

**Manistee Main Street/DDA**  
**September 9<sup>th</sup>, 2015**  
**Manistee City Hall-Council Chambers**  
**AGENDA**

1. Call to order – Chair
2. Approval of Agenda
3. Public comment. (Limit 5 minutes per person.)
4. Consent Agenda:
  - a. Approval of Minutes—August 12<sup>th</sup>, 2015
  - b. Treasurer’s Report—Acceptance of Check Register and Financial Reports
  - c. Committee Reports
  - d. Director’s Report
5. \*Approval of minutes from the regular meeting on August 12<sup>th</sup>, 2015
6. \*Treasurer’s Report.
  - a. Acceptance of Checks Register & Financial Reports
7. \*Committee Reports
  - a. Marketing & Promotions Committee
  - b. Organization Committee
  - c. Design Committee (not held)
  - d. Economic Restructuring Committee
8. \*Directors Report
9. Other Business
  - a. Liquor License Resolution for Boos, Brews and Brats, 2015
  - b. Holiday Decorations
  - c. Design Assistance Request for Manistee Inn and Marina (378 River Street)
  - d. Revolving Loan for Duchon Insurance (\$10,000)
  - e. 337 River Street Façade Grant project (not started)
  - f. 344 River Street (HDC Meeting & Letter to Board)
  - g. Hops and Props 2015
  - h. Quarterly Michigan Main Street Meeting (September 14-15, 2015)
  - i. Administrative Staff Recommendations
10. Public comment. (Limit 5 minutes per person.)
11. Adjournment.

The next regular Main Street DDA Meeting will be held at City Hall (70 Maple Street) on October 14<sup>th</sup>, 2015.

# DOWNTOWNMANISTEE

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## Board Meeting Minutes August 12, 2015

### Call to Order

The Chair called the meeting to order at 12:08 pm

### Members Present

Brandon Ball, Valarie Bergstrom, Rachel Brooks, Colleen Kenny, Todd Mohr, Jeff Reau

### Members Absent

Barry Lind, Sara Spore (excused)

### Also Present

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

### Approval of Agenda

There was a MOTION by Mr. Reau, supported by Ms. Kenny that the Agenda be accepted with one change move Approve Liquor License Resolution for Hops & Props on the River to Other Business . MOTION CARRIED

### Public Comment

None

### Consent Agenda

It was noted the minutes from the July 8, 2015 meeting, Executive Directors Report, Marketing & Promotions Committee Minutes, July Check Register, the Balance Sheets and Profit and Loss Report had been previously distributed. There was a MOTION by Mr. Reau, supported by Ms. Kenny, to approve the Consent Agenda. MOTION CARRIED

### Other Business

#### Election of Manistee Main Street/DDA Board Secretary

There was a MOTION by Mr. Reau, supported by Mr. Mohr that Mr. Lind serves as Manistee Main Street/DDA Board Secretary for the 2015-2016 Fiscal Year. MOTION CARRIED

#### Liquor License Resolution for Hops & Props on the River

There was a MOTION by Mr. Reau, supported by Mr. Mohr, that the application from Manistee Main Street/DDA for a special license to serve alcohol on September 19, 2015 from 12:01 pm to 9 pm to be located on the west end of River Street by the Manistee Municipal Marina, 480 River Street, be considered for approval. MOTION CARRIED

#### Status Update of Redevelopment Liquor License

Mr. Kay gave an update on the status of the Redevelopment Liquor License. He is waiting for final approval from the City Assessor's Office to sign off on the form, and then the package will be sent to the Michigan Liquor Control Commission for approval.

Holiday Decorations

Mr. Kay reported RFPs for holiday decoration had been sent out, but the map was not included. He noted there is \$6,000 in the budget for decorations. Discussion Followed. A meeting will be set up with Jeff Mikula to work with DPW to do decorations this year. The Board will be emailed an update on meeting and the RFPs will be resent.

Hops & Props 2015

It was noted the updated work plan for Hops & Props on the River had been previously distributed. Mr. Kay reported that committee is cutting expenses for the event with a goal to cut \$20,000. There will be 25 breweries with a maximum cost of \$400 per brewer. Blarney Castle Oil & Propane has donated ice and an ice trailer for the event. The advertising will include Bear Lake, Holland, posters, face book promotion, and the Manistee County Visitors Bureau will do advertising toward South Bend and are using the video produced last year. The VIP Tent will be located on the shuffleboard court.

Manistee Main Street/DDA Office Relocation

It was noted that Manistee Main Street/DDA Office has moved to 294 River Street, Suite 2.

Administrative Staff Recommendations

It was noted that four applicants have been interviewed, two were sent to the second round and one went through the final stages and there was one late applicant. Discussion Followed. The position will be advertised again, including Michigan Works and Ms. Bergstrom will contact Manpower regarding temporary help and the late applicant will be interviewed. The position will be updated to include paid time off for the seven major holidays and one week vacation after six months of employment. A recommendation will be brought to the September Board Meeting.

Public Comment

None

Adjournment

There being no further business to be brought before the Board, there was a MOTION by Mr. Mohr, supported by Mr. Reau that the meeting be adjourned at 1:31 pm. MOTION CARRIED

Respectfully submitted on September 9, 2015

Barry Lind, Secretary

8 12 15 minutes approved at the MSDDA meeting on: \_\_\_\_\_

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

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>PAYROLL:</b>				
17.08.2015	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR July 1 - July 15	\$ 2,375.00
31.08.2015	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR July 16 - July 31	\$ 2,375.00
<b>CHECK REGISTER:</b>				
04.08.2015	3216	Voided Check	Voided Check	N/A
04.08.2015	3217	Voided Check	Voided Check	N/A
04.08.2015	3218	Charter Communications	Install and August Phone/Internet	\$ 198.97
04.08.2015	3219	Owens Builders, LLC	Watering Contract	\$ 1,125.00
04.08.2015	3220	Voided Check	Voided Check	N/A
04.08.2015	3221	Voided Check	Voided Check	N/A
04.08.2015	3222	Litter River Band of Ottawa Indians	August Rent	\$ 500.00
04.08.2015	3223	Jackpine Business Center	Office Supplies for new office	\$ 1,746.75
04.08.2015	3224	The Pioneer Group	Advertisement for Executive Assistant	\$ 219.60
06.08.2015	3225	Manistee Area Chamber of Commerce	Business Expo Registration	\$ 300.00
06.08.2015	3226	Patrick Kay	Expense Reimbursement for new office	\$ 373.59
14.08.2015	3227	Excel Office Interiors	Office Furniture (returned items for store credit)	\$ 20.14
14.08.2015	3228	Lamar Companies	Billboard for Sleighbell	\$ 550.00
24.08.2015	3229	Amor Sign Studios	New sign on office window	\$ 175.76
24.08.2015	3230	Cardmember Services	MSFT Office	\$ 10.59
		(Total: \$2,251.65)	Facebook Advertisement	\$ 250.39
			Wahr Hardware	\$ 10.59
			Wahr Hardware	\$ 70.22
			Volunteer Spot Membership	\$ 9.99
			Credit	\$ (9.99)
			Excel Office Interiors	\$ 598.90
			Wahr Hardware	\$ 16.07
			Wahr Hardware	\$ 1.59
			Volunteer Spot Membership	\$ 69.99
			Lowe's	\$ 417.28
			The Home Depot	\$ 209.75
			Staples	\$ 264.07
			Facebook Advertisement	\$ 13.61
			Facebook Advertisement	\$ 318.60
24.08.2015	3231	Charter Communications	September Phone/Internet	\$ 99.97
24.08.2015	3232	Surety	Bond for Hops and Props Liquor Licens	\$ 50.00
24.08.2015	3233	Mika Meyers Beckett and Jones PLC	Review of Lease Agreement	\$ 427.00
24.08.2015	3234	Promote Michigan	Press Release and advertising for Hops and Props	\$ 250.00
24.08.2015	3235	RIGHTside Design, LLC	Website, Brewery Recruitment Packet, Hops and Props Design, DDA Map/Brochure, Ex. Dir. Business Cards	\$ 2,460.20
24.08.2015	3236	Weesies Brothers Farms, Inc.	Riverwalk Ground Cover (paid by donor)	\$ 200.00
27.08.2015	3237	Litter River Band of Ottawa Indians	September Rent	\$ 500.00
31.07.2015			<b>TOTAL EXPENSES</b>	\$ 16,198.63

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

**Balance Sheet**  
 As of August 31, 2015

	<u>Aug 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
248-008 · Money Market Account - WSB	98,742.55
248-000 · Checking - West Shore Bank	<u>110,143.51</u>
<b>Total Checking/Savings</b>	208,886.06
<b>Accounts Receivable</b>	
248-028 · Accounts Receivable	<u>15,291.28</u>
<b>Total Accounts Receivable</b>	15,291.28
<b>Other Current Assets</b>	
248-033 · Vogue Loan Receivable	200,000.00
248-031 · Nextworks Loan Receivable	<u>2,499.94</u>
<b>Total Other Current Assets</b>	<u>202,499.94</u>
<b>Total Current Assets</b>	<u>426,677.28</u>
<b>TOTAL ASSETS</b>	<u><u>426,677.28</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
248-202 · Accounts Payable	<u>7,152.80</u>
<b>Total Accounts Payable</b>	7,152.80
<b>Other Current Liabilities</b>	
248-210 · Payroll Liability	
248-213 · Michigan Unemployment	203.30
248-212 · Michigan Withholding	318.76
248-211 · 941 Liability	<u>3,800.24</u>
<b>Total 248-210 · Payroll Liability</b>	4,322.30
248-203 · Accounts Payable - Other	<u>1,730.00</u>
<b>Total Other Current Liabilities</b>	<u>6,052.30</u>
<b>Total Current Liabilities</b>	<u>13,205.10</u>
<b>Total Liabilities</b>	13,205.10
<b>Equity</b>	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	<u>78,544.99</u>
<b>Total 248-392 · Designated Fund Balance</b>	78,544.99
248-390 · Fund Balance	218,450.65
Net Income	<u>116,476.54</u>
<b>Total Equity</b>	<u>413,472.18</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>426,677.28</u></u>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
July through August 2015

	<u>Jul - Aug 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>TIF Revenues</b>				
248-404 · Delinquent Personal PropertyTax	554.69			
248-401 · TIF Revenue	98,262.95	277,380.00	-179,117.05	35.43%
248-403 · Delinquent Taxes	23,023.12	0.00	23,023.12	100.0%
<b>Total TIF Revenues</b>	<u>121,840.76</u>	<u>277,380.00</u>	<u>-155,539.24</u>	<u>43.93%</u>
<b>Committee Revenues</b>				
248-270 · Committee Revenue				
Friends of the Downtown	0.00	3,000.00	-3,000.00	0.0%
248-273 · Econ Restructure-Loan Fees	0.00	300.00	-300.00	0.0%
248-269 · Design Comm Rev-Hanging Baskets	0.00	1,500.00	-1,500.00	0.0%
<b>Total 248-270 · Committee Revenue</b>	<u>0.00</u>	<u>4,800.00</u>	<u>-4,800.00</u>	<u>0.0%</u>
<b>Total Committee Revenues</b>	0.00	4,800.00	-4,800.00	0.0%
<b>Event Revenue</b>				
248-280 · Event Revenues				
Red, White and Blues	0.00	7,300.00	-7,300.00	0.0%
248-780 · Women's Wine & Chocolate Walk	0.00	8,500.00	-8,500.00	0.0%
248-295 · Frostbite Saturday Sponsorships	0.00	1,500.00	-1,500.00	0.0%
248-290 · Boos, Brews & Brats				
Boos, Brews and Brats Admission	0.00	1,250.00	-1,250.00	0.0%
248-293 · Boos, Brews & Brats 5K	40.00	1,000.00	-960.00	4.0%
248-292 · Boos, Brews & Brats Sponsorsh	1,750.00	2,000.00	-250.00	87.5%
248-291 · Boos,Brews&Brats Alcohol Sale	0.00	3,500.00	-3,500.00	0.0%
<b>Total 248-290 · Boos, Brews &amp; Brats</b>	<u>1,790.00</u>	<u>7,750.00</u>	<u>-5,960.00</u>	<u>23.1%</u>
248-283 · Sleighbell				
248-289 · Sleighbell Miscellaneous Incom	0.00	0.00	0.00	0.0%
248-286 · Sleighbell Sponsorships	17,850.00	20,000.00	-2,150.00	89.25%
<b>Total 248-283 · Sleighbell</b>	<u>17,850.00</u>	<u>20,000.00</u>	<u>-2,150.00</u>	<u>89.25%</u>
248-282 · Sidewalk Sales	0.00	0.00	0.00	0.0%
248-281 · Hops & Props				
248-288 · Hops & Props Admissions	0.00	18,000.00	-18,000.00	0.0%
248-285 · Hops & Props Miscellaneous	0.00	0.00	0.00	0.0%
248-284 · Hops & Props Sponsors	10,250.00	10,000.00	250.00	102.5%
<b>Total 248-281 · Hops &amp; Props</b>	<u>10,250.00</u>	<u>28,000.00</u>	<u>-17,750.00</u>	<u>36.61%</u>
<b>Total 248-280 · Event Revenues</b>	<u>29,890.00</u>	<u>73,050.00</u>	<u>-43,160.00</u>	<u>40.92%</u>
<b>Total Event Revenue</b>	29,890.00	73,050.00	-43,160.00	40.92%
248-664 · Interest Income	8.58	0.00	8.58	100.0%
<b>Total Income</b>	<u>151,739.34</u>	<u>355,230.00</u>	<u>-203,490.66</u>	<u>42.72%</u>
<b>Gross Profit</b>	151,739.34	355,230.00	-203,490.66	42.72%
<b>Expense</b>				
<b>Office Related Expenses</b>				
Phone/Internet	298.94			
248-847 · Advertising	219.60	300.00	-80.40	73.2%

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
July through August 2015

	<u>Jul - Aug 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
248-869 · Business Expo	300.00	300.00	0.00	100.0%
248-868 · Insurance	207.00	1,800.00	-1,593.00	11.5%
248-867 · Mobile Phone Stipend	0.00	480.00	-480.00	0.0%
248-848 · Office Space & Admin Support	1,000.00			
248-866 · Meeting Hosting-Refreshments	0.00	600.00	-600.00	0.0%
248-861 · Credit Card Expense	14.62	200.00	-185.38	7.31%
248-865 · Training-Education-Conferences	0.00	500.00	-500.00	0.0%
248-858 · Miscellaneous-Office Related	386.25	300.00	86.25	128.75%
248-857 · Membership Dues	150.00	750.00	-600.00	20.0%
248-854 · Postage	0.00	350.00	-350.00	0.0%
248-853 · Office Equipment and Supplies	4,670.22	1,200.00	3,470.22	389.19%
248-863 · Travel	105.95	900.00	-794.05	11.77%
<b>Total Office Related Expenses</b>	<b>7,352.58</b>	<b>7,680.00</b>	<b>-327.42</b>	<b>95.74%</b>
<b>Personnel Related Expense</b>				
248-700 · Administrative Services	889.00	10,668.00	-9,779.00	8.33%
<b>Gross Salary - Director</b>				
<b>248-718 · Gross Salary - Director</b>				
248-705 · Federal 941 Company Expense	726.75	4,500.00	-3,773.25	16.15%
248-711 · Unemployment	768.88	455.00	313.88	168.99%
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%
<b>Total 248-718 · Gross Salary - Director</b>	<b>10,995.63</b>	<b>62,380.00</b>	<b>-51,384.37</b>	<b>17.63%</b>
<b>Total Gross Salary - Director</b>	<b>10,995.63</b>	<b>62,380.00</b>	<b>-51,384.37</b>	<b>17.63%</b>
<b>Total Personnel Related Expense</b>	<b>11,884.63</b>	<b>73,048.00</b>	<b>-61,163.37</b>	<b>16.27%</b>
<b>Fee Related Expenses</b>				
Finance Charges For Past Due	0.84			
248-731 · Bank Service Charges	3.20	150.00	-146.80	2.13%
248-906 · TIF Plan Redevelopment	0.00	0.00	0.00	0.0%
248-904 · Annual Audit	0.00	1,500.00	-1,500.00	0.0%
248-903 · 1999 Bond Payment-Streetscape	0.00	139,750.00	-139,750.00	0.0%
248-902 · Legal Fees	477.00	0.00	477.00	100.0%
<b>Total Fee Related Expenses</b>	<b>481.04</b>	<b>141,400.00</b>	<b>-140,918.96</b>	<b>0.34%</b>
<b>Design Committee RelatedExpense</b>				
<b>Riverwalk</b>				
<b>Additional Projects</b>				
248-659 · Riverwalk Landscaping	3,753.33	22,500.00	-18,746.67	16.68%
<b>Total Riverwalk</b>	<b>3,753.33</b>	<b>22,500.00</b>	<b>-18,746.67</b>	<b>16.68%</b>
<b>Signage</b>				
248-663 · Traffic/Wayfinding Signs	59.75	700.00	-640.25	8.54%
<b>Total Signage</b>	<b>59.75</b>	<b>700.00</b>	<b>-640.25</b>	<b>8.54%</b>
<b>Hanging Baskets</b>				
248-649 · Flowers	0.00	3,900.00	-3,900.00	0.0%
248-665 · Watering Contract	3,375.00	5,000.00	-1,625.00	67.5%
<b>Total Hanging Baskets</b>	<b>3,375.00</b>	<b>8,900.00</b>	<b>-5,525.00</b>	<b>37.92%</b>

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
July through August 2015

	<u>Jul - Aug 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
248-653 · Holiday Decorations	0.00	6,000.00	-6,000.00	0.0%
248-652 · Facade Grant Program	0.00	10,000.00	-10,000.00	0.0%
248-651 · Trash Removal/City Contract	0.00	7,200.00	-7,200.00	0.0%
<b>Total Design Committee RelatedExpense</b>	<u>7,188.08</u>	<u>55,300.00</u>	<u>-48,111.92</u>	<u>13.0%</u>
<b>Economic RestructuringCommittee</b>				
Biz 101 Educational Series	0.00	500.00	-500.00	0.0%
248-625 · Business Assistance				
248-627 · Business Recruitment	385.00	1,000.00	-615.00	38.5%
248-625 · Business Assistance - Other	0.00	0.00	0.00	0.0%
<b>Total 248-625 · Business Assistance</b>	<u>385.00</u>	<u>1,000.00</u>	<u>-615.00</u>	<u>38.5%</u>
<b>Loan Expenses</b>				
248-631 · Revolving Loan	0.00	250.00	-250.00	0.0%
248-633 · Local Banks (\$25,000 Loan)	0.00	250.00	-250.00	0.0%
<b>Total Loan Expenses</b>	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
<b>Total Economic RestructuringCommittee</b>	<u>385.00</u>	<u>2,000.00</u>	<u>-1,615.00</u>	<u>19.25%</u>
<b>Organization Committee</b>				
Red, White and Blues	0.00	4,900.00	-4,900.00	0.0%
248-604 · MSDDA Website (hosting)	0.00	100.00	-100.00	0.0%
248-603 · Annual Dinner Event	0.00	1,500.00	-1,500.00	0.0%
248-602 · Downtown Dollars Program	0.00	900.00	-900.00	0.0%
248-601 · Volunteer Recruitment	79.98			
248-600 · Main Street Program Newsletter	329.00	448.00	-119.00	73.44%
<b>Total Organization Committee</b>	<u>408.98</u>	<u>7,848.00</u>	<u>-7,439.02</u>	<u>5.21%</u>
<b>Promotions Committee Expenses</b>				
<b>248-751 · Promotions Committee Expense</b>				
248-855 · Advertising	722.60	4,000.00	-3,277.40	18.07%
248-607 · Website Redevelopment	750.00	2,500.00	-1,750.00	30.0%
248-782 · Women's Wine & Chocolate Walk	0.00	6,000.00	-6,000.00	0.0%
248-775 · Boos, Brews & Brats	0.00	6,550.00	-6,550.00	0.0%
248-764 · Sleighbell Weekend	2,176.00	20,000.00	-17,824.00	10.88%
248-763 · Sidewalk Sales	50.00	500.00	-450.00	10.0%
248-759 · Mens & Ladies Nights	0.00	1,700.00	-1,700.00	0.0%
248-774 · Frostbite Saturday	0.00	950.00	-950.00	0.0%
248-752 · Downtown Brochure	874.50	1,000.00	-125.50	87.45%
248-761 · Hops & Props on the River	2,989.39	24,815.00	-21,825.61	12.05%
<b>Total 248-751 · Promotions Committee Expense</b>	<u>7,562.49</u>	<u>68,015.00</u>	<u>-60,452.51</u>	<u>11.12%</u>
<b>Total Promotions Committee Expenses</b>	<u>7,562.49</u>	<u>68,015.00</u>	<u>-60,452.51</u>	<u>11.12%</u>
<b>Total Expense</b>	<u>35,262.80</u>	<u>355,291.00</u>	<u>-320,028.20</u>	<u>9.93%</u>
<b>Net Ordinary Income</b>	<u>116,476.54</u>	<u>-61.00</u>	<u>116,537.54</u>	<u>-190,945.15%</u>
<b>Net Income</b>	<u><u>116,476.54</u></u>	<u><u>-61.00</u></u>	<u><u>116,537.54</u></u>	<u><u>-190,945.15%</u></u>



# Tips for updating QuickBooks reports

You can export a report, change certain formatting, and reimport it into QuickBooks.

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QuickBooks will update and keep these changes:

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting  
(in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns  
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas  
The updated report must contain the row associated with your formula.
- 7 Inserted text  
Make your new text always appear next to a particular row by using the text as a formula (e.g. ="inserted text")

**QuickBooks will NOT support these changes:**

- Font formatting in numbers
- Inserted rows that are not at the end of the report
- Moved data cells

# Reports in Excel

ating or add new formulas, and then update it with new QuickBooks data

	A	B	C	D	E	F	G	H
1			1	My Company P&L			3	
2				Profit & Loss			2	
3				July through August 2012				
4							2	07/16/12      Aug 16
5				Ordinary Income/Expense				
6			4	MONEY IN (aka Income)				
7				40100 - Construction Income				
8				40110 - Design Income			3,054.02	3,900.00
9				40199 - Less Discounts given			0.00	-48.35
10				Total 40100 - Construction Income			3,054.02	3,751.65
11				40500 - Reimbursement Income				
12				40520 - Permit Reimbursement Income			0.00	487.00
13				Total 40500 - Reimbursement Income			0.00	487.00
14				Total Income			3,054.02	29,197.65
15			5	* Labor Income less Design Income			6	3,054.02      13,227.00
16				Cost of Goods Sold				

our formula

by entering

on-header cells\*  
e left empty

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in between QuickBooks row headers

- User-defined supported in updated to t

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I	J
<b>TOTAL</b>	
6,954.02	
-48.35	*
6,905.67	
487.00	
487.00	
46,343.45	
21,596.71	Labor Diff

7

If formulas may not be  
in collapsed reports when  
the same excel sheet

**Manistee Downtown Development Authority Downtown Dollars**  
**Balance Sheet**  
As of August 31, 2015

	<u>Aug 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Downtown Dollars Checking - WSB	4,122.63
<b>Total Checking/Savings</b>	<u>4,122.63</u>
<b>Other Current Assets</b>	
Downtown Dollars in Transit	17,610.00
<b>Total Other Current Assets</b>	<u>17,610.00</u>
<b>Total Current Assets</b>	<u>21,732.63</u>
<b>TOTAL ASSETS</b>	<u><u>21,732.63</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2012 Downtown \$ Outstanding	7,750.00
2014 Downtown \$ Outstanding	14,995.00
2015 Downtown \$ Outstanding	5,160.00
<b>Total Other Current Liabilities</b>	<u>27,905.00</u>
<b>Total Current Liabilities</b>	<u>27,905.00</u>
<b>Total Liabilities</b>	27,905.00
<b>Equity</b>	
Unrestricted Net Assets	-6,172.53
Net Income	0.16
<b>Total Equity</b>	<u>-6,172.37</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>21,732.63</u></u>

# Tips for updating QuickBooks reports

You can export a report, change certain formatting, and reimport it into QuickBooks.

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QuickBooks will update and keep these changes:

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting  
(in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns  
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas  
The updated report must contain the row associated with your formula.
- 7 Inserted text  
Make your new text always appear next to a particular row by using the text as a formula (e.g. ="inserted text")

**QuickBooks will NOT support these changes:**

- Font formatting in numbers
- Inserted rows that are not formulas
- Moved data cells

# Reports in Excel

ating or add new formulas, and then update it with new QuickBooks data

	A	B	C	D	E	F	G	H
1			1	My Company P&L			3	
2				Profit & Loss			2	
3				July through August 2012				
4							2	07/16/12      Aug 16
5				Ordinary Income/Expense				
6			4	MONEY IN (aka Income)				
7				40100 - Construction Income				
8				40110 - Design Income			3,054.02	3,900.00
9				40199 - Less Discounts given			0.00	-48.35
10				Total 40100 - Construction Income			3,054.02	3,751.65
11				40500 - Reimbursement Income				
12				40520 - Permit Reimbursement Income			0.00	487.00
13				Total 40500 - Reimbursement Income			0.00	487.00
14				Total Income			3,054.02	29,197.65
15			5	* Labor Income less Design Income			6	3,054.02      13,227.00
16				Cost of Goods Sold				

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<b>TOTAL</b>	
6,954.02	
-48.35	*
6,905.67	
487.00	
487.00	
46,343.45	
21,596.71	Labor Diff

7

If formulas may not be  
in collapsed reports when  
the same excel sheet

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet

As of August 31, 2015

	<u>Aug 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking - West Shore Bank	20,472.92
<b>Total Checking/Savings</b>	<u>20,472.92</u>
<b>Accounts Receivable</b>	
Accounts Receivable	703.13
<b>Total Accounts Receivable</b>	<u>703.13</u>
<b>Other Current Assets</b>	
Undeposited Funds	300.00
<b>Total Other Current Assets</b>	<u>300.00</u>
<b>Total Current Assets</b>	21,476.05
<b>Other Assets</b>	
Revolving Note Receivable	8,555.17
<b>Total Other Assets</b>	<u>8,555.17</u>
<b>TOTAL ASSETS</b>	<u><u>30,031.22</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	29,000.00
Retained Earnings	1,004.69
Net Income	26.53
<b>Total Equity</b>	<u>30,031.22</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>30,031.22</u></u>



MANISTEE DDA – ORGANIZATION COMMITTEE  
MONTHLY MEETING  
AUGUST 26, 2015  
Blue Fish, Noon

Attendees: Colleen Kenny, Todd Mohr, Valarie Bergstrom, Lee Trucks, Roz Jaffe

Meeting called to order by acting chair Valarie at 12:10pm

Motion to approve minutes from June meeting as presented by Colleen, seconded by Todd. Approved.

Discussed 2016 fundraiser Red White & Blues. Need more information from Patrick Kay on structure of the previous event we are basing our event. No one has contacted Steve Cushing, local blues expert yet. Others who can be consulted include Bill Brooks and Phil Coryell. Val will get contact info for the West Michigan Blues Society. Discussed possible locations such as the Armory or Iron Works building.

Newsletter: Roz will work on a quarterly organization newsletter to be distributed by end of September. Content will include information on the new office location, our 2016 fundraiser. Roz will contact the committee chairs to see what info they would like communicated. Lee reminded us of an email list of 300 on Constant Contact that would be an appropriate list for newsletter recipients.

Boos Brews & Brats: There is a chairperson and possible sponsor.

Organization Committee Chair: Val expressed interest but is unable to chair at this immediate time. Val will see if Sara can co-chair temporarily.

Reviewed membership brochure sample from an Ohio DDA. Consensus to avoid the higher \$ limits for membership (more than \$500) as it may conflict with event sponsorships.

Lee mentioned hits on VisitManistee.com dropped dramatically the last few months, and wondered if the search engine optimization had changed.

Adjourned 1:00pm

Next meeting 09/23/2015 at noon at the BlueFish

Draft submitted by Roz Jaffe

**Economic Restructuring Committee**

August 24th, 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 2:15 pm by Chairperson Brandon Ball

In attendance: Brandon Ball, Jeff Reau, T Eftaxiadis, Ben Bifoss  
Staff present: MSDDA Director Patrick Kay

3. **Approve Minutes:** There were no minutes to approve.

4. **Vacant Building Property Ordinance:**

Tabled until next meeting

5. **Redevelopment Liquor License:**

All steps have been completed. Discussion regarding an application process which was requested by the City of Manistee.

6. **Revolving Loan Fund:**

*Stockyard* – Only owe approx. \$480. Duchon Ins agreed to the requests made by the loan committee. Ken will co-sign the loan as well as a lien being placed on the Bittersweet property. They will pay all costs with doing those things.

7. **Business Education:**

September 16<sup>th</sup> there is a session scheduled. Could maybe add Venture North via AES to the schedule.

8. **Business Recruitment:**

Review of brewery recruitment package.

9. **Review work plans:**

Work plan for consideration of purchase of H&K building

10. **New Business:**

T Eftaxiadis informed the group of an issue that has come up through the HDC regarding Famous Flynn's. The next HDC meeting is the 1<sup>st</sup> Thursday of September and Patrick will attend along with the board Chair.

**Adjourn: 4:15pm**

**HEIDI LOPER**

11724 Barkton Drive  
Holland, MI 49424  
PH: (616) 780-6979  
Email: hloper321@yahoo.com

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August 22, 2015

**Manistee Downtown Development Authority**

ATTN: Hiring Manager

Dear Hiring Manager:

I am writing in regards to the *Executive Assistant* position that you wish to fill.

I am currently employed with Charter Communications as the Executive Assistant to the Northeast Regional Vice President (RVP) of Field Operations. I not only assist the RVP in multiple tasks and projects needed, I also support a majority of other office personnel and oversee all aspects of office management. My position includes coordinating trainings on location, executive visit planning, handling multiple projects/daily reports, completing monthly safety audits, recording monthly meeting minutes, thorough knowledge of business rules and confidential practices, and employee guidance; a more detailed list is included in my resume as well as my professional profile on [www.Linkedin.com](http://www.Linkedin.com).

During my prior position as a customer sales and service representative, I have dealt with a wide array of customers, customer issues and complaints. Many encounters resulted in the establishment of long-term relationships due to the way in which the customer was treated or how their problems were handled. My excellent customer service skills, exceptional interpersonal skills, and deep understanding of public needs will without a doubt be an asset to this position.

Some of my personal qualities that will complement the position include strong organization skills, prompt and efficient whether working alone or a cooperative team member, motivated and upbeat, enthusiastic and adapt quickly to change. Punctuality, attention to detail, and trust are very important to me. I am also extremely driven and thrive in a busy work environment, performing in the highest ethical manner and tactful etiquette.

Although I enjoy my current position immensely, my husband has accepted a position in the Manistee area and we will be relocating closer to family by the end of August. I have enclosed my resume and hope to meet with you in person. Thank you for your time and consideration.

Best regards,

*Heidi Loper*

Heidi Loper

## Director's Report—September 9<sup>th</sup>, 2015

- Executive Assistant: Interviews
- New Office—complete, except moving of Hops and Props glasses to new location
- Finally figured out Payroll and how to make payments; we are current
- Completed our portion of Annual Audit
- In the process of organizing our office
- Attended the Milwaukee House Auction (and contacted new owners)
- The Downtown Map/Brochure: distributed all but <75 of total 2000
- RFP for Holiday Decorations resent
- Met with Jeff Mikula on the Holiday Decorations moving forward with the City
- Riverwalk repairs and updates—regularly meet with Ryan on Riverwalk maintenance and landscaping; working on costs for replacement of all wood decking
- Creation of Brewery Recruitment Packet (in the process with revisions)
- Business driven parking ticket system (implemented and working)
- Riverwalk Railing painting will be complete later in September
- Sent Liquor License Redevelopment Area Application to MLCC
- Attending Design, Marketing & Promotions, Economic Restructuring and Sleighbell Committee Meetings
- Review of Outstanding Loan of Nextworks with Sarah Alden
- Merchants Meeting on September 2<sup>nd</sup> at City Hall
- HDC Meeting with Brandon in reference to 344 River Street
- Hops and Props Meetings and event planning
- Hops and Props meetings with breweries, distributors, police department, etc.
- New Business Meetings: New Restaurant; New Brewery, New Coffee Shop, and building purchases



# 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 information must be provided for the request to be considered complete.

### Applicant Information

Name: Manistee Inn & Marina Date: July 10, 2015

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

Address: 378 River Street  
City: Manistee State: MI Zip: 49660  
Phone: 231-723-4000 Email: manisteeinn1@yahoo.com

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

Address: same as above  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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? Please note in some cases, a copy of the design services will be sent to the property owner.  Yes  No

### Building Information

Building Name (historic and/or common name): Manistee Inn & Marina  
Business Name(s) (as it should appear on signage): Manistee Inn & Marina

Historic use of building: hotel/marina  
Current use of building: hotel/marina  
Proposed use of building: hotel/marina  
Date of building's original construction: approximately 1990  
Date(s) of significant alterations: none

**Building Information (continued)**

Is the building listed on the National Register of Historic Places?  Yes  No

Is the building a contributing resource in a Local Historic District?  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
- Energy Efficiency
- Storefront Rehabilitation
- Sign Improvement
- Awning Treatment
- Interior Remodeling
- Other (please specify): \_\_\_\_\_
- Upper Floor Conversion
- Mechanical Work
- Electrical Work
- ADA Accessibility

**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
- XX  Painting (Exterior)
- XX  Window repair/Replacement
- XX  Energy Efficiency
- XX  Storefront Rehabilitation
- XX  Sign Improvement
- XX  Awning Treatment
- Interior Remodeling
- Other (please specify): roof deck to accommodate liquor license and light menu as well as one luxury apartment
- Upper Floor Conversion
- Mechanical Work
- Electrical Work
- ADA Accessibility

Estimated date to begin construction: (month) March (year) 2016

**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)

- X  Local façade grant/loan program (anticipated amount if known: \_\_\_\_\_)
- X  Local sign grant program (anticipated amount if known: \_\_\_\_\_)
- Federal historic tax credits ( 10% credit  20% credit)
- Other (please describe): \_\_\_\_\_

A financial institution official must verify that the amount indicated for the project budget shown above is available for this project (either through ~~bank~~, savings account, etc) - *checking account*

Financial Institution: Shelby Bank  
Official Name: Robert Henry  
Official Title: SVP Phone Number: 231-843-4878  
Official Signature: [Signature] Date: 7/21/15

*Checking account as of 7/21/15 is at \$45,000. Loan would need to be approved by Henry SVP 7/21/15 for remaining amount.*

**Checklist of Attachments**

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

**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?      XX  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 schematic and intended for planning and design review purposes only and are not intended to be construction documents. Services of a registered architect (recommmend 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: \_\_\_\_\_

**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: \_\_\_\_\_

# HEIDI LOPER

11724 Barkton Drive

Holland, MI 49424

PH: (616) 780-6979

Email: hloper321@yahoo.com

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## QUALIFICATION HIGHLIGHTS

\*Please feel free to view my LinkedIn profile for a full professional history – [www.linkedin.com](http://www.linkedin.com)

- Authorized Notary
- Computer Proficiency (Microsoft Office 2010 Applications, Internet, E-mail)
- Basic Office Equipment (fax, copy machine, scan, telephone, etc.)
- Problem/Dispute Management
- Customer/Client Relations
- Multiple Expense Processing
- Data Entry/Payment Transaction/Monetary Reconciliation
- Office Related Accounts Payable Processing
- Executive liaison with outside contractors/vendors
- Excellent Customer Service/Interpersonal Skills
- Clear Oral & Written Communication/Presentation
- Strong Organization & Planning Skills
- Event Planning – Corporate Visits/Holiday Parties
- Time Management & Prioritization Skills
- Punctual with great attention to detail
- 69 WPM (100% Accuracy)
- Shipping & Receiving Management
- Generate & Complete Reports
- Cash Handling

## EDUCATION

- |      |   |
|------|---|
| 2014 | Baker College<br><i>Bachelor of Business Administrations – Summa Cum Laude</i>                                    |
| 2011 | West Shore Community College--Scottville, MI *3.70 Cumulative GPA<br><i>Associates Degree w/Business Emphasis</i> |
| 2002 | Manistee Catholic Central – Manistee, MI<br>Diploma   |



## EMPLOYMENT

Jan 2013 – Present **Charter Communications** (Zeeland, MI)

Title: *Executive Assistant*

Responsible for payment of expenses incurred by the Regional Office

Oversee all office activities as well as various administrative functions

Assists in correspondence, including e-mails, legal documentation, visitors, and such; obtain and furnish information on behalf of RVP or by request of executive staff; prioritize supporting communications to ensure awareness of key issues.

Arrange travel and all associated events for executives; recommend/assist in travel arrangements for visiting executives.

Organize and prepare complex documents requiring the integration of multiple office technology and software applications.

Research, compile and analyze information and data relevant to Regional Field Operations

Contact contractors for Statement of Work renewal

Prepare Statement of Work contract reports for further processing and analysis

Prepare and maintain confidential information and data

Schedule and maintain calendar of appointments, meetings, travel itineraries and coordinate related arrangements.

Event planning and coordinate functions

2007-2012

**Charter Communications** (Manistee, MI)

Title: *Sales & Service Representative*

Discuss billing questions and service concerns with customers; resolve non-payment of bills; assess customer needs, promote the sale of Charter products and services to new and existing customers.

Troubleshoot and diagnose service complaints

Generate and place new installation orders, service orders for disconnects and service changes; scheduling appointments accordingly; prepare associated paperwork for work orders; process special requests for services; input orders into system

Research/rectify customer complaints and process billing adjustments

Perform general counter functions including receiving cash and hand delivered payment from customers and entering payments into billing system

Accurately process daily payments and balance cash drawer

Track, issue and receive cable telecommunications equipment

Actively engage in continuous training through Charter University and other related training programs

**References available upon request**

# **Manistee Downtown Development Authority Revolving Loan Fund**

## **Review Committee Recommendations**

Date of Review Board Action: June 22<sup>nd</sup> and August 24<sup>th</sup>, 2015

Type of Business: Insurance Company (Duchon Insurance)

The Manistee Downtown Development Authority Revolving Loan Fund Review Board has reviewed the loan application from the above applicant and recommends the following action:

Approval of the loan in the amount of: \$10,000

The proposed interest rate is: 1.75%

Length of loan is: 5 Years

Security provided: Property located on Bittersweet Rd (Parcel 06-123-150-03)

Personal guarantee is required: Yes by Michelle and Kenneth Kott

Monthly payment, including service fee is: \$174.19

Report from Committee: Applicant is applying for loan to do major construction improvements to the building located at 82 Maple Street. Initially the application was denied because applicant had poor credit, did not own building that was listed as collateral, had a lien on building that was listed as collateral and had loan payments that could prevent her from paying our monthly payments. We requested that a property that is owned on Bittersweet Drive (listed above) be listed as collateral and that her husband co-sign the loan. She agreed and with that addition to the application the committee approved the loan. She agreed to pay up to \$650 for legal and title search fees in addition to the \$300 application fee to the DDA.

Approval of Application: \_\_\_\_\_