

Manistee Main Street/DDA
October 8th, 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 September 10th, 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. Create 501c3
 - b. Michigan Main Street Design Assistance Request—86 Washington Street (North Channel Outlet)
 - c. Holiday Decorations Contract
 - d. Advertisement in Visitor’s Guide (\$3,024 full page back cover)
 - e. 12 Month Evaluation of Executive Director
 - f. TIF Meeting After Board Meeting (Committee Chairs must stay)
8. Public comment. (Limit 5 minutes per person.)
9. Adjournment.
10. The next Regular MSDDA Meeting will be held November 12th, 2014 at noon in City Hall.

DOWNTOWNMANISTEE

michigan

Board Meeting Minutes September 10, 2014

Call to Order

The Secretary called the meeting to order at 12:00 pm.

Members Present

Brandon Ball, Valarie Bergstrom, Colleen Kenny, Todd Mohr, Sara Spore

Members Absent

Rachel Estabrook, Barry Lind, Shari Wild

Also Present

Patrick Kay (Executive Director), Dianna Wall (Manistee Area Chamber of Commerce)

Approval of Agenda

There was a MOTION by Mr. Mohr, supported by Ms. Kenny, that the Agenda be accepted as presented.
MOTION CARRIED

Public Comment

None

Approval of Minutes

There was a MOTION by Ms. Kenny, supported by Ms. Bergstrom, that the minutes from the regular meeting on August 13, 2014 be accepted as presented. MOTION CARRIED

There was a MOTION by Ms. Kenny, supported by Mr. Mohr, that the minutes from the special meeting on August 15, 2014 be accepted as presented. MOTION CARRIED

Treasurers Report

It was noted that the August Check Register, the Balance Sheets and Profit and Loss Report had been previously distributed.

There was a MOTION by Ms. Kenny, supported by Mr. Ball to accept the Treasurers Report as presented to be placed on file. MOTION CARRIED

Marketing & Promotions Committee

It was noted there were no minutes from the Marketing & Promotions Committee meeting. Mr. Kay reported that committee discussed the Co Op Advertising Campaign, Hops & Props on the River and Boos, Brews & Brats. He noted the Sleighbell Festival is on track with fundraising. The Marketing & Promotions Committee meets the Third Wednesday at 8 am.

Organization Committee

It was noted the Organization Committee did not meet. That committee is reviewing the new website and giving feedback to Mr. Kay. The Organization Committee meets the Fourth Wednesday at noon.

Design Committee

It was noted the minutes from the Design Committee meeting had been previously distributed. The Design Committee meets the third Thursday at 8:30 am.

Economic Restructuring Committee

It was noted there were no minutes from the Economic Restructuring Committee. Mr. Ball reported that committee discussed redevelopment liquor licenses and building sales. The Economic Restructuring Committee meets the fourth Monday at 2 pm.

Old/New Business

Liquor License Approval for Boos, Brews & Brats on October 25, 2014

Moved by Mr. Ball and supported by Mr. Mohr, tat the application from Manistee Main Street/DDA for a special license to serve alcohol on October 25, 2014 to be located in the parking lot of River Street Stockyard & Spirits, 409 River Street be considered for approval. MOTION CARRIED

Manistee Main Street/DDA Booth at the Business Expo

Discussion was held on the new format of the Business Expo. It was noted the booth rental is \$300. Consensus of the Board is that Manistee Main Street/DDA participates in the Business Expo.

Request from Capstone Companies regarding the Washington Street Project

There was a MOTION by Ms. Kenny, supported by Mr. Mohr, to release the exterior 3D Scans already completed for the Washington Street Project to Capstone Companies, and to reimburse them for the interior scans based on certificate of occupancy. When they are 50% full they will receive \$5,000, when they are 100% full they will receive the other \$5,000. It will be capped at \$10,000. MOTION CARRIED

Memorandum of Understanding with the Chamber of Commerce

It was noted the current Memorandum of Understanding and a Memo from Stacie Bytwork had been distributed. There was a MOTION by Ms. Kenny, supported by Mr. Ball, to approve an increase in compensation to the Manistee Area Chamber of Commerce of \$889 per month for a total of \$10,668 annually. MOTION CARRIED

Public Comment

None

Adjournment

There being no further business to be brought before the Board, there was a MOTION by Mr. Mohr, supported by Ms. Bergstrom that the meeting of the Board of Directors be adjourned, and the meeting was so adjourned at 12:35 pm.

Respectfully submitted on October 8, 2014

Brandon Ball, Secretary

9 10 14 minutes approved at the MSDDA meeting on: _____

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
As of September 30, 2014**

	<u>Sep 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
248-008 · Money Market Account - WSB	98,653.33
248-000 · Checking - West Shore Bank	74,171.05
248-001 · Checking - Northwestern Bank	<u>19,704.73</u>
Total Checking/Savings	192,529.11
Accounts Receivable	
248-028 · Accounts Receivable	<u>8,791.28</u>
Total Accounts Receivable	8,791.28
Other Current Assets	
248-033 · Vogue Loan Receivable	200,000.00
248-031 · Nextworks Loan Receivable	<u>2,499.94</u>
Total Other Current Assets	<u>202,499.94</u>
Total Current Assets	<u>403,820.33</u>
TOTAL ASSETS	<u>403,820.33</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
248-210 · Payroll Liability	
248-212 · Michigan Withholding	159.38
248-211 · 941 Liability	<u>1,274.76</u>
Total 248-210 · Payroll Liability	1,434.14
248-203 · Accounts Payable - Other	<u>380.00</u>
Total Other Current Liabilities	<u>1,814.14</u>
Total Current Liabilities	<u>1,814.14</u>
Total Liabilities	1,814.14
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition	<u>78,544.99</u>
Total 248-392 · Designated Fund Balance	78,544.99
248-390 · Fund Balance	249,489.38
Net Income	<u>73,971.82</u>
Total Equity	<u>402,006.19</u>
TOTAL LIABILITIES & EQUITY	<u>403,820.33</u>

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

	<u>Jul - Sep 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	218,794.29	270,000.00	-51,205.71	81.04%
248-403 · Delinquent Taxes	24,417.38			
Total TIF Revenues	<u>243,211.67</u>	<u>270,000.00</u>	<u>-26,788.33</u>	<u>90.08%</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	500.00	650.00	-150.00	76.92%
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>500.00</u>	<u>7,650.00</u>	<u>-7,150.00</u>	<u>6.54%</u>
248-283 · Sleighbell				
248-286 · Sleighbell Sponsorships	11,850.00	13,500.00	-1,650.00	87.78%
Total 248-283 · Sleighbell	<u>11,850.00</u>	<u>13,500.00</u>	<u>-1,650.00</u>	<u>87.78%</u>
248-282 · Sidewalk Sales	0.00	500.00	-500.00	0.0%
248-281 · Hops & Props				
248-288 · Hops & Props Admissions	13,348.85	15,000.00	-1,651.15	88.99%
248-287 · Hops & Props Beer & Food	0.00	3,750.00	-3,750.00	0.0%
248-285 · Hops & Props Miscellaneous	30.00			
248-284 · Hops & Props Sponsors	6,500.00	15,000.00	-8,500.00	43.33%
Total 248-281 · Hops & Props	<u>19,878.85</u>	<u>33,750.00</u>	<u>-13,871.15</u>	<u>58.9%</u>
Total 248-280 · Event Revenues	<u>32,228.85</u>	<u>55,400.00</u>	<u>-23,171.15</u>	<u>58.18%</u>
Total Event Revenue	32,228.85	64,450.00	-32,221.15	50.01%

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

	<u>Jul - Sep 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	0.00	14,000.00	-14,000.00	0.0%
248-664 · Interest Income	18.50	100.00	-81.50	18.5%
Total Income	275,459.02	413,850.00	-138,390.98	66.56%
Gross Profit	275,459.02	413,850.00	-138,390.98	66.56%
Expense				
248-731 · Bank Service Charges	36.51	100.00	-63.49	36.51%
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	39.46	400.00	-360.54	9.87%
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	300.00	300.00	0.00	100.0%
248-857 · Membership Dues	174.00	650.00	-476.00	26.77%
248-855 · Advertising	400.00	300.00	100.00	133.33%
248-854 · Postage	0.00	500.00	-500.00	0.0%
248-853 · Office Equipment and Supplies	496.90	1,400.00	-903.10	35.49%
248-863 · Travel	0.00	900.00	-900.00	0.0%
Total Office Related Expenses	1,410.36	8,480.00	-7,069.64	16.63%
Personnel Related Expense				
248-700 · Administrative Services	2,001.00	8,000.00	-5,999.00	25.01%
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-705 · Federal 941 Company Expense	1,090.13	4,500.00	-3,409.87	24.23%
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	14,250.00	57,000.00	-42,750.00	25.0%
Total 248-718 · Gross Salary - Director	15,340.13	62,380.00	-47,039.87	24.59%
Total Gross Salary - Director	15,340.13	62,380.00	-47,039.87	24.59%
Total Personnel Related Expense	17,341.13	70,380.00	-53,038.87	24.64%

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

	<u>Jul - Sep 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	2,500.00	13,250.00	-10,750.00	18.87%
248-904 · Annual Audit	1,500.00	1,500.00	0.00	100.0%
248-903 · 1999 Bond Payment-Streetscape	127,212.50	137,988.00	-10,775.50	92.19%
248-902 · Legal Fees	198.00			
Total Fee Related Expenses	<u>131,410.50</u>	<u>152,738.00</u>	<u>-21,327.50</u>	<u>86.04%</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	3,000.00	4,500.00	-1,500.00	66.67%
248-663 · Signage	532.60	330.00	202.60	161.39%
248-662 · 2-Way River St Traffic Project	0.00	375.00	-375.00	0.0%
248-659 · Riverwalk Landscaping	5,000.00	15,000.00	-10,000.00	33.33%
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>11,969.20</u>	<u>74,605.00</u>	<u>-62,635.80</u>	<u>16.04%</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)	117.63	1,150.00	-1,032.37	10.23%
Total Economic RestructuringCommittee	<u>117.63</u>	<u>18,200.00</u>	<u>-18,082.37</u>	<u>0.65%</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	420.00	1,000.00	-580.00	42.0%
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>4,779.88</u>	<u>9,773.00</u>	<u>-4,993.12</u>	<u>48.91%</u>

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

	<u>Jul - Sep 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Promotions Committee Expenses				
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	0.00	5,000.00	-5,000.00	0.0%
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	352.94	500.00	-147.06	70.59%
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	30,743.37	23,590.00	7,153.37	130.32%
248-758 · HomeGrown Saturdays	1,650.00			
Total 248-751 · Promotions Committee Expense	<u>34,418.99</u>	<u>79,340.00</u>	<u>-44,921.01</u>	<u>43.38%</u>
Total Promotions Committee Expenses	<u>34,418.99</u>	<u>79,340.00</u>	<u>-44,921.01</u>	<u>43.38%</u>
Total Expense	<u>201,487.20</u>	<u>413,616.00</u>	<u>-212,128.80</u>	<u>48.71%</u>
Net Ordinary Income	<u>73,971.82</u>	<u>234.00</u>	<u>73,737.82</u>	<u>31,611.89%</u>
	<u><u>73,971.82</u></u>	<u><u>234.00</u></u>	<u><u>73,737.82</u></u>	<u><u>31,611.89%</u></u>

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

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
PAYROLL:				
9/15/2014	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR SEPT 1 - SEPT 15	\$ 2,375.00
9/30/2014	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR SEPT 16 - SEPT 30	\$ 2,375.00
9/15/2014	DIR DEP	INTERNAL REVENUE SERVICE	FEDERAL DEPOSIT FOR AUGUST 2014 PAYROLL	\$ 1,274.74
9/19/2014	DIR DEP	STATE OF MICHIGAN	MICHIGAN WITHHOLDING DEPOSIT/AUG 2014 PAYROLL	\$ 159.38
CHECK REGISTER:				
WEST SHORE BANK:				
9/10/2014	3010	MONTE KLEIN	9/6/14 FARMERS MARKET MUSIC SESSION	\$ 100.00
9/10/2014	3011	JOHN POMEROY	9/13/14 FARMERS MARKET MUSIC SESSION	\$ 100.00
9/10/2014	3012	MANISTEE AREA CHAMBER OF COMMERCE	9/1/14-9/30/14 OFFICE SPACE & ADMIN SUPPORT	\$ 667.00
9/10/2014	3013	MANISTEE AREA CHAMBER OF COMMERCE	10/9/14 BUSINESS EXPO BOOTH	\$ 300.00
9/10/2014	3014	OWENS BUILDERS LLC	8/2/14-8/30/14 HANGING BASKET WATERINGS	\$ 1,300.00
9/10/2014	3015	AMOR SIGN STUDIOS	50% DEPOSIT/DIRECTIONAL HIGHWAY SIGN	\$ 532.60
9/10/2014	3016	JACKPINE BUSINESS CENTER	HOPS & PROPS TICKET CARD STOCK	\$ 64.99
9/10/2014	3017	MIKA MEYERS BECKETT & JONES PLC	NEXTWORK LEGAL FEES	\$ 266.00
9/10/2014	3018	MANISTEE ELKS LODGE #250	VOLUNTEER APPRECIATION PARTY	\$ 420.00
9/10/2014	3019	THE PIONEER GROUP VOID	WRITTEN FOR WRONG AMOUNT	\$ -
9/10/2014	3020	PETTY CASH	HOPS & PROPS STARTING CASH	\$ 730.00
9/10/2014	3021	MASON COUNTY PRESS	HOPS & PROPS ADVERTISING	\$ 442.50
9/10/2014	3022	EYES ONLY MEDIA LLC	HOPS & PROPS ADVERTISING/NORTHERN EXPRESS	\$ 660.60
9/10/2014	3023	TRAVERSE MAGAZINE	HOPS & PROPS ADVERTISING	\$ 50.00
9/10/2014	3024	IMPERIAL BEVERAGE	HOPS & PROPS BEVERAGES	\$ 2,852.50
9/15/2014	3025	PATRICK KAY - PAYROLL (SEE ABOVE)	TRANSFER TO WEST SHORE BANK DIRECT DEPOSIT NOT COMPLETED	
9/12/2014	3026	UPPER TENT RENTAL	HOPS & PROPS TENTS/TABLES/CHAIRS	\$ 2,233.95
9/12/2014	3027	KEITH SCOTT	HOPS & PROPS MUSIC SESSION	\$ 250.00
9/12/2014	3028	DRAGON WAGON	HOPS & PROPS MUSIC SESSION	\$ 600.00
9/12/2014	3029	JON ARCHAMBAULT	HOPS & PROPS MUSIC SESSION	\$ 700.00
9/12/2014	3030	STEVE FOSDICK	HOPS & PROPS SOUND SERVICE	\$ 300.00
9/12/2014	3031	ALLIANCE BEVERAGE	HOPS & PROPS BEVERAGES	\$ 8,376.80
9/12/2014	3032	DOUGLAS VALLEY	HOPS & PROPS BEVERAGES	\$ 468.00
9/12/2014	3033	LUDINGTON BEVERAGE COMPANY	HOPS & PROPS BEVERAGES	\$ 1,877.50
9/12/2014	3034	HENRY A. FOX SALES CO	HOPS & PROPS BEVERAGES	\$ 1,540.00
9/13/2014	3035	BACKWOODS HOMEMADE WINES	HOPS & PROPS BEVERAGES	\$ 480.00
9/16/2014	3036	CITY OF MANISTEE	STREETSCAPE BOND PAYMENT	\$ 127,212.50
9/23/2014	3037	LEMON CREEK WINERY	HOPS & PROPS BEVERAGES	\$ 182.00
9/23/2014	3038	CITY OF MANISTEE	BAGS OF ICE FOR HOPS & PROPS	\$ 76.50
9/23/2014	3039	SCHYLER BINKLEY	40 HOPS & PROPS MUGS	\$ 800.00
9/23/2014	3040	SPORTS INK SCREEN PRINTING	HOPS & PROPS POLOS & VOLUNTEER SHIRTS	\$ 3,806.50
9/23/2014	3041	EYES ONLY MEDIA LLC	HOPS & PROPS ADVERTISING	\$ 660.30
9/23/2014	3042	GREAT LAKES BOATING	HOPS & PROPS ADVERTISING	\$ 400.00
9/23/2014	3043	AMOR SIGN STUDIOS	HOPS & PROPS SIGNS & BANNER	\$ 975.60
9/23/2014	3044	THE PIONEER GROUP	SIDEWALK SALES ADVERTISING	\$ 8.70
9/23/2014	3045	LUDINGTON DAILY NEWS	SIDEWALK SALES ADVERTISING	\$ 294.24
9/23/2014	3046	CARDMEMBER SERVICE	MSFT OFFICE	\$ 21.18
		(TOTAL CHECK \$4,067.23)	DISCOUNT MUGS/2,000 HOPS & PROPS GLASSES	\$ 3,698.38
			EQUICROSS/PLASTIC ORANGE FENCING	\$ 280.72
			USPS/HOPS & PROPS LIQUOR LICENSE MAILING	\$ 16.95
			STATE OF MICHIGAN/LIQUOR LICENSE APP FEE	\$ 50.00
9/23/2014	3047	CARDMEMBER SERVICE	ADMIT ONE PRODUCTS/HOPS & PROPS TICKETS	\$ 391.43
		(TOTAL CHECK \$790.01)	BLUE FISH KITCHEN/BAT TEAM MEETING	\$ 117.63
			WRISTBAND.COM FOR HOPS & PROPS	\$ 204.03
			ADMIT ONE PRODUCTS/HOPS & PROPS TICKETS	\$ 76.92
9/23/2014	3048	ANDERSON TACKMAN & COMPANY PLC	2013/2014 AUDIT	\$ 1,500.00
9/24/2014	3049	JASON THOMPSON LANDSCAPE & DESIGN	AUGUST RIVERWALK MAINTENANCE	\$ 2,500.00
9/24/2014	3050	OWENS BUILDERS LLC	9/1/14-9/10/14 HANGING BASKET WATERINGS	\$ 400.00
9/24/2014	3051	BECKETT & RAEDER	TIF PLAN PROJECT PAYMENT	\$ 2,500.00
9/30/2014			TOTAL EXPENSES	\$ 177,670.14

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN DOLLARS ACCOUNT
BALANCE SHEET
As of September 30, 2014**

	<u>Sep 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Downtown Dollars Checking - WSB	6,282.08
Total Checking/Savings	<u>6,282.08</u>
Total Current Assets	<u>6,282.08</u>
TOTAL ASSETS	<u><u>6,282.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2012 Downtown \$ Outstanding	7,680.00
2014 Downtown \$ Outstanding	4,115.00
Total Other Current Liabilities	<u>11,795.00</u>
Total Current Liabilities	<u>11,795.00</u>
Total Liabilities	11,795.00
Equity	
Unrestricted Net Assets	-5,035.10
Net Income	<u>-477.82</u>
Total Equity	<u>-5,512.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,282.08</u></u>

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN ACCOUNT
BALANCE SHEET
As of September 30, 2014**

	<u>Sept 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking - West Shore Bank	23,586.26
Total Checking/Savings	<u>23,586.26</u>
Accounts Receivable	
Accounts Receivable	6,013.40
Total Accounts Receivable	<u>6,013.40</u>
Total Current Assets	<u>29,599.66</u>
TOTAL ASSETS	<u><u>29,599.66</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	29,000.00
Retained Earnings	694.40
Net Income	-94.74
Total Equity	<u>29,599.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>29,599.66</u></u>

Marketing and Promotions Meeting September 17, 2014

Present Patrick, Barry, Rachel, Dianna, Ashley, Maggie, Cherri, Mary, Matt & Jean

Agenda approved

Committee reports: Hops and Props one hour spent going over reports of success but a deficit was noted Many ways of improving spend less and do more. Not all info was known ie: \$1.00 at the tent to just listen. Chili cook off big success. It was suggested that we change crafters to Manistee World of Crafters for arts and crafts next year all were in favor of this.

Spending less on glasses . we need to address to restaurants on how to handle crowds. This part was not very efficient. Time of leaving the beer tent was also discussed.

Other reports Sleighbell Weekend report was everything on schedule

Frostbite new chair will be Jean and Ashley New events will be planned

Website is being updated 17th Visit Manistee.com

Chamber report After Hours is Sept 18 at Casino in celebration of the 20th Anniversary of Tribal Reaffirmation Oct 9 is Business Expo

CVB hotels had best months July and August Visitors Guide is due January 12

Next month October 15, 2014 at 8 am place to be announced

Manistee DDA: Organization Committee
DRAFT MINUTES
September 24, 2014 Boathouse

Attendees: Patrick Kay, DDA Director; Gini Pelton, Christine Lamb, Todd Mohr, Rosalind Jaffe, Alan Marshall, Lee Trucks, Cindy Kaminski

12:10 Called to order

Minutes of 7/23/2014 meeting approved, Motion from Gini, seconded by Lee.

Patrick will ask board member Valarie Bergstrom to chair the Organization Committee.

Volunteer Development:

Used Sign-Up Genius for Hops & Props volunteer management.

Looking for newsletter writer as Brandy Solberg returned to college. Org Committee members will write occasional columns, and discussed approaching WSCC to find college interns.

Will ask if Diana at the Chamber can assist with maintaining Facebook page.

Discussed ideas for additional photographer for DDA events – Roz will contact Daryl Pieczynski.

Identification: T-shirts for Hops & Props volunteers worked well; board members have nametags.

Volunteer Expectation sheet has been distributed.

Lee Trucks may have information on organizational information trainings and webinars.

Public Relations:

Monthly and quarterly newsletters will be out soon. Discussed an article on downtown parking.

Continue to visit DDA website and share feedback with Patrick. We will keep the domain name for the old website.

Committee should suggest speaking engagements for Patrick.

Patrick arranging for regular DDA updates on WMTE.

Fund Development:

Patrick asked for information on grants. Discussion on selecting projects first and then going for grants rather than vice versa. Will research funding for downtown art projects.

Downtown Dollars: \$24,000 in Downtown Dollars since Patrick started. Discussed new venues to accept and purchase. Patrick will see if Oleson's will accept. Cindy will talk to casino; Alan to PCA & Morton about purchasing.

Annual Meeting:

Ideas for 2015: Change to weekend date and expand the event to include live music. Keep at service club. Have a cash bar. Additional budget can come from Cervis website line item. Gini and Roz will discuss and report back.

Next meeting October 22, 2014 at noon at House of Flavors

Adjourned 1:13pm.

Submitted by Roz Jaffe

Design Committee – Minutes

Date: September 25, 2014 at 8:30am

Location: Manistee Area Chamber of Commerce Conference Room

Present: Janet Duchon, Brandon Jensen, Shari Wild, Patrick Kay

Excused: Rob Carson, Kyle Mosher

Trees and planters on River Street are on hold until next spring.

The contract for the landscaping and maintenance of the Riverwalk is being revised to include projected projects over the next three (3) years and to also have some type of unified ground cover along the entire area.

An RFP for the painting of the railings and light posts along the Riverwalk is ready to be sent out.

The purchase of garland for River Street for the holiday season was discussed, due to budget constraints the areas that are normally decorated may need to be modified.. The Sleighbell Committee is working to get donations to cover the cost of decorating the bridges.

The two-way traffic surveys were reviewed. Ninety-one were received, 74% of those were strongly against, 13% were in favor and 13% were neutral. (67, 12 & 12) In addition to the 67 that were strongly against, a survey that was posted on Facebook by Jerry Smith added an additional 36 responses that were all strongly against. (copy of this was attached to his survey) In response to interest in attending an educational session to learn more about the topic, 68% were not interested, 32% said they would attend.

Based on the results of this survey those in attendance agreed that this issue should not be pursued at this time. Rob Carson responded by e-mail and concurred with the decision, Kyle Mosher also responding by e-mail remains steadfast in his belief that two-way traffic is in the best interest of the community and feels that it should be brought before City Council for their review.

The majority opinion is that one-way traffic will remain. Many respondents went into great detail with suggestions for improvements to the traffic issue; a synopsis of these recommendations will be forthcoming.

There being no further business to conduct the meeting was adjourned at 10:30 am.

Next meeting date will be October 16th at 8:30 am at the Chamber Conference Room.

RECEIVED

MAR 27 2014

Last updated: 8/22/2011

MICHIGAN MAIN STREET DESIGN ASSISTANCE REQUEST FORM

State Historic Preservation Office
Michigan State Housing Development Authority
702 W. Kalamazoo Street
P.O. Box 30740
Lansing, MI 48909-8240

All requested information must be provided for the request to be considered complete.

Applicant Information

Name: *City of Manistee Main Street – Downtown Development Authority
Patrick Kay, Director*

Date: *March 3, 2014*

Mailing Address: (where any follow-up information should be sent)

Address: *11 Cypress Street*
City: *Manistee* State: *Michigan* Zip: *49660*
Phone: *231-398-3262* Email: *patrick@manisteedowntown.com*

Building Address: (the property the applicant is seeking design assistance)

Address: *86 Washington Street*
City: *Manistee* State: *Michigan* Zip: *49660*
Phone: *NA* Email: *NA*

Is the applicant (check all that applies): Property owner: Business owner:
 Local MMS Program Other: _____

If the applicant is not the property owner, is the property owner agreeable to making improvements to the building and supportive of this design assistance request? Yes No

Building Information

Building Name (historic and/or common name): *Manistee Furniture Company*

Business Name(s) (as it should appear on signage): *North Channel Outlet*
Historic use: *Wooden boat interior fabrication; Furniture making; Furniture showcase;
Furniture and upholstery discount store*

Current use: *Vacant*

Proposed use: *Mixed use residential/commercial*

Date of construction: 1890s Date(s) of significant alterations: *Unknown*
Is the building listed on the National Register of Historic Places? ___ Yes **X** No
Is the building a contributing resource in a Local Historic District? **X** Yes ___ No

Please check the improvements made to the property in the past five (5) years:

- Roof Work
- Repointing/Masonry Work
- Painting (Exterior)
- Window Repair/Replacement
- Storefront Rehabilitation
- Sign Improvement
- Awning Treatment
- Interior Remodeling
- Upper Floor Conversion
- ? Mechanical Work
- ? Electrical Work
- ADA Accessibility
- Energy Efficiency
- Other (please specify): _____

Scope of Work and Schedule

Please check the improvements you are currently considering implementing within the next 24 months. If some aspects are a higher priority, indicate those with an asterisk (*):

- Roof Work
- * Repointing/Masonry Work
- Painting (Exterior)
- Window Repair/Replacement
- Storefront Rehabilitation
- Sign Improvement
- Awning Treatment
- Interior Remodeling
- Upper Floor Conversion
- Mechanical Work
- Electrical Work
- ADA Accessibility
- Energy Efficiency
- Other (please specify): *North wall replacement; West wall rebuilding; Wood floor refinishing; Structural reinforcements; Interior walls construction; Elevator installation; Fire sprinkler system installation; Interior staircases rebuilding; etc.*

Estimated date to begin construction: (month) *June* (year) *2014*

Budget

The total project budget is:

- Less than \$2,000
- \$2,000-\$10,000
- \$10,000 - \$25,000
- \$25,000 - \$50,000
- More than \$50,000*

What financial incentives does the applicant intend to apply for? (please check all that apply)

YES Local façade grant/loan program (anticipated amount if known: **TBD**)

NO Local sign grant program (anticipated amount if known: _____)

Federal historic tax credits (10% credit; **YES** 20% credit)

Other (please describe): **CDBG Blight Elimination Grant; Brownfield TIF; MSHDA Rental Rehabilitation Grant; OPRA Tax Abatement**

A financial institution official must verify that the amount indicated for the project budget shown above is available for this project (either through loans, savings account, etc.)

Financial Institution: **NA; Developer will utilize private equity and pre-construction sales**

Official Name: **NA**

Official Title: _____ Phone Number: _____

Official Signature: _____ Date: _____

Checklist of Attachments

- Historic photograph(s) of building **Attachment A**
- Current photograph(s) of building **Attachment B**
- Copies/examples of business cards, promotional materials, letterhead, logos, color swatches, graphic designs, etc. **NA**

Signatures

Michigan Main Street Design Services are only offered to property and business owners within communities participating in the Michigan Main Street program. Applicants receiving design services are required to share final project cost information and photographs of the completed project with the local Main Street program and the Michigan Main Street program. Does the applicant agree to this requirement? Yes No

Michigan Main Street Design Services are preservation-based recommendations that follow the Secretary of Interior's Standards for Rehabilitation as developed by the National Park Service. Any drawings that may be provided to the applicant are intended for planning and design review purposes only and are not intended to be construction documents. Services of a registered architect (recommend 36-CFR-61 Federal Certified Historical Architect) are required by law when the extent and/or nature of construction work require a sealed set of drawings.

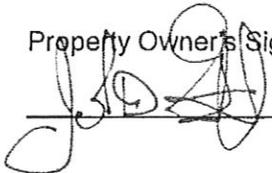
Applicant's Signature:

_____ Date: _____

Main Street Manager's Signature:

_____ Date: _____

Property Owner's Signature (if different than applicant):

 _____ Date: 3-3-14

**Please return this application and all attachments to your local Main Street manager.
Thank you!**

This section to be completed by the local Main Street manager ONLY (in correlation with the MMS Design Specialist):

- Type of design assistance:
- Preservation & Design Consultation
 - Design Services
 - Historic Tax Credit Assistance

- Requirements:
- Attended basic design/historic preservation training, Date: _____
 - Application approved by the local design committee, Date: _____
 - Other: _____

Manistee Main Street DDA Staff and Board Contact Information

Patrick Kay & Main Office

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