		Journal Totals			6,934.15	0.00
Totals for 280-000.000-001.000					6,934.15	10,360.60
		Balance 12/01/21:	2,405.51 CR			
		Net Change:	(3,426.45)			
		Balance 12/31/21:	5,831.96 CR			

280-000.000-002.008 DDA/TIFA PNC BANK

Journal GJ: Journal Entry

133954	12/02/2021	CHECKING TRANSFER	10674	Multiple		6,608.32
134092	12/09/2021	CHECKING TRANSFER FOR 12/9/2021	10691	Multiple		12.99
134093	12/09/2021	CHECKING TRANSFER 12/9/2021	10692	Multiple		22.05
134231	12/14/2021	CHECKING TRANSFER FOR 12/14/2021	10712	Multiple		290.79
134007	12/30/2021	PNC BANK INTEREST NOVEMBER 2021	10690	Multiple	0.98	

134109	12/30/2021	TO REVERSE MANUAL JOURNAL ENTRY: 110696		Multiple		0.98	
134496	12/31/2021	PNC BANK INTEREST FOR DECEMBER 202 10740		Multiple		0.87	
		Journal Totals				1.85	

Totals for 280-000.000-002.008						1.85	6,935.13

		Balance 12/01/21:	109,378.31				
		Net Change:	(6,933.28)				
		Balance 12/31/21:	102,445.03				

280-000.000-202.000 ACCOUNTS PAYABLE

Journal AP: Journal Entry

133919	12/01/2021	PNC BANK	11/18/2021	Multiple		317.80
133929	12/02/2021	TIMOTHY DAVIDS	AUGUST 2021	280-000.000-702.200		690.00
133930	12/02/2021	NATHAN MACK	12/01/2021	280-000.000-957.000		74.52
133931	12/02/2021	CAROUSEL ACRES	120421	280-000.000-880.400		775.00
133932	12/02/2021	CLEAR CUT ICE	1407	280-000.000-880.400		1,560.00
133933	12/02/2021	JONATHAN LACHANCE	12/04/2021	280-000.000-880.400		300.00
133934	12/02/2021	NORMA LAFEVER	148	280-000.000-740.200		2,891.00
134047	12/09/2021	MARTIN'S DO IT BEST	NOVEMBER 2021	Multiple		12.99
134064	12/09/2021	PETER'S TRUE VALUE HARDWARE	NOVEMBER 2021	Multiple		22.05
134202	12/16/2021	NATHAN MACK	12/15/2021	Multiple		491.09
134203	12/16/2021	BRONNER'S COMMERCIAL DISPLAY	SO335184	280-000.000-970.000		699.50
134204	12/16/2021	VENUE SOUTH LYON	12/15/2021	280-000.000-880.400		2,235.86
134228	12/17/2021	BRONNER'S COMMERCIAL DISPLAY	INV19180, INV19186	280-000.000-740.200		264.12
		Journal Totals				0.00

						10,333.93

Journal CD: Cash Disbursements

133947	12/02/2021	SUMMARY CD 12/02/2021		Multiple	6,608.32	
134063	12/09/2021	SUMMARY CD 12/09/2021		Multiple	12.99	
134068	12/09/2021	SUMMARY CD 12/09/2021		Multiple	22.05	
134120	12/14/2021	SUMMARY CD 12/14/2021		Multiple	290.79	
134205	12/16/2021	SUMMARY CD 12/16/2021		Multiple	3,426.45	
		Journal Totals			10,360.60	0.00

Totals for 280-000.000-202.000					10,360.60	10,333.93
		Balance 12/01/21:	390.79			
		Net Change:	(26.67)			
		Balance 12/31/21:	364.12			

280-000.000-664.000 INTEREST

Journal GJ: Journal Entry

134007	12/30/2021	PNC BANK INTEREST NOVEMBER 2021	10690	Multiple		0.98
134109	12/30/2021	TO REVERSE MANUAL JOURNAL ENTRY: 110696		Multiple	0.98	
134496	12/31/2021	PNC BANK INTEREST FOR DECEMBER 202	10740	Multiple		0.87
Journal Totals					0.98	1.85

Totals for 280-000.000-664.000

Balance 12/01/21:	3.40
Net Change:	0.87
Balance 12/31/21:	4.27

0.98	1.85
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280-000.000-702.200 FARMER'S MARKET

Journal AP: Journal Entry

133929	12/02/2021	TIMOTHY DAVIDS	AUGUST 2021	280-000.000-202.000	690.00	
Journal Totals					690.00	0.00

Totals for 280-000.000-702.200

Balance 12/01/21:	2,006.20
Net Change:	690.00
Balance 12/31/21:	2,696.20

690.00	0.00
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280-000.000-740.000 OPERATING EXPENSE

Journal AP: Journal Entry

134047	12/09/2021	MARTIN'S DO IT BEST	NOVEMBER 2021	Multiple	12.99	
134064	12/09/2021	PETER'S TRUE VALUE HARDWARE	NOVEMBER 2021	Multiple	22.05	
Journal Totals					35.04	0.00

Totals for 280-000.000-740.000				35.04	0.00
	Balance 12/01/21:	435.49			
	Net Change:	35.04			
	Balance 12/31/21:	470.53			

280-000.000-740.200 SEASONAL IMPROVEMENTS

Journal AP: Journal Entry

133919	12/01/2021	PNC BANK	11/18/2021	Multiple	166.29	
133934	12/02/2021	NORMA LAFEVER	148	280-000.000-202.000	2,891.00	
134228	12/17/2021	BRONNER'S COMMERCIAL DISPLAY	INV19180, INV19186	280-000.000-202.000	264.12	
Journal Totals					3,321.41	0.00

Totals for 280-000.000-740.200				3,321.41	0.00
	Balance 12/01/21:	715.81			
	Net Change:	3,321.41			
	Balance 12/31/21:	4,037.22			

280-000.000-880.400 COMMUNITY EVENT

Journal AP: Journal Entry

133931	12/02/2021	CAROUSEL ACRES	120421	280-000.000-202.000	775.00	
133932	12/02/2021	CLEAR CUT ICE	1407	280-000.000-202.000	1,560.00	
133933	12/02/2021	JONATHAN LACHANCE	12/04/2021	280-000.000-202.000	300.00	
134202	12/16/2021	NATHAN MACK	12/15/2021	Multiple	413.70	
134204	12/16/2021	VENUE SOUTH LYON	12/15/2021	280-000.000-202.000	2,235.86	
Journal Totals					5,284.56	0.00

Totals for 280-000.000-880.400				5,284.56	0.00
	Balance 12/01/21:	2,986.99			
	Net Change:	5,284.56			
	Balance 12/31/21:	8,271.55			

280-000.000-957.000 EDUCATION & TRAINING

Journal AP: Journal Entry

133919	12/01/2021	PNC BANK	11/18/2021	Multiple		151.51	
133930	12/02/2021	NATHAN MACK	12/01/2021	280-000.000-202.000		74.52	
		Journal Totals				<u>226.03</u>	0.00

Totals for 280-000.000-957.000

Balance 12/01/21:	820.00
Net Change:	226.03
Balance 12/31/21:	1,046.03

226.03 0.00

280-000.000-970.000 CAPITAL IMPROVEMENTS

Journal AP: Journal Entry

134202	12/16/2021	NATHAN MACK	12/15/2021	Multiple		77.39	
134203	12/16/2021	BRONNER'S COMMERCIAL DISPLAY	SO335184	280-000.000-202.000		699.50	
		Journal Totals				<u>776.89</u>	0.00

Totals for 280-000.000-970.000

Balance 12/01/21:	2,008.00
Net Change:	776.89
Balance 12/31/21:	2,784.89

776.89 0.00

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF SOUTH LYON
 FROM 280-000.000-001.000 TO 280-000.000-970.000
 TRANSACTIONS FROM 01/01/2022 TO 01/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
280-000.000-001.000 CHECKING A/C PNC BANK						
Journal CD: Cash Disbursements						
134474	01/06/2022	SUMMARY CD 01/06/2022		Multiple		914.17
134551	01/11/2022	SUMMARY CD 01/11/2022		Multiple		264.12
		Journal Totals			0.00	1,178.29
Journal GJ: Journal Entry						
134493	01/06/2022	CHECKING TRANSFERS	10737	Multiple	914.17	
		Journal Totals			914.17	0.00
Totals for 280-000.000-001.000					914.17	1,178.29
		Balance 01/01/22:	5,831.96 CR			
		Net Change:	(264.12)			
		Balance 01/31/22:	6,096.08 CR			
280-000.000-002.008 DDA/TIFA PNC BANK						
Journal GJ: Journal Entry						
134493	01/06/2022	CHECKING TRANSFERS	10737	Multiple		914.17
		Journal Totals			0.00	914.17
Totals for 280-000.000-002.008					0.00	914.17
		Balance 01/01/22:	102,445.03			
		Net Change:	(914.17)			
		Balance 01/31/22:	101,530.86			

280-000.000-202.000 ACCOUNTS PAYABLE

Journal AP: Journal Entry

134395	01/03/2022	PNC BANK	12/19/2021	Multiple		914.17
		Journal Totals			-----	914.17
						0.00

Journal CD: Cash Disbursements

134474	01/06/2022	SUMMARY CD 01/06/2022		Multiple		914.17
134551	01/11/2022	SUMMARY CD 01/11/2022		Multiple		264.12
		Journal Totals			-----	0.00
						1,178.29

Totals for 280-000.000-202.000

Balance 01/01/22:	364.12
Net Change:	(264.12)
Balance 01/31/22:	100.00

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280-000.000-880.400 COMMUNITY EVENT

Journal AP: Journal Entry

134395	01/03/2022	PNC BANK	12/19/2021	Multiple		856.24
		Journal Totals			-----	0.00
						856.24

Totals for 280-000.000-880.400

Balance 01/01/22:	8,271.55
Net Change:	856.24
Balance 01/31/22:	9,127.79

-----	856.24	0.00
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280-000.000-962.000 MISCELLANEOUS EXPENSE

Journal AP: Journal Entry

134395	01/03/2022	PNC BANK	12/19/2021	Multiple		57.93
		Journal Totals			-----	0.00
						57.93

Totals for 280-000.000-962.000

Balance 01/01/22:	316.85
Net Change:	57.93
Balance 01/31/22:	374.78

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**City of South Lyon, Downtown Development Authority 2022 Board Meeting
Schedule**

South Lyon DDA Board of Directors' meetings take place on the second Thursday of each month at 8:00am at South Lyon City Hall. Meetings will end no later than 10am.

January 13, 2022

February 10, 2022

March 10, 2022

April 14, 2022

May 12, 2022

June 9, 2022

July 14, 2022

August 11, 2022

September 8, 2022

October 13, 2022

November 10, 2022

December 8, 2022



Memorandum

To: DDA Board of Directors

From: Nate Mack, DDA Director

Date: January 13, 2022

Subject: February Board Retreat

Out of concern for the rising number of COVID-19 cases, it is my recommendation that the board does not host a retreat that will increase the potential for exposure to COVID-19. In order to protect the health and safety of DDA Board members and city staff, I recommend the DDA Board meets in-person at our regular time for the February meeting. As we all know, being around large groups of people for an extended period of time increases the risk of contracting and spreading COVID-19. Therefore, because the DDA Board cannot meet virtually any longer under the Michigan Open Meetings Act Statute, I would like to recommend we do not host a board retreat at a restaurant or other place where the potential to contract COVID-19 is greater. Thank you for your consideration.



Memorandum

To: DDA Board of Directors

From: Nate Mack, DDA Director

Date: January 13, 2022

Subject: DDA Budget Fiscal Year 2022-2023

At the February meeting, the budget for the fiscal year 2022-2023 will be presented to the DDA Board for its approval. I would like to encourage board members to send to me priorities they wish to see included in the upcoming fiscal year's budget over the next two weeks. You may email these to me individually. The DDA Act (PA 57 of 2018, Section 125.4419) states the director of the authority shall prepare and submit for the approval of the board a budget for the operation of the authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be approved by the board, it shall be approved by the governing body.



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To: DDA Board of Directors

From: Nate Mack, DDA Director

Date: January 13, 2022

Subject: Farmers Market Manager Interviews

On Saturday, January 8th the posting for the farmers market manager position closed. It was posted for one month on Ziprecruiter. During the time the application was active, we received 13 applications for the market manager position. I have selected the three candidates whose qualifications most closely meet what we are looking for in the position. I was encouraged by the response we received for the position and the quality of the candidates. I will be conducting interviews next week on Thursday and/or Friday, depending on availability of the applicants. If any board members wish to assist with the interview process, please let me know and you will be included. I will share with you the date and time of the interviews after the board meeting.