

Manistee Main Street/DDA
February 11th, 2015 @ Noon
Manistee City Hall-Council Chambers

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 January 14th, 2015
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. 501c3 Discussion
 - b. Recommendation to move \$70,000 out of Land Acquisition into the Revolving Loan Program
 - c. November 11th, 2015 board meeting location change
 - d. Façade Grant applications due April 1st
8. Public comment. (Limit 5 minutes per person.)
9. Adjournment.
10. The next Regular MSDDA Meeting will be held at City Hall (70 Maple Street) on March 11th, 2015.

DOWNTOWNMANISTEE

michigan

Board Meeting Minutes

January 14, 2015

Call to Order

The Chair called the meeting to order at 9:02 am

Members Present

Brandon Ball, Valarie Bergstrom, Rachel Estabrook, Barry Lind, Todd Mohr, Jeff Reau, Sara Spore, Shari Wild

Members Absent

Colleen Kenny (excused)

Also Present

Patrick Kay (Executive Director), Brittany Hoszkiw (Michigan Main Street), Dianna Wall (Manistee Area Chamber of Commerce)

Approval of Agenda

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

Public Comment

None

Approval of Minutes

There was a MOTION by Ms. Bergstrom, supported by Mr. Mohr, that the minutes from the regular meeting on December 10, 2014 be accepted as presented. MOTION CARRIED

Treasurers Report

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

Discussion was held on the Sleighbell Financials. It was noted when an invoice is created, the software program automatically puts it in the report. Ms. Estabrook reported the \$2,500 donation from DTE Energy and \$1,000 donation from Edward Jones was not received in 2014.

There was a MOTION by Mr. Lind, supported by Mr. Ball, to accept the Treasurers Report with two adjustments, remove the \$2,500 donation from DTE Energy and \$1,000 donation from Edward Jones from the 2014 Sleighbell Financial Report, and place on file. MOTION CARRIED

Marketing & Promotions Committee

It was noted the Marketing & Promotions Committee met, but no minutes were received, they should be available for February meeting. The meetings are on schedule and that committee is organizing for upcoming events. They are working on the work plans, on a downtown brochure and the co-op advertising campaign. Frostbite Saturday will be held on February 25 so as to not conflict with the snowshoe stampede. Information is online for the event, there will be a chili cook off, musicians, games, frozen turkey bowling, ice corn hole and snowball fights.

Organization Committee

It was noted that the minutes from the Organization Committee had been distributed. The Minutes were reviewed.

Design Committee

This committee did not meet because the chair has a conflict with the meeting dates. The committee will now meet the 4th Tuesday at 8:30 am.

Economic Restructuring Committee

It was noted the minutes from the Economic Restructuring Committee had been distributed. The minutes were reviewed.

Other Business

Creation of 501c3

Discussion was held on creation of 501c3. It was noted that one or two people should research creating a fund with the Manistee County Community Foundation and one or two people should research the process of applying for 501c3 status. This item was tabled until the February meeting.

Façade Grant Payment to the Historic Vogue Theatre of Manistee in the amount of \$5,000

Mr. Kay reported he reviewed the budget and the \$5,000 for the Vogue Theatre Façade Grant can be moved from the Economic Restructuring Committee Budget. The majority of the money under the Economic Restructuring Committee was allocated for advertising which can be done online. He noted the Historic Vogue Theatre did apply for a \$5,000 Façade Grant which was approved.

There was a MOTION by Mr. Reau, supported by Mr. Mohr, to approve the \$5,000 Façade Grant Reimbursement to the Historic Vogue Theatre of Manistee, with the funds coming from the Economic Restructuring Committee Budget. MOTION CARRIED with Mr. Lind Abstaining.

Mr. Kay reported the Façade Grant Application and Guidelines have been revised. Previously there was not a timeline to complete the approved project. That presented a challenge for the budget for this program and overcommitted funds. He noted \$5,000 was approved for Mattewson Upholstery which has not been paid yet as they have not completed their project. The new guidelines require the applicant to start their project within three months of being approved.

Review of Current Financial Status of Manistee Main Street/DDA

It was noted the an updated budget had been previously distributed. Mr. Kay reported the highlighted orange is ongoing expenses that will change between now and the end of the year. The highlighted yellow is the same as the budget item.

Public Comment

none

Adjournment

There being no further business to be brought before the Board, the meeting was adjourned at the call of the chair at 10:30 am

Respectfully submitted on February 11, 2015

Brandon Ball, Secretary

1 14 15 minutes approved at the MSDDA meeting on: _____

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
PROFIT & LOSS/BUDGET COMPARISONS
July 2014 through January 2015**

Ordinary Income/Expense	Jul '14 - Jan 15	Budget	\$ Over Budget	% of Budget
Income				
248-411 · Allocation from Fund Balance	0.00	0.00	0.00	0.0%
TIF Revenues				
248-401 · TIF Revenue	235,392.23	270,000.00	-34,607.77	87.18%
248-403 · Delinquent Taxes	25,507.96			
Total TIF Revenues	260,900.19	270,000.00	-9,099.81	96.63%
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	0.00	40,300.00	-40,300.00	0.0%
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				
248-293 · Boos, Brews & Brats 5K	1,000.00			
248-292 · Boos, Brews & Brats Sponsorship	1,900.00	650.00	1,250.00	292.31%
248-291 · Boos,Brews&Brats Alcohol Sales	4,006.00	7,000.00	-2,994.00	57.23%
Total 248-290 · Boos, Brews & Brats	6,906.00	7,650.00	-744.00	90.28%
248-283 · Sleighbell				
248-289 · Sleighbell Miscellaneous Income	425.00			
248-286 · Sleighbell Sponsorships	19,460.00	13,500.00	5,960.00	144.15%
Total 248-283 · Sleighbell	19,885.00	13,500.00	6,385.00	147.3%
248-282 · Sidewalk Sales	0.00	500.00	-500.00	0.0%
248-281 · Hops & Props				
248-288 · Hops & Props Admissions	16,080.85	15,000.00	1,080.85	107.21%
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	6,966.74	15,000.00	-8,033.26	46.45%
Total 248-281 · Hops & Props	23,077.59	33,750.00	-10,672.41	68.38%
Total 248-280 · Event Revenues	49,868.59	55,400.00	-5,531.41	90.02%

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
PROFIT & LOSS/BUDGET COMPARISONS
July 2014 through January 2015**

	<u>Jul '14 - Jan 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Event Revenue	49,868.59	64,450.00	-14,581.41	77.38%
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	0.00	0.00	0.0%
Total Friends of Downtown Manistee	0.00	4,000.00	-4,000.00	0.0%
248-664 · Interest Income	91.61	100.00	-8.39	91.61%
Total Income	310,860.39	378,850.00	-67,989.61	82.05%
Gross Profit	310,860.39	378,850.00	-67,989.61	82.05%
Expense				
Office Related Expenses				
248-847 · Advertising	0.00	300.00	-300.00	0.0%
248-869 · Business Expo	300.00			
248-868 · Insurance	499.00	1,800.00	-1,301.00	27.72%
248-867 · Mobile Phone Stipend	0.00	480.00	-480.00	0.0%
248-866 · Meeting Hosting-Refreshments	235.00	750.00	-515.00	31.33%
248-861 · Credit Card Expense	148.63	400.00	-251.37	37.16%
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	724.00	650.00	74.00	111.39%
248-854 · Postage	203.04	500.00	-296.96	40.61%
248-853 · Office Equipment and Supplies	1,003.48	1,400.00	-396.52	71.68%
248-863 · Travel	670.95	900.00	-229.05	74.55%
Total Office Related Expenses	3,784.10	8,480.00	-4,695.90	44.62%
Personnel Related Expense				
248-700 · Administrative Services	5,557.00	8,000.00	-2,443.00	69.46%
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-705 · Federal 941 Company Expense	2,543.63	4,500.00	-1,956.37	56.53%
248-711 · Unemployment	101.66	455.00	-353.34	22.34%
248-712 · Workmen's Compensation	389.00	425.00	-36.00	91.53%
248-718 · Gross Salary - Director - Other	33,250.00	57,000.00	-23,750.00	58.33%
Total 248-718 · Gross Salary - Director	36,284.29	62,380.00	-26,095.71	58.17%
Total Gross Salary - Director	36,284.29	62,380.00	-26,095.71	58.17%

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
PROFIT & LOSS/BUDGET COMPARISONS**
July 2014 through January 2015

	<u>Jul '14 - Jan 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Personnel Related Expense	41,841.29	70,380.00	-28,538.71	59.45%
Fee Related Expenses				
248-731 · Bank Service Charges	145.64	100.00	45.64	145.64%
248-906 · TIF Plan Redevelopment	7,117.50	13,250.00	-6,132.50	53.72%
248-904 · Annual Audit	1,560.00	1,500.00	60.00	104.0%
248-903 · 1999 Bond Payment-Streetscape	137,987.50	137,988.00	-0.50	100.0%
248-902 · Legal Fees	210.00			
Total Fee Related Expenses	147,020.64	152,838.00	-5,817.36	96.19%
Design Committee RelatedExpense				
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	1,105.20	330.00	775.20	334.91%
248-662 · 2-Way River St Traffic Project	0.00	0.00	0.00	0.0%
248-659 · Riverwalk Landscaping	7,500.00	15,000.00	-7,500.00	50.0%
248-653 · Holiday Decorations	3,392.00	10,000.00	-6,608.00	33.92%
248-652 · Facade Grant Program	5,000.00	10,000.00	-5,000.00	50.0%
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	23,433.80	54,230.00	-30,796.20	43.21%
Economic RestructuringCommittee				
248-634 · Developer Day	0.00	1,000.00	-1,000.00	0.0%
248-633 · Local Banks (\$25,000 Loan)	0.00	0.00	0.00	0.0%
248-632 · IRP Loan Program	0.00	0.00	0.00	0.0%
248-631 · Revolving Loan Fund Marketing	0.00	0.00	0.00	0.0%
248-628 · Property Acquisition	0.00	0.00	0.00	0.0%
248-627 · Recruitment Team	53.94	250.00	-196.06	21.58%
248-625 · Business Assistance Team (BAT)	18.63	325.00	-306.37	5.73%
Total Economic RestructuringCommittee	72.57	1,575.00	-1,502.43	4.61%
Organization Committee				
248-604 · MSDDA Website (hosting)	77.83	175.00	-97.17	44.47%
248-603 · Volunteer Appreciation Event	420.00	1,800.00	-1,380.00	23.33%
248-602 · Downtown Dollars Program	285.00	350.00	-65.00	81.43%
248-601 · Volunteer Recruitment	0.00	0.00	0.00	0.0%
248-600 · Main Street Program Newsletter	0.00	448.00	-448.00	0.0%
Total Organization Committee	782.83	2,773.00	-1,990.17	28.23%

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
PROFIT & LOSS/BUDGET COMPARISONS
July 2014 through January 2015**

	<u>Jul '14 - Jan 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Promotions Committee Expenses				
248-751 · Promotions Committee Expense				
248-855 · Advertising	3,295.25	3,000.00	295.25	109.84%
248-607 · Website Redevelopment	5,063.75	6,000.00	-936.25	84.4%
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	6,163.31	3,000.00	3,163.31	205.44%
248-771 · Targeted Coupon-Voucher Program	0.00	0.00	0.00	0.0%
248-764 · Sleighbell Weekend	13,414.81	13,500.00	-85.19	99.37%
248-763 · Sidewalk Sales	352.94	500.00	-147.06	70.59%
248-759 · Mens & Ladies Nights	509.00	450.00	59.00	113.11%
248-774 · Frostbite Saturday	355.72	900.00	-544.28	39.52%
248-752 · Downtown Brochure	580.00			
248-761 · Hops & Props on the River	35,419.14	23,590.00	11,829.14	150.15%
248-758 · HomeGrown Saturdays	1,592.00			
Total 248-751 · Promotions Committee Expense	<u>67,031.60</u>	<u>88,340.00</u>	<u>-21,308.40</u>	<u>75.88%</u>
Total Promotions Committee Expenses	<u>67,031.60</u>	<u>88,340.00</u>	<u>-21,308.40</u>	<u>75.88%</u>
Total Expense	<u>283,966.83</u>	<u>378,616.00</u>	<u>-94,649.17</u>	<u>75.0%</u>
Net Ordinary Income	<u>26,893.56</u>	<u>234.00</u>	<u>26,659.56</u>	<u>11,492.97%</u>
	<u><u>26,893.56</u></u>	<u><u>234.00</u></u>	<u><u>26,659.56</u></u>	<u><u>11,492.97%</u></u>

**MANISTEE MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY
JANUARY 2015 CHECK REGISTER**

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
PAYROLL:				
1/15/2015	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR JANUARY 1 - JANUARY 15	\$ 2,375.00
1/30/2015	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR JANUARY 16 - JANUARY 31	\$ 2,375.00
1/15/2015	DIR DEP	INTERNAL REVENUE SERVICE	FEDERAL DEPOSIT FOR DECEMBER 2014 PAYROLL	\$ 1,274.74
1/20/2015	DIR DEP	STATE OF MICHIGAN	MICHIGAN WITHHOLDING DEPOSIT/DEC 2014 PAYROLL	\$ 159.38
CHECK REGISTER:				
NORTHWESTERN BANK ACCOUNT:				
1/14/2015	2717	MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY		\$ 19,907.67
		CLOSE OUT FINAL NORTHWESTERN BANK ACCOUNT		
		AND TRANSFER FUNDS TO WEST SHORE BANK		
WEST SHORE BANK ACCOUNT:				
1/12/2015	3123	MANISTEE AREA CHAMBER OF COMMERCE	JANUARY 2015 OFFICE SPACE & ADMIN SUPPORT	\$ 889.00
		(TOTAL CHECK \$921.16)	OCTOBER/NOVEMBER/DECEMBER 2014 POSTAGE	\$ 32.16
1/12/2015	3124	WEST SHORE BANK/DOWNTOWN DOLLARS ACCT	TRANSFER DT DOLLARS CREDIT CARD PURCHASES	\$ 4,140.00
1/12/2015	3125	CNA INSURANCE	GENERAL LIABILITY INSURANCE PREMIUM	\$ 300.00
1/12/2015	3126	JACKPINE BUSINESS CENTER	400 SOUP TALLY FORMS/SLEIGHBELL WEEKEND	\$ 20.00
		(TOTAL CHECK \$409.16)	SANTA'S HOURS SIGN	\$ 9.00
			PRINT DOWNTOWN DOLLARS CARDS	\$ 285.00
			SLEIGHBELL THANK YOU CARDS & ENVELOPES	\$ 64.00
			USB FLASH DRIVES	\$ 25.98
			OFFICE SUPPLIES	\$ 5.18
1/12/2015	3127	BECKETT & RAEDER	TIF PLANNING SERVICES	\$ 2,307.50
1/12/2015	3128	C&W PORTABLES	BOOS BREWS & BRATS PORTABLES	\$ 240.00
1/12/2015	3129	THE PIONEER GROUP	SLEIGHBELL SOUP COOKOFF & THANK YOU AD	\$ 567.00
1/12/2015	3130	PATRICK KAY	MILEAGE/MISSION BAY PENINSULA & KALAMAZOO	\$ 302.45
1/29/2015	3131	ACE USA	ACCIDENT AND HEALTH POLICY PREMIUM	\$ 199.00
1/29/2015	3132	ACCIDENT FUND	WORKERS COMPENSATION POLICY PREMIUM	\$ 389.00
1/29/2015	3133	CARDMEMBER SERVICE	BLUE FISH KITCHEN/SLEIGHBELL WEEKEND MEETING	\$ 46.00
			COMFORT INN & SUITES/NILES	\$ 163.50
			TRADEMARKS411/SLEIGHBELL	\$ 149.00
			BEER ADVOCATE	\$ 9.99
1/29/2015	3134	CARDMEMBER SERVICE	MSFT OFFICE	\$ 1.18
1/29/2015	3135	RIGHTside design LLC	2015/2016 SLEIGHBELL RACK CARD DESIGN	\$ 776.00
		(TOTAL CHECK \$2138.50)	2014 SLEIGHBELL DESIGN PRODUCTION	\$ 450.00
			FROSTBITE SATURDAY CHILI CRAWL DESIGN SERVICES	\$ 300.00
			2015 MANISTEE COUNTY VISITORS GUIDE AD DESIGN	\$ 125.00
			ADVERTISING DESIGN SERVICES	\$ 146.25
			WEBSITE UPDATES	\$ 341.25
1/29/2015	3136	BECKETT & RAEDER	TIF PLANNING SERVICES	\$ 980.00
1/29/2015	3137	CITY OF MANISTEE	STREETSCAPE BONDHOLDERS PAYMENT	\$ 10,775.00
1/29/2015	3138	THE HISTORIC VOGUE THEATRE	FAÇADE GRANT PROGRAM PAYMENT	\$ 5,000.00
1/29/2015	3139	MANISTEE COUNTY VISITORS BUREAU	2015 VISITORS GUIDE BACK COVER AD	\$ 3,024.00
1/29/2015	3140	LUCKY LIZARD AWARDS & GIFTS	BOOS BREWS & BRATS 5K AWARDS	\$ 21.00
1/29/2015	3141	HOUR MEDIA	2015/2016 HOPS & PROPS AD/GREAT BEER STATE	\$ 2,295.00
1/31/2015			TOTAL EXPENSES	\$ 60,470.23

**MANISTEE MAIN STREET/
 DOWNTOWN DEVELOPMENT AUTHORITY
 BALANCE SHEET
 As of January 31, 2015**

	<u>Jan 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
248-008 · Money Market Account - WSB	98,693.61
248-000 · Checking - West Shore Bank	44,597.40
Total Checking/Savings	143,291.01
Accounts Receivable	
248-028 · Accounts Receivable	8,791.28
Total Accounts Receivable	8,791.28
Other Current Assets	
248-033 · Vogue Loan Receivable	200,000.00
12100 · Pre-Paid Expenses	1,923.50
248-031 · Nextworks Loan Receivable	2,499.94
Total Other Current Assets	204,423.44
Total Current Assets	356,505.73
TOTAL ASSETS	356,505.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
248-210 · Payroll Liability	
248-213 · Michigan Unemployment	101.66
248-212 · Michigan Withholding	159.38
248-211 · 941 Liability	1,266.76
Total 248-210 · Payroll Liability	1,527.80
248-203 · Accounts Payable - Other	50.00
Total Other Current Liabilities	1,577.80
Total Current Liabilities	1,577.80
Total Liabilities	1,577.80
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,544.99
Total 248-392 · Designated Fund Balance	78,544.99
248-390 · Fund Balance	249,489.38
Net Income	26,893.56
Total Equity	354,927.93
TOTAL LIABILITIES & EQUITY	356,505.73

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN ACCOUNT
BALANCE SHEET
As of January 31, 2015**

	<u>Jan 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking - West Shore Bank	15,760.53
Total Checking/Savings	<u>15,760.53</u>
Accounts Receivable	
Accounts Receivable	4,491.85
Total Accounts Receivable	<u>4,491.85</u>
Total Current Assets	20,252.38
Other Assets	
Revolving Note Receivable	9,680.56
Total Other Assets	<u>9,680.56</u>
TOTAL ASSETS	<u><u>29,932.94</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	29,000.00
Retained Earnings	694.40
Net Income	238.54
Total Equity	<u>29,932.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>29,932.94</u></u>

**MANISTEE MAIN STREET/
DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN DOLLARS ACCOUNT
BALANCE SHEET
As of January 31, 2015**

	<u>Jan 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Downtown Dollars Checking - WSB	8,101.18
Total Checking/Savings	<u>8,101.18</u>
Other Current Assets	
Downtown Dollars in Transit	9,045.00
Total Other Current Assets	<u>9,045.00</u>
Total Current Assets	<u>17,146.18</u>
TOTAL ASSETS	<u><u>17,146.18</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2012 Downtown \$ Outstanding	7,750.00
2014 Downtown \$ Outstanding	14,995.00
2015 Downtown \$ Outstanding	275.00
Total Other Current Liabilities	<u>23,020.00</u>
Total Current Liabilities	<u>23,020.00</u>
Total Liabilities	23,020.00
Equity	
Unrestricted Net Assets	-5,035.10
Net Income	-838.72
Total Equity	<u>-5,873.82</u>
TOTAL LIABILITIES & EQUITY	<u><u>17,146.18</u></u>

Director's Report
February 11th, 2015

- Considering partnering with the Eagles Club to do a St. Patty's Day Event in their parking lot in conjunction with their Wee Parade. This is contingent on us acquiring sponsors in the next couple weeks to pay for the event. We will probably end up just promoting the Wee Parade for the Eagles and getting more involved next year. Todd and I have been meeting with them several times trying to work out the details
- Attended a SCORE seminar in Kalamazoo with Brandon Ball. While we were there we worked on recruiting an Irish Bar to Downtown Manistee
- Teresa Kieffer will no longer be running the Co-Op Advertising Campaign; Todd and I will be organizing it now with Teresa's help; Included Radio advertising and will do a full year of advertising instead of just the summer months
- Continue to meet with Brandon Jensen to update our website; next step is to create an available properties list so that potential businesses/buyers can see what is available, download information and see demographic information, etc.
- The Downtown Map/Brochure should be printed up soon; printing 1000 copies now and then another 2000-3000 in the Spring/Summer
- The RFP for Riverwalk/Downtown Maintenance has been sent out, 19 packets total
- I have been compiling a list of all building permits and finding out the costs of the project to both quantify the amount of construction that has been completed in the last 5 years and also to use for an application to the MLCC in order to obtain additional liquor licenses
- Sent information out to newspaper, google group, property owners group, and HDC concerning the Façade Grant Program and deadline
- Working with Downtown Businesses to create a Downtown Merchants and Property Owners monthly meetings to obtain additional feedback and have another avenue of getting information out (First Wednesday of each month @ 8:30am in Ramsdell Inn Lobby)
- Met with West Shore Bank in the process of creating an additional Revolving Loan Program for businesses seeking funds up to \$25,000
- Met with area businesses, chamber and WSCC to create a Social Media workshop
- Will be attending the 2015 National Main Streets Conference March 29th-April 1st
- Ribbon Cutting for Spicer Group on February 5th
- Attended the First Friday Lunch held at 522 Pub & Grille
- Attended HDC Meeting February 5th
- Have been meeting with Gary and Mary Diebel to assist them with re-launching their business (their son Chris no longer manages the business & they have a new chef)
- Other information is sensitive to new and existing businesses

Promotions Committee Minutes—January 21st, 2015 @ 6:30pm
Ramsdell Inn Lobby

Chamber Report - Business after hours all set. The Chamber is working with local business and the college to get classes/seminars set up at the education center, hoping for mid February. Baker is now a member of the Chamber. After hours coming up at the Vogue by Baker April 9th. Need Sponsors for August 13th at Douglas Valley, Sept 10th at The Bungalow, and March 12th at Shays. Chamber is currently working on trying to grow the Grapes on the River event. The date for Grapes on the River is set for July 25th from 2pm - 6pm. Ribbon cutting and grand opening for the Spicer Group is February 5th at 3:30pm-6:30pm.

CBV- 2015 visitor's guide is out. Seng's has them this year instead of the casino. There are cases at the Visitors Bureau, visitors guide is 104 pages long this year. 75 per case. Can be picked up after Jan. 22nd

Co-Ad Campaign- Ad Campaign will now kick off Feb 1st

Men's Night Wrap up- Men's Night was down. Too many rack cards printed. For next year we would like to have more business participate.

Frostbite- Thomas and Maggie absent. Event date is Feb. 21st. Cheryl is taking over for Brian; she will now handle getting the buskers (10-15 of them). Already have 4 entries for the chili cook off. Still need Sponsors

Women's Wine and Chocolate- There will be 6 locations for wine this year.

Friday Night Live- Tabled until next year.

Hops and Props- We have revisited the sponsorship levels so we can grow the event and grow the music portion of the event. The Century Boat Club will not be able to attend the event this year. Friday kick off dinner, Saturday beer tent, boat show, music and art fair, Sunday brunch and boat show.

Sleighbell Weekend- Rachel Absent

Website- Adding available properties list. If anything needs to be changed or updated please let Patrick know ASAP

Downtown Boucher- Getting quotes to print

Tight Lines for Troops- May 15th and 16th, 65 boats the volunteer to take vets out fishing. Decorate store windows if possible. They have bags that they stuff with coupons and other offers for the vets and would like downtown business to participate, things may also be donated for the silent auction.

December 17th, 2014 Marketing and Promotions Meeting in Attendance: Patrick, Todd, Janine, Ashley, Justin, Thomas, Mary, Shelly, Dianne

Cooperative Advertising Campaign- Flyer's out. Get a proposal from Todd for radio advertising on 101.5 WMTE coast FM. Selling until January when campaign will kick off.

Sleigh bell Wrap Up- Rachel absent. Thank you cards to be sent out. Sleigh bell made money this year from extra sponsorships. DVDs will be released. Parade is streaming on My News 26. Marty's video is on the website. The Chicago Tribune is ran a story on the front page about sleigh bell on Sunday Dec. 21st, 2014. Sleigh bell is getting major exposure across the country. We are currently looking to trade mark the name.

Soup Cook Off- Chair needed for next year. Need a more proficient way of counting/having people vote/judge.

Ladies Night Wrap Up- 2500 too many rack cards. Went well. Different Advertising (maybe Women's Life Style). Have event for a longer period of time. Everyone likes having Ladies Night on Monday and Men's Night on Thursday. Everyone also like the week the events take place.

Frostbite- Games: tug-a-war, corn hole, turkey bowling. Need sponsors for turkeys. Hot cider event. Possibly have music at event. Dump snow into empty lot and have a snow man building contest.

Women's Wine and Chocolate- Keeping wine and chocolate separate. Two wines at each location. Will not be at the Blue Fish this year. Divide people up into groups. Limit ticket sales to 200 ladies.

Friday Night Live- Every other Wednesday in June, July and August.

Hops and Props- Sponsorships should pay for event. Ticket sales should be profit. Everything is going as planned and running on schedule.

Website- Keeps getting updated

Downtown Brochure- Sending final format out next week. Will feature a downtown map.

Chamber Report- Wrapping up 2015 event. Rack cards will be ready for January.

Report from CVB- Kathryn Absent

Victorian Sleighbell Parade and Old Christmas Weekend Mtg. - February 5, 2015		
Present: R. Estabrook, L. Kaser, J. Kaser, J. Cleaver, P. Kay, D. Mix, Jim K.		
Absent: J. Duchon; C. Zaring, G. Zaring, A. West, J. Mikula		
In Attendance:		
Agenda Item	Discussion	Actions
Marketing	1) Brand Recognition - Creating logo for event to be used on all marketing materials moving forward 2) Rack card is done and CVB is distributing at events, committee will distribute in the county one week before Memorial Day 3) Summer billboard either July or Aug 4) Moving forward with 2015 TV production 4) Cleaver working with train and doll publications 5) Brochure to remain similar design but with different cover	Estabrook to contact RightSide Design for logo and billboard; Cleaver contacting publications
TV Production	1) Committee agreed to move forward with 2015 TV production	1) Mix contacting Eileen from LRRC for sponsorship 2) Mix getting contract from production company
City	1) Removing bridge decorations from Sleighbell work plan - DDA and City responsibility to cover costs	
Bones	1) Want to change time to 3:30 or 4 p.m. 2) Hoping for 30 bone players	Jim to contact bone players
Budget	Estabrook reported the committee raised \$19,000 in 2014 goal for 2015 is \$20,000	
Sponsors	1) Sponsorship letters went out Feb 5 2) Sponsorship deadline is September 1 to be in brochure 3) Need reindeer, TV production, pooper scooper, bagpipers, etc...	J. Cleaver said she will sponsor \$200 for pooper scoopers
Parade	1) Agreed to have all of the same entries as last year, with the exception of the bells 2) J. Kaser is communicating with Rotary to be parade Marshalls 3) L. Kaser asking Tom Gerhardt to be Grand Marshall (will let us know via email) 3) P. Kay researching costs for signs for each parade entry 4) P. Kay to contact Reeds for 2015 commitment 5) Estabrook to ask C. Zaring if she will contact horse teams this year	Estabrook will meet with Suzanne to discuss bells welcoming the tree at the end of the parade; L. Kaser to report on Tom's decision; P. Kay to report on costs, design and volunteers for parade signs; P. Kay to contact Reeds
Photographer	1) Will ask Al Taylor, Marty Durham and Darrell Pieczynski (sp?) for proposals	
Parade Judges	L. Kaser will Chair	
Wheel	No report, Estabrook to check with Mikula; Notes from last report are - Mikula and Mix working with Museum, donated wood - ???	Mikula and Mix contact Museum
Cleanup Crew	J. Kaser will continue to chat with Charity about 4-H pooper scoopers; we don't have to pay \$500 this year	J. Cleaver said she will sponsor \$200 for pooper scoopers
Santa's Workshop	1) Want Santa for Friday and Saturday	
Soup Cook-off	Mary is not chairing the event for 2015, need Chair	
Package Shipping	USPS will have a special stamp for this year (need more info from Cleaver)	Estabrook contact Travis to ask Vogue Volunteers
Warming Tent	Giving Douglas Valley first opportunity, if they decline will ask another beverage company	Estabrook to discuss with Kendra from Douglas Valley, will request commitment by March meeting
Various	1) L. Kaser working with Dempsey House for historic home tours 2) Estabrook researching old fashioned candy makers	
Next Meeting	February 5 at the Bungalow	

**Downtown Development Authority
Organization Committee
January 28, 2015**

DRAFT MINUTES

Blue Fish

Attending: Sara Spore (Committee Chair), Patrick Kay (Executive Director), Valarie Bergstrom, Colleen Kenny, Gini Pelton, Todd Mohr, Thomas Johnson, Roz Jaffe, Lee Trucks
Called to order 12:11pm.

Motion to accept December minutes made by Gini, seconded by Colleen, approved.

Volunteer Development:

Per Valarie, Amy W, instructor at West Shore Community College can find us students to write articles. Valarie will also follow-up with the college to find an event photographer. Daryl Pieczynski will let us use some of his photos for DDA purposes.

Christine and Patrick almost done with new volunteer spreadsheet template and Patrick will send us a draft version.

Patrick will send out volunteer requests for the Frostbite event on 2/21.

Public Relations:

Gini providing an article for January newsletter. Discussed ideas for future articles. Patrick would like to find newsletter chairperson. Organization committee members will continue to assist with articles.

Fund Development:

Hanging baskets costs \$100 each including maintenance. Roz will create an "adopt a basket" contribution form. Discussed putting a "Donate" button on website. Patrick will talk to Cameron Clark about "Hometown Giving" link. Discussed creation of downtown postcard as fundraiser – Lee will research prices. Per Patrick, the Organization still needs an additional fundraiser. Possible ideas: BBQ Festival/Dinner; "Red, White & Blues/Brews/Bluegrass" dinner & dance; Tie-in to Salmon Splash; "Michigan Under the Radar".

Downtown Dollars: Brochure is being finalized. Lee spoke to Oleson's to consider accepting Downtown Dollars.

Annual Meeting/Volunteer Appreciation meeting: Roz and Gini will meet before next Org meeting to present date, venue and format ideas.

Patrick is working on a Michigan Main Street speaker to talk to the Org committee and help with strategic planning.

He will send information to Manistee Catholic School and Manistee High School volunteer student programs to encourage volunteering at DDA events.

Next meeting: February 25th at BlueFish.

Adjourned 1:04pm.

Submitted by Roz Jaffe

Design Committee – Minutes

Date: January 27, 2015

Location: Manistee Area Chamber of Commerce Conference Room

Present: Rob Carson, Kyle Mosher, Shari Wild, Patrick Kay.

Patrick is still waiting to hear from Jeff Mikula in regard to the RFP for landscaping along the Riverwalk. Patrick and the committee already have a detailed draft that covers the scope of work to be done, however, the idea is to issue a joint RFP with the city to hopefully obtain some cost savings.

Patrick will research what types of containers are available for the street trees.

It will soon be time to send out an RFP for watering the flower baskets, we need to find a way to pay for this, possibly with sponsorships. The total cost for this project was \$8,500 last year. The cost per basket would be \$100.00.

There is one facade grant for \$5,000 due Mathewson Upholstery as soon as their project is completed. There was a motion by Kyle, support by Rob to ask for \$30,000 in the new budget cycle for this program. M/C.

The need for adequate signage in the DDA district, parking and wayfinding, was discussed at length. The concept of a River Street Loop that would guide visitors back to River Street is viewed as essential. Rob volunteered to work with Brandon on ideas for the design of this signage. Shari and Patrick will speak with Chief Bachman on identifying the areas that need one-way traffic signs. Also under consideration is the placement of one-way traffic signs at the crosswalks.

There being no further business to discuss the meeting was adjourned at 10 a.m.

The next Design Committee meeting will be February 24th at 8:30 am at the Chamber/Main Street office.

Economic Restructuring Committee

Jan 26, 2015 - 2:00pm

Alliance For Economic Success Office

385 Third Street, Manistee, MI 49660

1. **Call to order –**

2. Meeting was called to order at 2:12 pm by Chairperson Brandon Ball

In attendance: Brandon Ball, Jeff Reau, Stacie Bytwork, T. Eftaxiadis
Staff present: MSDDA Director Patrick Kay

3. **Approve Minutes:** The committee approved minutes from the Dec 2014 meeting
Motion: Jeff Reau / T. Eftaxiadis

4. **Vacant Building Property Ordinance:**

- Mitch is reviewing ordinances from other communities
- Patrick will email examples from other communities
- Discussion ongoing

5. **25k Lending (Local Banks):**

- Committee meeting 1/30/15 @ 3pm with WSB to discuss pro's and con's before sending out RFP

6. **Redevelopment Liquor License:**

- Patrick has to call all building owner's and ask what they've put into the building in the last 5 years, approximately 220 bldgs
- Draft letter and send to state with appropriate information
- Approximate time frame could be up to 6months +/-

7. **Tool Box Information Sheet:**

- Brandon summarized the programs that businesses and property owners have to go through the MSDDA offers + applications
- A separate meeting will be called to update a business package

8. **Power Pole behind Hokanson Building:**

- 39k to remove power pole, has to be "hand removed" can't get heavy equipment behind the Hokanson building. No incentive for Consumers to move, so property owner would need to pay to remove or MSDDA.

9. **Business Education:**

- Stacie is working with WSCC to develop a training program for social media. Northern Michigan digital has background - Stacie meeting to find out more info
- Energy Savings for small business is coming and promoted and financed through WSCC
- MSDDA's goal to do a social media series using: MS Creative, RightSide Design, Jackpine, and AI Taylor. Goal is to have 2 in March and 2 in April 2015.

10. Revolving Loan Fund:

- American Cleaners: expect to be paid off
- River Street Stock Yard: have agreed upon payment plan
- Harold's Hair Loft: paid off
- Mitten Media: paying according to note

[] Recommend to the board that \$ 70,000 be moved from the land acquisition restricted fund to the Revolving Loan Fund. Motion made by T. Eftaxiadis, second Brandon Ball, passed unanimously. The goal is to facilitate continued improvements by downtown property and business owners. This allows the ER committee to promote the revolving loan fund. The committee has also made the determination that we will not be using the revolving loan fund in this fiscal year. We would recommend that the fund be reimbursed with funds that come back from the Vogue Theatre Loan.

11. IRP Loan:

- Patrick slowly moving through the application process
- No Time Frame

12. Developer Day:

- Agreed to table for this fiscal year. We defunded this workplan at annual meeting.

13. Former Glik's Building:

- Develop work plan for future discussion

Adjourn: 4:11pm

DOWNTOWNMANISTEE

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DOWNTOWN COMMERCIAL FAÇADE IMPROVEMENT PROGRAM OVERVIEW

PROGRAM OBJECTIVES

Design changes that take place at commercial properties are a critical part of any successful revitalization strategy. Customers want to shop in an attractive and inviting environment, not in one that is poorly designed or maintained. Property owners want to generate adequate rents from their commercial properties while lessees want to have pride in their place of business. Manistee Main Street DDA wishes to maintain and improve quality of life for its citizens by fostering economically viable commercial districts. In order to reach this goal Manistee Main Street DDA has established a Façade Improvement Program. The program will be administered by the Design Committee of Manistee Main Street DDA and will offer technical and financial assistance to commercial property owners seeking to renovate or restore the exterior of their buildings. For this round of funding the grant will be allocated to building rehabilitation/renovation projects in the form of a 50/50 matching grant to business and property owners.

Unless otherwise stated each year applications are due April 1st.

FINANCIAL ASSISTANCE

There is currently matching grant money to be awarded to potential projects per year in the Downtown Area (map attached). Funding for façade project will be paid through a reimbursement process. Only after applicant has paid for work to be done will the applicant be reimbursed for up to 50% of that amount. How much each applicant gets is determined by how many grant applications are received and how the project is scored. Grant assistance is limited to the amount available to Manistee Main Street DDA.

ELIGIBILITY CRITERIA

All improvements must comply with standards set forth in the City of Manistee Planning and Zoning Department, Downtown Façade Guidelines, and all applicable Building and Maintenance Codes. All exterior improvements must be approved by the Historic District Commission. More information on these standards can be obtained at the City of Manistee Planning and Zoning Department (231-398-2805).

Applicants for participation in the program must meet the following eligibility criteria.

- Applicants must be property owners, or be tenants with written permission from property owner
- Commercial properties must be up to date on all property taxes.
- Property must be in the Downtown Area (map attached)**
- Tenants must have minimum of two years remaining on their lease or an option to renew

ELIGIBLE IMPROVEMENTS

- Removal of materials which cover original architectural details
- Repair and/or replacement of original architectural details
- Replacement of original architectural details
- Window repair or replacement including window framing (must match original in size, style and scale)
- Repainting and repair of facade
- Exterior lighting

- Gutters and downspouts
- Other improvements can be made if they meet the objectives of the program and have prior written approval of Manistee Main Street DDA

INELIGIBLE IMPROVEMENTS

- IMPROVEMENTS MADE PRIOR TO GRANT APPROVAL
- Interior improvements
- Removal of architecturally important features
- New construction and additions
- Sweat equity (payments for applicant's own labor)
- Planting or landscaping
- Residential properties, excluding mixed use developments

How are projects selected for funding?

Applications will be ranked and selected based on a clear and documented set of evaluative criteria. Depending on the number of applications, we may assign "waiting list" status to projects that qualify for selection, but do not rank as high as other applications selected for funding.

The evaluative criteria and their respective weights are as follows:

- **Impact (40%)**: – Overall impact of the project on the Downtown Development Authority District. Are inappropriate design elements removed? Will the project eliminate what was previously a liability for the commercial district? Does the project seek to restore the historical or architectural significance of the building? Does the project fall into a priority-funding category? Is the project in a highly visible location that has significant impact on surrounding properties?
- **Financial Leverage (10%)**: –Projects that leverage more private investment will be graded higher than those seeking just the grant funding.
- **Sustainability/Permanence (30%)**: – How permanent are the improvements (signs are more changeable than new glazing, for example) and is there a maintenance plan for improvements? Does the business own the building? If not, how much time remains on the lease?
- **Community Contribution (20%)**: – Is the applicant a good neighbor? Is the area around the business kept clean and free of debris on a consistent basis? Does the business participate in organized Manistee Main Street DDA promotions or other community based activities? Does the applicant actively promote downtown Manistee and their own business?

PROCEDURE

The application process below shows how this will work:

1. Manistee Main Street DDA will notify building owners and tenants in the Downtown Area of the grant and when the deadline will be for the applicants to send in their applications.
2. All exterior improvements in the Downtown Area must be approved by the Historic District Commission before submitting application. The deadline for this Façade Grant will allow for each applicant to participate in a review by this Commission. For more information on the Historic District Commission's meetings and on the standards they use please contact the City of Manistee's Planning and Zoning Department (231-398-2805).
3. Applicant picks up an application for a Façade Grant from the Manistee Main Street DDA office located at 11 Cypress Street or by downloading it at www.manisteedowntown.com.
4. Applicant mails an application before the deadline to Manistee Main Street DDA along with color photographs that show existing building conditions, detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials), two separate bids from two separate contractors on their letterhead and any other additional information that may be considered during the review process. **Mailing Address: 11 Cypress Street, Manistee, Michigan 49660**

5. Manistee Main Street DDA will review all applicants and determine which projects get funded and at what amounts each will receive. Applications will be scored based on need, project, and impact to the downtown. Project that score higher will be given higher funding priority. Projects that do not score high may not be funded or will be funded at a lesser amount.
6. Manistee Main Street DDA will notify each recipient of the results by mail within 60 days after the grant deadline and require a signed contract (attached to letter) returned to them before work may begin.
7. Once the Manistee Main Street DDA has received the signed contract the applicant may begin their work. (Applicant must start the work within three months of being notified of their grant status and work must be completed within twelve months from the start of construction.)
8. Once construction begins, a Façade Improvement Program sign should be installed at project location during construction. (This will be provided)
9. The Director of Manistee Main Street DDA has the right to conduct weekly site inspections. Any minor changes in the approved work must have prior approval of the Manistee MSDDA Director and also the Historic District Commission.
10. Applicant must submit copies of cost documentation (invoices, etc.) along with copies of all cleared checks to Manistee Main Street DDA for reimbursement. Reimbursement will be made to applicant within 30 days of receipt of project payment documents.

FUNDING AVAILABILITY

Manistee Main Street DDA reserves the right to discontinue or modify funding for this program; however, all approved grants will be fulfilled as per contracted agreement.

CHANGES TO THE FAÇADE AFTER COMPLETION

Participants must agree not to change or alter the improved façade without prior written approval from Manistee Main Street DDA for two years from the date of Final Closeout of the application.

APPLICATION AND INFORMATION

*****We strongly encourage all potential applicants to meet with either the Director of Manistee Main Street DDA or a committee member of the Design Committee prior to filling out the application. To contact our director, Patrick Kay, call (231) 398-3262 or email patrick@manisteedowntown.com.**

**Manistee Main Street
Downtown Development Authority
Façade Improvement Program
Grant Application**



Manistee Main Street Downtown Development Authority Façade Improvement Program Grant Application

Checklist

Please assemble the application package in the sequence indicated below and label each item. Check off each item to ensure you are submitting:

- Completed Application
- Two color photographs that show existing building conditions (required)
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Two bids on contractor letterhead (required)
- Additional information attached (optional)

Prior to submitting an application, applicants should meet with the Manistee MSDDA Director, Design Chair, or Design Committee in regards to their project. They must also be given approval from the Historic Commission before submitting their grant. This is not voluntary.

I have:

- Met and discussed my proposed project with
 - Manistee MSDDA Director (Patrick Kay)
 - Design Committee MemberDate of Meeting: _____ Committee Member: _____
- My project has been approved by the Historic District Commission
Date of Meeting: _____ Commission Approval: _____

General Information

Name of Applicant: _____

Name of Business: _____

Project/Business Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Type of Business: _____

Applicant is the:

- Property Owner
- Business Owner
- Other: _____

How long has the business been at the current location? _____

When does your current lease expire? _____

Do you have the option to renew your lease? What are the terms?

Property owner's name (if different from applicant): _____

Property owner's address: _____

Property owner's phone number: _____

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Condition

Project Details

Please describe below in detail the proposed improvement to the property. The following *must* accompany this application (attach additional pages if necessary):

- Two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Two bids on contractor letterhead

Description of proposed improvement (e.g., new doors/windows, signs, lighting, paint, etc.):

Proposed Project Budget: _____

How much funding assistance are you requesting? _____

Proposed start date: _____

Estimated completion date: _____

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?

- No
- Yes

If answer is "yes" to above question, describe additional work: _____

Estimated cost of additional work to building: _____

Would you like Design Assistance (no cost to business or property owner)?

- Yes
- No

Signature of Applicant: _____

Date: _____

Manistee MSDDA use only:

<u>Scoring For Project:</u>	
Impact (40%)	_____
Financial Leverage (10%)	_____
Sustainability/Permanence (30%)	_____
Community Contribution (20%)	_____
Total	_____

Manistee Main Street DDA

Received: _____ Date: _____

(Director)

Committee

Approved: _____ Date: _____

(Design Chair)

Board

Approved: _____ Date: _____

(Board Chair)

General Conditions

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold Manistee Main Street DDA, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, trash, and sweeping and shoveling in front of the property.
- The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.
- The applicant must begin the project within three months of being notified that they have been awarded the grant and must complete the façade project within twelve months of beginning the project.
- The applicant authorizes Manistee Main Street DDA, to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Downtown Manistee materials and press releases.
- The applicant has read and understands the "Manistee Main Street DDA Façade Improvement Program Overview" document outlining program guidelines and procedures.
- The applicant understands that Manistee Main Street DDA, reserves the right to make changes in conditions of the Facade Improvement Program as warranted.

Signature of applicant: _____

Date: _____

If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

Owner Authorization

As owner of the property (insert address) _____

I have reviewed the above application and authorize operator of _____ at said address to perform the facade improvements described above as part of the Manistee Main Street DDA Façade Improvement Program.

Signature of property owner or authorized representative:

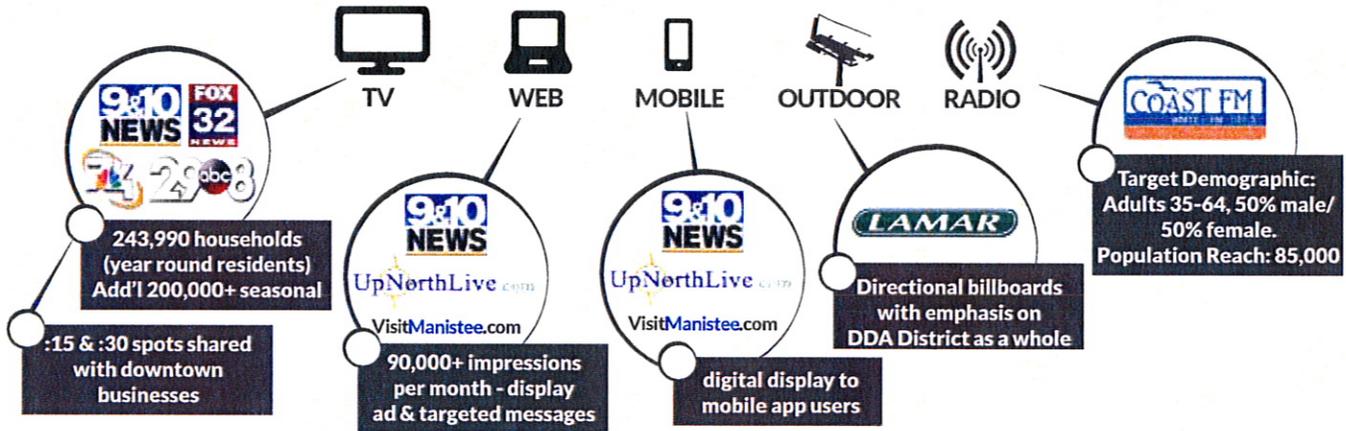
Date: _____

2015 co-op advertising program

DOWNTOWN MANISTEE
michigan

PROGRAM

what you get... in short, it's a ton of good stuff! (and this is the condensed version)



INVESTMENT

THIS IS THE EASIEST WAY TO LOOK AT IT...
250 bucks a month - 12 month commitment...
a whole lot of advertising bang for those bucks.



I'M IN!

BUSINESS NAME: _____

PAID IN FULL: \$2,750 because I get more value with additional web advertising & I save on one month by paying all up front!

BEST VALUE!

\$250/month ACH direct debit - DDA will be in touch

Invoice me each month for 12 months at \$250/month - DDA will mail you an invoice



Community Service Fund

We can help you achieve your goal!

Manistee County
community foundationsm

An Affiliate of the Community Foundation for Muskegon County

By establishing a Community Service Fund at the Manistee County Community Foundation, you minimize the administrative burden of raising funds in support of your purpose, allowing you to focus on securing gifts.

The service provides a simple, efficient way to accept charitable donations in support of your goal!

Benefits include:

- Gifts are tax deductible to the maximum extent of the law, through our charitable status.
- We help ease the administrative burdens of operating a campaign including sending official gift receipts to donors and maintaining a donor database.
- You're provided with online access to Fund and donor information which is accessible at any time through a password secured system.
- Your donors can give to your fund online through the Manistee County Community Foundation website at www.manisteefoundation.org or by check made payable to the MCCF with your Fund name on the memo line.
- We provide assistance for your donors with making gifts of cash, stocks, bonds, real estate, or other assets, including planned gifts.
- Donors may choose to give anonymously.
- By partnering with a local philanthropic leader you increase visibility of the Fund and the potential for additional contributions. In addition, some donors prefer to give through a third-party.
- It's a simple, efficient way to raise funds in support of your purpose!

Recognized by



Manistee County Community Foundation 395 Third Street Manistee, Michigan 49660
tel. 231.723.7269 fax 231.723.4983 www.manisteefoundation.org

For good. For ever.

Revised 7/2014

**MANISTEE COUNTY COMMUNITY FOUNDATION
NONPROFIT SUPPORT SERVICES AGREEMENT**

MANISTEE MAIN STREET FUND

AGREEMENT made _____, 2015, between MANISTEE MAIN STREET DOWNTOWN DEVELOPMENT AUTHORITY (the "Client"), and the MANISTEE COUNTY COMMUNITY FOUNDATION, an affiliate of the COMMUNITY FOUNDATION for MUSKEGON COUNTY (the "Foundation"), a Michigan nonprofit corporation.

The Foundation shall provide the Client the services outlined in Schedule A, for the fees described. Either party may terminate this agreement upon 60 days written notice to the other party.

The Client agrees to provide the Foundation with any and all records and data necessary for the Foundation to provide the Client with the services set forth and further, the Client warrants that such records and data provided shall be accurate and true and the Foundation may rely on such records and data in fulfilling its obligations hereunder. Further, the Client shall cooperate in any audit of the Foundation for which information related to the services provided hereunder is requested by the Foundation's auditors. The Client agrees to provide the Foundation with any and all information needed to fulfill the Foundation's obligations hereunder on such forms and in such format as may be requested by the Foundation.

This Agreement and its Schedule contain the entire understanding of the parties and shall not be supplemented with any other term or condition unless such term or condition is in writing and specifically incorporated by amendment to this agreement.

The Foundation accepts the property transferred to it by the Client and its contributors and agrees to hold, administer and distribute it as provided in this document.

MANISTEE MAIN STREET FUND

By: _____
Board Chair/Executive Director,
Manistee Downtown Development Authority

MANISTEE COUNTY COMMUNITY FOUNDATION

By: _____
Chris A. McGuigan, President/CEO

SCHEDULE A

The Foundation agrees to accept gifts and other deposits designated for the **Manistee Main Street Fund** (the "Fund"). The purpose of the Fund is to support community events and associated programming coordinated by the Manistee Main Street Downtown Development Authority.

- A minimum deposit of \$500 is required to open the Fund and a balance of \$250 must be maintained unless the Client requests to close the Fund.
- The Foundation agrees to provide tax receipts to individuals or organizations that make gifts to the Fund.
- The Foundation agrees to maintain a database of the donors and will provide online access to the Client.
- The Foundation agrees to make disbursements from the Fund to qualified 501(c)(3) organizations, schools, or units of government upon the receipt of a written request from the Client's board of directors, including minutes of the meeting authorizing the disbursement.
- The Foundation will invest the gifts in a money market account and/or certificates of deposit and will add the interest earned to the Fund on a monthly basis.
- Each calendar year, the Foundation will charge an administrative fee of 1% of any amounts received in that year, with a minimum fee level of \$250. The \$250 minimum administrative fee will be deducted from the Fund in the first calendar quarter of each year. The remaining administrative fee, if any, will be calculated and deducted from the Fund on a quarterly basis. In the year the Fund is created, the minimum administrative fee level of \$250 will be prorated and deducted in the calendar quarter in which the Fund is created. The fee structure may periodically be evaluated and adjusted.