

**Manistee Main Street/DDA
September 10th, 2014**

AGENDA

1. Call to order – Chair
2. Approval of Agenda
3. Public comment. (Limit 5 minutes per person.)
4. Approval of minutes from the regular meeting on August 13th, 2014
5. Treasurer's Report.
 - a. Acceptance of Checks Register & Financial Reports
6. Committee Reports
 - a. Marketing & Promotions Committee
 - b. Organization Committee
 - c. Design Committee
 - d. Economic Restructuring Committee
7. Other Business
 - a. Liquor License approval for Boos, Brews and Brats for October 25th
 - b. Chamber of Commerce Expo involvement (\$300)
 - c. Request from Capstone Companies regarding the Washington Street Project
8. Public comment. (Limit 5 minutes per person.)
9. Adjournment.
10. The next Regular MSDDA Meeting will be held October 8th, 2014 at noon in City Hall.

DOWNTOWNMANISTEE

michigan

Board Meeting Minutes August 13, 2014

Call to Order

The Vice Chair called the meeting to order at 12:03 pm.

Members Present

Brandon Ball, Valarie Bergstrom, Rachel Estabrook, Colleen Kenny, Barry Lind, Todd Mohr, Shari Wild

Members Absent

Sara Spore (excused for training)

Also Present

Patrick Kay (Executive Director), Dianna Wall (Manistee Area Chamber of Commerce), Mitch Deisch (Manistee City Manager), Ed Bradford (City of Manistee), T. Eftaxiadis (representative of the developer), John Iacoangeli (Beckett & Raeder).

Approval of Agenda

There was a MOTION by Ms. Kenny, supported by Ms. Estabrook, to accept the Agenda as presented. MOTION CARRIED

Public Comment

None

Approval of Minutes from the Regular Meeting on July 9, 2014 and Special Board Meeting on July 15, 2014

There was a MOTION from Ms. Kenny, supported by Ms. Estabrook, to accept the minutes from the July 9, 2014 Regular Meeting and the July 15, 2014 Special Board Meeting. MOTION CARRIED

Treasurers Report

It was noted that the July Check Register, the Balance Sheets and Profit and Loss Report had been previously distributed. Ms. Bergstrom reported she reviewed the July financial reports and nothing stands out to her. She noted the allocations were made from the fund balance to balance the budget.

There was a MOTION by Ms. Kenny, supported by Mr. Mohr, to accept the July Check Register and Financial Reports as presented to be placed on file. MOTION CARRIED

Marketing & Promotions Committee

It was noted the minutes from the Marketing & Promotions Committee were not available. Ms. Estabrook reported a volunteer will be recruited at the next committee meeting to take minutes. The committee discussed the coop advertising program which will begin in September; Hops & Props which will be advertised outside of the area to bring regional guests to event and Sleighbell Weekend.

Ms. Estabrook reported since Manistee Main Street/DDA is not a 501c3 organization; donors cannot use their donations as a tax deduction which is a concern for some of the donors. Discussion followed. There are a couple of options donors can take for donations: they could write the check to the city who would write a check back to the MMSDDA until the 501c3 application process is complete or an account could be set up through the Manistee County Community Foundation.

Resolution for Liquor License for Hops & Props

Moved by Mr. Lind and supported by Ms. Bergstrom, that the application from Manistee Main Street/DDA for a special license to serve alcohol on September 13, 2014 from 11 am to 6 pm to be located on the west end of River Street, 480 River Street, be considered for approval. MOTION CARRIED

Organization Committee

It was noted the minutes from the Organization Committee had been previously distributed. The minutes were reviewed including: The volunteer database was tabled because it takes four hours to train one person which costs \$350 and the subscription is \$1,800 year. The Visitmanistee.com website has been launched and is between 50%-80% done

Design Committee

It was noted the minutes from the Design Committee had been previously distributed. The minutes were reviewed including: Mr. Kay reported the committee is not officially accepting applications at this time, but applications may be filled out and brought to the board for consideration. The committee is still researching tree containers, they discussed the MEDC Public Spaces Grant, North and South Directional Signage, the two-way traffic survey has received good response, a quote is on file for painting the railings on the riverwalk, and a possible endowment fund for riverwalk maintenance was discussed.

Economic Restructuring Committee

It was noted the minutes from the Economic Restructuring Committee were distributed. The minutes were reviewed including: The Revolving loan fund which still has three loans out, they are working on language for non-payment or late loan payments. The committee is looking at a different set up for the \$25,000 loan program where the Economic Restructuring Committee will act as the gateway to the banks. The Developer day has a tentative date of October 24th. Mr. Ball reported the Economic Restructuring Committee recommends applying for 501c3; the committee discussed a building downtown which is slated for demolition because of disrepair. The Meijer's workshop hasn't been scheduled yet. The committee reviewed projects for downtown that would fit in with the Redevelopment Readiness Community Program and decided there is not an opportunity to do a large project so they recommend the city use it for the Peninsula Project.

A MOTION was made by Mr. Ball to recommend to the City to use the Redevelopment Readiness Community Program for the Peninsula Development Project. Discussion followed. MOTION WITHDRAWN

Old/New Business

TIF Plan Update with Beckett and Raeder

An amended schedule for the TIF Renewal Plan was distributed. One part of the process is identification of projects that the board plans to do for the duration of the plan. The 2nd part looks at what tax valuations are and what they are projected to be for the duration of the plan, and decide how far out the plan should be.

Mr. Iacoangeli noted Manistee is a Main Street Community the DDA already has committee projects and plans in place. A meeting will be set up with chairs of the committees to review their plans and talk about what is currently on the books and what is planned in the future. The Board will need to take an online survey and prioritize the projects. A preliminary plan will be ready by November so it can be moved to the adoption process in December. The next step is to reach out to Mr. Kay to set up a meeting with committee chairs and Mr. Deisch.

Creation of 501c3

It was noted that it will cost \$500 George Saylor to file paperwork for Manistee Main Street/DDA to apply to be a 501c3. Discussion followed. There was a MOTION by Mr. Mohr to pursue a 501c3 with the advice of Mr. Saylor. MOTION WITHDRAWN

Mr. Saylor will be invited to the September Board Meeting to discuss applying for a 501 c3. It was noted there are two short term options, set up an account at the Community Foundation, or have the donations checks wrote to the City of Manistee.

Approval of the Brownfield Plan dated July 2014 for the South Washington Area Redevelopment Project

It was noted the Brownfield Redevelopment Plan dated July 2014 for the South Washington Area Redevelopment Project and supporting documentation had been distributed. Mr. Eftaxiadis reported on the South Washington Area Redevelopment Project. Discussion followed. A Special Manistee Main Street/DDA Meeting will be held on August 15 from 10 am – 12 pm in Council Chambers.

Public Comment

None

Adjournment

There being no further business, the meeting was adjourned at the call of the chair at 2:05 pm.

Respectfully submitted on September 10, 2014

Brandon Ball, Secretary

8 13 14 minutes approved at the MSDDA meeting on: _____

DOWNTOWNMANISTEE

michigan

Special Board Meeting Minutes August 15, 2014

Call to Order

The Chair called the meeting to order at 10 am

Members Present

Brandon Ball, Valarie Bergstrom, Rachel Estabrook, Colleen Kenny, Barry Lind, Todd Mohr, Shari Wild

Members Absent

Sara Spore (excused for training)

Also Present

Patrick Kay (Executive Director), Dianna Wall (Manistee Area Chamber of Commerce), Mitch Deisch (Manistee City Manager), Jeff Mikula (City of Manistee), Julie Beardslee (City of Manistee), Eric Sagonowsky (Manistee News Advocate) Jeff Reau (Edward Jones), T. Eftaxiadis (representative of the developer)

Approval of Agenda

There was a MOTION by Mr. Lind, supported by Ms. Bergstrom, to accept the Agenda as presented. MOTION CARRIED

Public Comment

None

Discussion on the Brownfield Plan dated July 2014 for the South Washington Area Redevelopment Project

Mr. Eftaxiadis reviewed the Brownfield Plan dated July 2014 for the South Washington Area Redevelopment Project and answered questions posed by Board Members.

Public comment

Mr. Jeff Reau, past DDA Chair, stated that conversations between the developer, the city, Jon Rose (Planning & Zoning Administrator) and the DDA Director had been on going and that it has been a two year process to get to the point where someone is willing to develop these buildings. A project of this scope in a small community like Manistee is not viable without the support of the city and state. He reminded the board that part of their mission is to promote revitalization and improve a blighted area. He asked the board to consider that the TIF capture is fairly short lived when the project is completed, or when the DDA sunsets, so how much TIF capture would the DDA be giving in order to turn this blighted piece of property into a key piece of property in the DDA District. He strongly encouraged the board to consider the request.

There was a MOTION by Ms. Kenny, supported by Mr. Mohr, to approve the Brownfield Redevelopment Plan dated July 2014 which includes the associated TIF capture for that project for the Brownfield Authority. Discussion Followed. There was an AMENDMENT TO THE MOTION by Mr. Mohr that DDA be a signatory party in the developer agreement so that we are involved as a significant party. Discussion followed. AMENDMENT WITHDRAWN and MOTION WITHDRAWN

There was a MOTION by Ms. Kenny, supported by Mr. Mohr, to approve the Brownfield Redevelopment Plan dated July 2014 which includes the associated TIF capture as it relates to the DDA for that project for the Brownfield Authority and DDA being a team member in the negotiations for the developer agreement. MOTION CARRIED 6-1

Meeting of Manistee Main Street/DDA
August 13, 2014
Page 2 of 2

Public Comment

Ms. Julie Beardslee requested to meet with the Chair after the meeting to discuss her concerns.

Adjournment

There being no further business, the meeting was adjourned at the call of the chair at 11:59 am.

Respectfully submitted on September 10, 2014

Brandon Ball, Secretary

8 15 14 special meeting minutes approved at the MSDDA meeting on: _____

**MANISTEE MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY
AUGUST 2014 CHECK REGISTER**

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
PAYROLL:				
8/15/2014	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR AUGUST 1 - AUGUST 15	\$ 2,375.00
8/29/2014	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR AUGUST 16 - AUGUST 31	\$ 2,375.00
8/15/2014	DIR DEP	INTERNAL REVENUE SERVICE	FEDERAL DEPOSIT FOR JULY 2014 PAYROLL	\$ 1,274.76
8/20/2014	DIR DEP	STATE OF MICHIGAN	MICHIGAN WITHHOLDING DEPOSIT/JULY 2014 PAYROLL	\$ 159.38
CHECK REGISTERS:				
NORTHWESTERN BANK:				
8/4/2014	2711	CITY OF MANISTEE	RIVER ST ARCH BANNER FEE/SIDEWALK SALES	\$ 50.00
8/7/2014	2712	TIM KRAUSE	8/9/14 FARMERS MARKET MUSIC SESSION	\$ 100.00
8/7/2014	2713	ELLIE McPHERSON	8/16/14 FARMERS MARKET MUSIC SESSION	\$ 50.00
8/7/2014	2714	OWENS BUILDERS LLC	7/2/14-7/31/14 HANGING BASKET WATERING	\$ 1,300.00
8/7/2014	2715	MANISTEE AREA CHAMBER OF COMMERCE	8/1/14-8/31/14 OFFICE SPACE & ADMIN SUPPORT	\$ 667.00
8/27/2014	2716	DOWNTOWN DEVELOPMENT AUTHORITY	TRANSFER TO WEST SHORE BANK ACCOUNT	\$ 115,000.00
WEST SHORE BANK:				
8/21/2014	3000	CNA SURETY	LIQUOR LICENSE BOND #71573925/HOPS & PROPS	\$ 50.00
8/21/2014	3001	AMOR SIGN STUDIOS	HOPS & PROPS INSERT FOR US-31 SIGN	\$ 497.17
8/21/2014	3002	JACKPINE BUSINESS CENTER	INTERNET MAIL ACCOUNT	\$ 59.88
8/21/2014	3003	JACKPINE BUSINESS CENTER	7,000 HOPS & PROPS 4X6 CARDS	\$ 539.00
		(TOTAL CHECK: \$756.72)	50 HOPS & PROPS 11X17 POSTERS	\$ 37.50
			100 HOPS & PROPS FLYERS	\$ 39.00
			OFFICE SUPPLIES	\$ 414.22
8/21/2014	3004	RIGHTside design LLC	WEBSITE DEVELOPMENT PAYMENT	\$ 2,800.00
		(TOTAL CHECK: \$3,600.00)	HOPS & PROPS DESIGN SERVICES	\$ 400.00
			DOWNTOWN BROCHURE DESIGN & DEVELOPMENT	\$ 400.00
8/21/2014	3005	STATE OF MICHIGAN	SPECIAL LIQUOR LICENSE SALES TAX/WW&CW	\$ 285.68
8/21/2014	3006	CHERYL WOLFRAM	8/23/14 FARMERS MARKET MUSIC SESSION	\$ 150.00
8/21/2014	3007	DREW NELSON	8/30/14 FARMERS MARKET MUSIC SESSION	\$ 150.00
8/21/2014	3008	JASON THOMPSON LANDSCAPE & DESIGN LLC	JULY RIVERWALK MAINTENANCE	\$ 2,500.00
8/21/2014	3009	CARDMEMBER SERVICE	WAHR HARDWARE/HOPS & PROPS SUPPLIES	\$ 74.19
		(TOTAL CHECK: \$108.23)	BLUE FISH KITCHEN/HOPS & PROPS EXPENSE	\$ 34.04
8/31/2014			TOTAL EXPENSES	\$ 131,781.82

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
As of August 31, 2014**

	<u>Aug 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
248-008 · Money Market Account - WSB	-12.00
248-000 · Checking - West Shore Bank	225,857.18
248-005 · Money Market Acct - NWB	-17.97
248-001 · Checking - Northwestern Bank	23,005.89
Total Checking/Savings	<u>248,833.10</u>
Accounts Receivable	
248-028 · Accounts Receivable	9,041.28
Total Accounts Receivable	<u>9,041.28</u>
Other Current Assets	
248-033 · Vogue Loan Receivable	200,000.00
248-031 · Nextworks Loan Receivable	2,499.94
Total Other Current Assets	<u>202,499.94</u>
Total Current Assets	<u>460,374.32</u>
TOTAL ASSETS	<u><u>460,374.32</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
248-210 · Payroll Liability	
248-212 · Michigan Withholding	159.38
248-211 · 941 Liability	1,274.74
Total 248-210 · Payroll Liability	<u>1,434.12</u>
248-203 · Accounts Payable - Other	330.00
Total Other Current Liabilities	<u>1,764.12</u>
Total Current Liabilities	<u>1,764.12</u>
Total Liabilities	1,764.12
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,544.99
Total 248-392 · Designated Fund Balance	<u>78,544.99</u>
248-390 · Fund Balance	249,096.54
Net Income	130,968.67
Total Equity	<u>458,610.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>460,374.32</u></u>

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
PROFIT & LOSS/BUDGET COMPARISONS
July through August 2014**

	<u>Jul - Aug 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
248-411 · Allocation from Fund Balance	0.00	25,000.00	-25,000.00	0.0%
TIF Revenues				
248-401 · TIF Revenue	120,878.37	270,000.00	-149,121.63	44.77%
248-403 · Delinquent Taxes	24,016.51			
Total TIF Revenues	<u>144,894.88</u>	<u>270,000.00</u>	<u>-125,105.12</u>	<u>53.67%</u>
Committee Revenues				
248-270 · Committee Revenue				
248-273 · Econ Restructure-Developer Day	0.00	1,000.00	-1,000.00	0.0%
248-269 · Design Comm Rev-Hanging Baskets	0.00	9,300.00	-9,300.00	0.0%
248-275 · Promotion Comm. Rev.-Co-op Adv.	0.00	30,000.00	-30,000.00	0.0%
Total 248-270 · Committee Revenue	<u>0.00</u>	<u>40,300.00</u>	<u>-40,300.00</u>	<u>0.0%</u>
Total Committee Revenues	0.00	40,300.00	-40,300.00	0.0%
Event Revenue				
248-780 · Women's Wine & Chocolate Walk	0.00	8,550.00	-8,550.00	0.0%
248-295 · Frostbite HGS Sponsorships	0.00	500.00	-500.00	0.0%
248-280 · Event Revenues				
248-290 · Boos, Brews & Brats				
248-292 · Boos, Brews & Brats Sponsorship	0.00	650.00	-650.00	0.0%
248-291 · Boos/Brews/Brats-Beer Tent/Food	0.00	7,000.00	-7,000.00	0.0%
Total 248-290 · Boos, Brews & Brats	<u>0.00</u>	<u>7,650.00</u>	<u>-7,650.00</u>	<u>0.0%</u>
248-283 · Sleighbell				
248-286 · Sleighbell Sponsorships	10,300.00	13,500.00	-3,200.00	76.3%
Total 248-283 · Sleighbell	<u>10,300.00</u>	<u>13,500.00</u>	<u>-3,200.00</u>	<u>76.3%</u>
248-282 · Sidewalk Sales	0.00	500.00	-500.00	0.0%
248-281 · Hops & Props				
248-288 · Hops & Props Admissions	0.00	15,000.00	-15,000.00	0.0%
248-287 · Hops & Props Beer & Food	0.00	3,750.00	-3,750.00	0.0%
248-284 · Hops & Props Sponsors	6,500.00	15,000.00	-8,500.00	43.33%
Total 248-281 · Hops & Props	<u>6,500.00</u>	<u>33,750.00</u>	<u>-27,250.00</u>	<u>19.26%</u>
Total 248-280 · Event Revenues	<u>16,800.00</u>	<u>55,400.00</u>	<u>-38,600.00</u>	<u>30.33%</u>
Total Event Revenue	16,800.00	64,450.00	-47,650.00	26.07%

**MANISTEE MAIN STREET/
 DOWNTOWN DEVELOPMENT AUTHORITY
 PROFIT & LOSS/BUDGET COMPARISONS
 July through August 2014**

	<u>Jul - Aug 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Friends of Downtown Manistee				
248-302 · Tree Sponsorships	0.00	4,000.00	-4,000.00	0.0%
248-301 · Holiday Decorations Sponsorship	0.00	10,000.00	-10,000.00	0.0%
Total Friends of Downtown Manistee	<u>0.00</u>	<u>14,000.00</u>	<u>-14,000.00</u>	<u>0.0%</u>
248-664 · Interest Income	18.50	100.00	-81.50	18.5%
Total Income	<u>161,713.38</u>	<u>413,850.00</u>	<u>-252,136.62</u>	<u>39.08%</u>
	161,713.38	413,850.00	-252,136.62	39.08%
 Expense				
248-731 · Bank Service Charges	52.00	100.00	-48.00	52.0%
Office Related Expenses				
248-868 · Insurance	0.00	1,800.00	-1,800.00	0.0%
248-867 · Mobile Phone Stipend	0.00	480.00	-480.00	0.0%
248-866 · Meeting Hosting-Refreshments	0.00	750.00	-750.00	0.0%
248-861 · Credit Card Expense	23.68	400.00	-376.32	5.92%
248-865 · Training-Education-Conferences	0.00	900.00	-900.00	0.0%
248-859 · Printing & Reproduction	0.00	100.00	-100.00	0.0%
248-858 · Miscellaneous-Office Related	0.00	300.00	-300.00	0.0%
248-857 · Membership Dues	174.00	650.00	-476.00	26.77%
248-855 · Advertising	0.00	300.00	-300.00	0.0%
248-854 · Postage	0.00	500.00	-500.00	0.0%
248-853 · Office Equipment and Supplies	141.22	1,400.00	-1,258.78	10.09%
248-863 · Travel	0.00	900.00	-900.00	0.0%
Total Office Related Expenses	<u>338.90</u>	<u>8,480.00</u>	<u>-8,141.10</u>	<u>4.0%</u>
 Personnel Related Expense				
248-700 · Administrative Services	1,334.00	8,000.00	-6,666.00	16.68%
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-705 · Federal 941 Company Expense	726.75	4,500.00	-3,773.25	16.15%
248-711 · Unemployment	0.00	455.00	-455.00	0.0%
248-712 · Workmen's Compensation	0.00	425.00	-425.00	0.0%
248-718 · Gross Salary - Director - Other	9,500.00	57,000.00	-47,500.00	16.67%
Total 248-718 · Gross Salary - Director	<u>10,226.75</u>	<u>62,380.00</u>	<u>-52,153.25</u>	<u>16.39%</u>
Total Gross Salary - Director	<u>10,226.75</u>	<u>62,380.00</u>	<u>-52,153.25</u>	<u>16.39%</u>
Total Personnel Related Expense	<u>11,560.75</u>	<u>70,380.00</u>	<u>-58,819.25</u>	<u>16.43%</u>

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
PROFIT & LOSS/BUDGET COMPARISONS
July through August 2014**

	<u>Jul - Aug 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6560 · Payroll Expenses	3.00			
Fee Related Expenses				
248-906 · TIF Plan Redevelopment	0.00	13,250.00	-13,250.00	0.0%
248-904 · Annual Audit	0.00	1,500.00	-1,500.00	0.0%
248-903 · 1999 Bond Payment-Streetscape	0.00	137,988.00	-137,988.00	0.0%
Total Fee Related Expenses	<u>0.00</u>	<u>152,738.00</u>	<u>-152,738.00</u>	<u>0.0%</u>
Design Committee RelatedExpense				
248-666 · Riverwalk Repair	0.00	25,000.00	-25,000.00	0.0%
248-639 · Trees	0.00	4,160.00	-4,160.00	0.0%
248-665 · Hanging Baskets Watering/Maint	1,300.00	4,500.00	-3,200.00	28.89%
248-663 · Signage	0.00	330.00	-330.00	0.0%
248-662 · 2-Way River St Traffic Project	0.00	375.00	-375.00	0.0%
248-659 · Riverwalk Landscaping	2,500.00	15,000.00	-12,500.00	16.67%
248-653 · Holiday Decorations	0.00	10,000.00	-10,000.00	0.0%
248-652 · Facade Grant Program	0.00	5,000.00	-5,000.00	0.0%
248-651 · Downtown Maintenance	0.00	6,800.00	-6,800.00	0.0%
248-649 · Downtown Flower Program	3,436.60	3,440.00	-3.40	99.9%
Total Design Committee RelatedExpense	<u>7,236.60</u>	<u>74,605.00</u>	<u>-67,368.40</u>	<u>9.7%</u>
Economic RestructuringCommittee				
248-634 · Developer Day	0.00	2,000.00	-2,000.00	0.0%
248-633 · Local Banks (\$25,000 Loan)	0.00	400.00	-400.00	0.0%
248-632 · IRP Loan Program	0.00	150.00	-150.00	0.0%
248-631 · Revolving Loan Fund Marketing	0.00	250.00	-250.00	0.0%
248-628 · Property Acquisition	0.00	13,500.00	-13,500.00	0.0%
248-627 · Recruitment Team	0.00	750.00	-750.00	0.0%
248-625 · Business Assistance Team (BAT)	0.00	1,150.00	-1,150.00	0.0%
Total Economic RestructuringCommittee	<u>0.00</u>	<u>18,200.00</u>	<u>-18,200.00</u>	<u>0.0%</u>
Organization Committee				
248-607 · Website Redevelopment	4,300.00	6,000.00	-1,700.00	71.67%
248-604 · MSDDA Website (hosting)	59.88	175.00	-115.12	34.22%
248-603 · Volunteer Appreciation Event	0.00	1,000.00	-1,000.00	0.0%
248-602 · Downtown Dollars Program	0.00	350.00	-350.00	0.0%
248-601 · Volunteer Recruitment	0.00	1,800.00	-1,800.00	0.0%
248-600 · Main Street Program Newsletter	0.00	448.00	-448.00	0.0%
Total Organization Committee	<u>4,359.88</u>	<u>9,773.00</u>	<u>-5,413.12</u>	<u>44.61%</u>
Promotions Committee Expenses				

**MANISTEE MAIN STREET/
 DOWNTOWN DEVELOPMENT AUTHORITY
 PROFIT & LOSS/BUDGET COMPARISONS
 July through August 2014**

	<u>Jul - Aug 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
248-751 · Promotions Committee Expense				
248-782 · Women's Wine & Chocolate Walk	285.68	2,400.00	-2,114.32	11.9%
248-777 · Co-op Advertising Pass-through	0.00	30,000.00	-30,000.00	0.0%
248-776 · Co-op Advertising	400.00	5,000.00	-4,600.00	8.0%
248-775 · Boos, Brews & Brats	0.00	3,000.00	-3,000.00	0.0%
248-764 · Sleighbell Weekend	1,387.00	13,500.00	-12,113.00	10.27%
248-763 · Sidewalk Sales	50.00	500.00	-450.00	10.0%
248-759 · Mens & Ladies Nights	0.00	450.00	-450.00	0.0%
248-774 · Frostbite Saturday	0.00	900.00	-900.00	0.0%
248-761 · Hops & Props on the River	3,620.90	23,590.00	-19,969.10	15.35%
248-758 · HomeGrown Saturdays	1,450.00			
Total 248-751 · Promotions Committee Expense	<u>7,193.58</u>	<u>79,340.00</u>	<u>-72,146.42</u>	<u>9.07%</u>
Total Promotions Committee Expenses	<u>7,193.58</u>	<u>79,340.00</u>	<u>-72,146.42</u>	<u>9.07%</u>
Total Expense	<u>30,744.71</u>	<u>413,616.00</u>	<u>-382,871.29</u>	<u>7.43%</u>
Net Ordinary Income	<u>130,968.67</u>	<u>234.00</u>	<u>130,734.67</u>	<u>55,969.52%</u>
	<u>130,968.67</u>	<u>234.00</u>	<u>130,734.67</u>	<u>55,969.52%</u>

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN ACCOUNT
BALANCE SHEET
As of August 31, 2014

	<u>Aug 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking - West Shore Bank	23,667.11
Revolving Loan - NWB Checking	<u>-2.00</u>
Total Checking/Savings	23,665.11
Accounts Receivable	
Accounts Receivable	<u>6,013.40</u>
Total Accounts Receivable	<u>6,013.40</u>
Total Current Assets	<u>29,678.51</u>
TOTAL ASSETS	<u><u>29,678.51</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	29,000.00
Retained Earnings	694.40
Net Income	<u>-15.89</u>
Total Equity	<u>29,678.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>29,678.51</u></u>

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN DOLLARS ACCOUNT
BALANCE SHEET
As of August 31, 2014

	<u>Aug 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Downtown Dollars Checking - NWB	1,085.90
Downtown Dollars Checking - WSB	<u>4,805.11</u>
Total Checking/Savings	5,891.01
Other Current Assets	
Downtown Dollars in Transit	<u>14,570.00</u>
Total Other Current Assets	<u>14,570.00</u>
Total Current Assets	<u>20,461.01</u>
TOTAL ASSETS	<u><u>20,461.01</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2011 Downtown \$ Outstanding	1,635.00
2012 Downtown \$ Outstanding	19,725.00
2014 Downtown \$ Outstanding	<u>4,165.00</u>
Total Other Current Liabilities	<u>25,525.00</u>
Total Current Liabilities	<u>25,525.00</u>
Total Liabilities	25,525.00
Equity	
Unrestricted Net Assets	-5,035.10
Net Income	<u>-28.89</u>
Total Equity	<u>-5,063.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>20,461.01</u></u>

DOWNTOWNMANISTEE

michigan

Design Committee – Minutes

Date: August 21, 2014 8:30am

Location: Manistee Chamber/DDA Conference Room

Present: Rob Carson, Janet Duchon, Brandon Jensen, Patrick Kay, Shari Wild, Jeff Gordon (Property Owner)

Excused: Kyle Mosher

Motion by Janet, support by Rob to approve minutes from the July 17th meeting. M/C

Janet has been in contact with Paul Adamski who is able to custom design and fabricate containers for the four trees that are to be placed on River Street. He will sketch a design of the proposed containers that will be 4'x4' to present at the next meeting.

Rob is continuing to get more information on the MEDC Public Spaces Grant.

The committee will review the existing maintenance contract with Jason Thompson Landscaping and will send out R.F.P.'s in September for services in 2015.

Two-way traffic surveys will be reviewed next month.

Recommended the three parcels of land situated on the west corner of US31, Mason Street and River Street for the RRC project as a prime development area in the DDA District.

Heard a presentation from Jeff Gordon on his plans for renovating and restoring his building located just east of the Salvation Army building. He is doing the work himself and will be applying for a facade grant. The east side of the building will be finished by this fall and the front will be completed by fall of 2015.

Next meeting: September 18, 2014 at 8:30 a.m. Manistee Area Chamber of Commerce Conference Room



Manistee
AREA CHAMBER OF COMMERCE

September 8, 2014

To the Manistee Main Street/DDA (MMS/DDA) Board of Directors:

RE: Memo of Understanding (MOU) with the Manistee Area Chamber of Commerce (Chamber)

The annual MOU between MMS/DDA and the Manistee Area Chamber of Commerce is due to expire on September 23, 2014. The terms of this agreement have not changed for three years, and staff hours have increased along with operational cost. While we feel the agreement for office space and administrative support has been working well, we do have to consider the extra cost.

To summarize, the office space includes a private office for the Executive Director, access to a conference room, additional small office, when needed along with ample basement storage. Administrative support is provided by the Chamber's executive assistant and business manager, which have a combined total of experience of over 40 years. In addition, the office and restrooms are cleaned by Chamber staff. The MMS/DDA telephone is answered and customers are greeted from 9:00 a.m. to 5:00 p.m. Monday through Friday by Chamber staff.

Support staff hours are consistently greater than the hours allowed in the current MOU. The executive assistant was allocated 10 hours per month for MMS/DDA duties, and more accurately averages 15 hours per month; the business manager was allocated 20 hours per month with an average of 25 hours per month. Please note that Chamber staff put in many extra hours for the DDA event's Boos Brews & Brats and Sleighbell Weekend in 2013, with the transition.

The Chamber staff was given raises of 15% and 11% in 2013, prior to that there was a 3% increase given to staff in 2009. New and expanded events have created additional duties for staff, which also increases phone calls and office traffic.

Operational costs have increased over the last three years from the utilities and maintenance, to incidentals such as copy paper, coffee, bottled water, paper towels, toilet paper, newspaper, etc.

In reviewing what services the Chamber provides, it has become apparent that the current rent amount is not adequate to cover costs, therefore, the Manistee Area Chamber of Commerce Board of Directors requests that the Manistee Main Street/DDA Board of Directors approve an increase in compensation for rent and administrative support. The proposed amount is \$889 per month, for a total of \$10,668 annually.