

Manistee Main Street/DDA
October 14th, 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—September 9th, 2015 and Special Meeting October 6th, 2015
 - b. Treasurer’s Report—Acceptance of Check Register and Financial Reports for August and September
 - c. Committee Reports
 - d. Director’s Report
5. *Approval of minutes from the regular meeting on September 9th, 2015 and Special Meeting on October 6th, 2015
6. *Treasurer’s Report.
 - a. Acceptance of Checks Register & Financial Reports—August 2015
 - b. Acceptance of Checks Register & Financial Reports—September 2015
7. *Committee Reports
 - a. Marketing & Promotions Committee
 - b. Organization Committee
 - c. Design Committee
 - d. Economic Restructuring Committee
8. *Directors Report
9. Other Business
 - a. Revolving Loan for Duchon Insurance (\$10,000)
 - b. Boos, Brews and Brats Committee Loan (\$600)
 - c. Michigan Main Street Year End Evaluation Meeting (October 20th, 2015)
 - d. New Staff—Rachelle Hrachovina starts October 26th, 2015 (part time with us until then)
 - e. November Board Meeting Date
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)

Board Meeting Minutes
September 9, 2015

Call to Order

The Chair called the meeting to order at 12:01pm

Members Present

Brandon Ball, Valerie Bergstrom, Rachel Brooks, Colleen Kenny, Barry Lind, Todd Mohr, Jeff Reau, Sara Spore

Members Absent

None

Also Present

Patrick Kay (Executive Director)

Approval of Agenda

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

Public Comment

None

Consent Agenda

There was consensus to remove the items from the Consent Agenda and deal with each item individually

Approval of Minutes

There was a MOTION by Mr. Lind, supported by Ms. Bergstrom to approve the minutes of the August 12, 2015 meeting as presented. MOTION CARRIED

Treasurer's Report

Due to the delayed arrival of the bank statements for reconciliation, only a draft Treasurer's Report was available for review. The final Treasurer's report for August will be available for approval at the next regular meeting.

Committee Reports

Marketing and Promotions Committee – Mr. Kay

Minutes of the August 19, 2015 meeting were reviewed. Boos Brews and Brats now has a chair for the event in Jackie Gielczyk. Hops and Props art fair being done by Manistee World of Arts and Crafts this year. Men's Night to be December 16th, Ladies' Night to be December 14th. Ms. Brooks gave a Sleighbell update: \$19,000 in sponsorships secured, brochure to be available mid October. The parade will be televised again this year.

Organization Committee – Ms. Bergstrom

An update was provided on the Red White and Blues fundraising event being planned. Also an update on the Quarterly Newsletter being coordinated by Roz Jaffe.

Design Committee – No meeting held

Mr. Kay informed the board that Mr. Reau has agreed to be the new committee chair.

Economic Restructuring – Mr. Ball

Minutes of the August 24, 2015 meeting were reviewed. An update on the redevelopment liquor license process was given. The former River Street Stockyards continues to make payments on their outstanding loan. Updates on additional Facade grants were presented.

Director's Report

Mr. Kay presented his report. Items of note included continued search for an office assistant, nearly out of Downtown maps, working on a business driven parking reminder system, and an update on dealing with the outstanding Nextworks receivable.

Other Business

Liquor License Resolution for Boos, Brews and Brats October 24, 2015

There was a MOTION by Mr. Mohr, supported by Ms. Kenny, that the application from the Manistee Downtown Development Authority for a special license to serve alcohol on October 24th, 2015 for an event to be located in the parking lot on River Street (409 River Street). The MOTION CARRIED with all in favor.

Holiday Decorations

There was a MOTION by Mr. Reau, supported by Mr. Mohr to allocate \$2000 from the general fund balance to cover city expenses for Sleighbell Weekend. After much discussion on costs of holiday decorations and work the City Department of Public Works performs before, during and after Sleighbell Weekend, the MOTION CARRIED with all in favor.

Revolving Loan for Duchon Insurance

There was a MOTION by Ms. Spore, supported by Ms. Kenny to provide a \$10,000 loan for exterior work on the Duchon Insurance building with an interest rate of 1.75% for a term of five years as part of the DDA's revolving loan program, contingent upon submittal of all required documentation and a clean title report. The MOTION CARRIED with all in favor.

337 River Street Facade Grant Project

The project has not yet started and the grantors requested an extension on the grant. After discussion, no action by the board was taken.

344 River Street (HDC Meeting and Letter to DDA Board)

The board reviewed the letter that was sent to them by the HDC in regards to the property at 344 River Street. Discussion followed that included conversations about updating our façade grant guidelines to better work with the HDC. The consensus was to write a letter of response to the HDC. Ms. Spore volunteered to draft a letter that Mr. Reau, Mr. Kay, and Mr. Ball would review and bring to the next board meeting for final approval.

Hops and Props 2015

Mr. Kay gave a report about the status and plans for the 4th Annual Event. He also stated that there were a few issues regarding the street closure from Councilman Jim Smith. These issues were from concerns that the Elk's Club was to have their Friday Night Fish Fry and the streets would be blocked off in front of the Club. Mr. Kay worked it out with the Police Department so that the street would instead be closed at the intersection of Pine and River Street and traffic diverted through the Senior Center Parking Lot. Councilman Smith also had concerns that the DDA was using City Services and not reimbursing the City. Mr. Kay informed the board that although City Services were not charged to the DDA this year, that next year this may change.

Quarterly Michigan Main Street Meeting

Mr. Kay informed the board that there was an upcoming Michigan Main Street Quarterly Meeting to be held in Hart, MI. Mr. Kay and Mr. Ball are planning to attend this meeting.

Administrative Staff Recommendations

The Search Committee made the recommendation to hire Ms. Heidi Loper at \$12/hour pending a clean background and consumer report. There was a MOTION made by Mr. Mohr, supported by Ms. Brooks to have Mr. Kay offer the position to Ms. Loper pending a clean background and consumer report. The MOTION CARRIED with all in favor.

Public Comment

None

Adjournment

There was a MOTION made to adjourn the meeting at 2:06pm. The MOTION CARRIED with all in favor.

**Special Board Meeting Minutes
October 6, 2015**

Call to Order

The Chair called the meeting to order at 12:01pm

Members Present

Brandon Ball, Barry Lind, Todd Mohr, Jeff Reau, Sara Spore

Members Absent

Valerie Bergstrom, Rachel Brooks, Colleen Kenny

Also Present

Patrick Kay (Executive Director)

Approval of Agenda

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

Public Comment

None

Review Search Committee's Recommendation to the Board

Mr. Kay provided an update on the Executive Assistant Search Committee's activities.

There was a MOTION by Mr. Reau, supported by Mr. Mohr to extend an offer of employment to Rachelle Hrachovina per the recommendation of the Search Committee. MOTION CARRIED with all in favor.

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 12:10 pm. MOTION CARRIED

Respectfully submitted on October 14, 2015

Barry Lind, Secretary

2015-10-06 minutes approved at the MSDDA meeting on: _____

MANISTEE MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY
September 2015 CHECK REGISTER

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
PAYROLL:				
16.09.2015	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR September 1 - September 15	\$ 2,375.00
01.10.2015	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR September 16 - September 31	\$ 2,375.00
CHECK REGISTER:				
03.09.2015	3238	Amor Sign Studios	Downtown Cart Signage and Restroom Sign	\$ 169.54
03.09.2015	3239	Jackpine Business Center	Office Supplies	\$ 1,131.08
03.09.2015	3240	Ludington Lock and Key	Deadbolt added to office	\$ 108.85
03.09.2015	3241	Manistee Area Chamber of Commerce	postage (April, May, June, July)	\$ 37.91
03.09.2015	3242	Manistee Restoration	installation of office cabinets	\$ 100.00
03.09.2015	3243	Pratte's Pro Lawn	Riverwalk Landscaping	\$ 3,753.33
03.09.2015	3244	Tom Noteware Communications	Install of phone lines	\$ 140.00
09.09.2015	3245	City of Manistee	1999 Yearly Bond Payment	\$ 130,775.00
11.09.2015	3246	CASH	Starting Cash for Hops and Props	\$ 900.00
15.09.2015	3247	Alliance Beverage	Alcohol for Hops and Props	\$ 4,675.57
15.09.2015	3248	Amor Sign Studios	Signage for Hops and Props	\$ 331.38
15.09.2015	3249	Ben Daniels Band	Void	\$ -
15.09.2015	3250	Fetch Brewing Co.	Alcohol for Hops and Props	\$ 295.00
15.09.2015	3251	Grand River Brewery	Void	\$ -
15.09.2015	3252	Imperial Beverage	Alcohol for Hops and Props	\$ 1,196.80
15.09.2015	3253	John Merchant Band	Void	\$ -
15.09.2015	3254	Lou Lou's Entertainment, LLC	VIP Tent Food	\$ 742.00
15.09.2015	3255	Ludington Beverage	Alcohol for Hops and Props	\$ 2,776.00
15.09.2015	3256	Monty Ashton	Entertainment for Hops and Props	\$ 250.00
15.09.2015	3257	Organized Chaos	Sound System for Hops and Props	\$ 500.00
15.09.2015	3258	Upper Tent Rental	Tent Rental for Hops and Props	\$ 2,233.95
15.09.2015	3259	Grand River Brewery	Void	\$ -
15.09.2015	3260	John Merchant Band	Void	\$ -
15.09.2015	3261	Ben Daniels Band	Entertainment for Hops and Props	\$ 650.00
15.09.2015	3262	Grand River Brewery	Alcohol for Hops and Props	\$ 418.70
15.09.2015	3263	John Merchant Band	Entertainment for Hops and Props	\$ 400.00
22.09.2015	no check	West Shore Bank	Security Token	\$ 20.00
22.09.2015	3264	Proctor's Custom Chrome Plating	Partile Vendor Fee Refund for Hops and Props	\$ 50.00
22.09.2015	3265	Action Termite and Pest Control	Removal of two wasp nest on Riverwalk	\$ 200.00
22.09.2015	3266	Amor Sign Studios	Traffic Signage for Hops and Props	\$ 126.60
22.09.2015	3267	Anderson, Tackman & Company, PLC	Annual Audit	\$ 1,500.00
22.09.2015	3268	C & W Portables	Porta potties for Hops and Props	\$ 500.00
22.09.2015	3269	Cardmember Services	Wahr Hardware (office expenses)	\$ 3.97
		(\$843.53)	USPS (Postage)	\$ 49.00
			Wahr Hardware (office expenses)	\$ 23.31
			USPS (Change of Address)	\$ 1.05
			Wahr Hardware (office expenses)	\$ 23.84
			Wahr Hardware (office expenses)	\$ 9.82
			Eco-Products (cups for Hops and Props)	\$ 102.00
			Amazon (hand truck for Hops and Props)	\$ 131.46
			State of Michigan (Liquor Lic. Fee)	\$ 50.00
			Wristband.com (Wristbands for Hops and Props)	\$ 116.60
			USPS (overnight mailing of Redev. Liquor Lic. App.)	\$ 22.79
			Blue Fish Kitchen (lunch with potential new brewery)	\$ 99.69
			Facebook (general advertising)	\$ 210.00
22.09.2015	3270	Charter Communications	Phone Internet and Number Transfer	\$ 119.97
22.09.2015	3271	City of Manistee	Bond Fee	\$ 750.00
22.09.2015	3272	Lucky Lizard Awards and Gifts	Plaque for Hops and Props Trophy	\$ 33.50
22.09.2015	3273	Ludington Daily News	Advertising for Sidewalk Sales	\$ 384.00
22.09.2015	3274	Manistee County Visitors Bureau	Prepayment for backpage ad in Visitor's Guide	\$ 3,149.00
22.09.2015	3275	Michigan Downtown Association	Annual Association Dues	\$ 200.00
22.09.2015	3276	Owens Builders, LLC	Watering Contract	\$ 1,625.00
22.09.2015	3277	Patrick Kay	Travel Expenses for Quarterly Meeting	\$ 92.00

MANISTEE MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY
September 2015 CHECK REGISTER

22.09.2015	3278	Sports Ink Screen Printing	Volunteer Shirts for Hops and Props	\$ 908.01
22.09.2015	3279	The Pioneer Group	Advertising for Hops and Props	\$ 298.88
24.09.2015	3280	Little River Band of Ottawa Indians	Rent for October 2015	\$ 500.00
24.09.2015	3281	Michigan Department of the Treasury	Sales Tax for Hops and Props	\$ 1,562.74
24.09.2015	3282	Ludington Beverage	Void	\$ -
24.09.2015	3283	Rightside Design	Website updating, design services for Hops and Props, online advertising for Hops and Props	\$ 3,136.86
30.09.2015	3284	City of Manistee	Void	\$ -
30.09.2015	3285	CNA Surety	Liquor Bond for Hops and Props	\$ 50.00
31.07.2015			TOTAL EXPENSES	\$ 172,385.20

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

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
248-411 · Allocation from Fund Balance	0.00	2,000.00	-2,000.00	0.0%
TIF Revenues				
248-404 · Delinquent Personal PropertyTax	554.69			
248-401 · TIF Revenue	217,404.44	277,380.00	-59,975.56	78.38%
248-403 · Delinquent Taxes	23,023.12	0.00	23,023.12	100.0%
Total TIF Revenues	<u>240,982.25</u>	<u>277,380.00</u>	<u>-36,397.75</u>	<u>86.88%</u>
Committee Revenues				
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%
Total 248-270 · Committee Revenue	<u>0.00</u>	<u>4,800.00</u>	<u>-4,800.00</u>	<u>0.0%</u>
Total Committee Revenues	0.00	4,800.00	-4,800.00	0.0%
Event Revenue				
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 Sponsorship	2,000.00	2,000.00	0.00	100.0%
248-291 · Boos,Brews&Brats Alcohol Sales	0.00	3,500.00	-3,500.00	0.0%
Total 248-290 · Boos, Brews & Brats	<u>2,040.00</u>	<u>7,750.00</u>	<u>-5,710.00</u>	<u>26.32%</u>
248-283 · Sleighbell				
248-289 · Sleighbell Miscellaneous Income	0.00	0.00	0.00	0.0%
248-286 · Sleighbell Sponsorships	18,875.00	20,000.00	-1,125.00	94.38%
Total 248-283 · Sleighbell	<u>18,875.00</u>	<u>20,000.00</u>	<u>-1,125.00</u>	<u>94.38%</u>
248-282 · Sidewalk Sales	0.00	0.00	0.00	0.0%
248-281 · Hops & Props				
248-288 · Hops & Props Admissions	22,888.62	18,000.00	4,888.62	127.16%
248-287 · Hops & Props Beer & Food	3,157.10			
248-285 · Hops & Props Miscellaneous	275.00	0.00	275.00	100.0%
248-284 · Hops & Props Sponsors	10,250.00	10,000.00	250.00	102.5%
Total 248-281 · Hops & Props	<u>36,570.72</u>	<u>28,000.00</u>	<u>8,570.72</u>	<u>130.61%</u>
Total 248-280 · Event Revenues	<u>57,485.72</u>	<u>73,050.00</u>	<u>-15,564.28</u>	<u>78.69%</u>
Total Event Revenue	57,485.72	73,050.00	-15,564.28	78.69%
248-664 · Interest Income	20.04	0.00	20.04	100.0%
248-642 · Miscellaneous Income	2.49			
Total Income	<u>298,490.50</u>	<u>357,230.00</u>	<u>-58,739.50</u>	<u>83.56%</u>
Gross Profit	298,490.50	357,230.00	-58,739.50	83.56%
Expense				

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

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Office Related Expenses				
248-700 · Office Space (Rent)	2,389.00	10,668.00	-8,279.00	22.39%
Phone/Internet	418.91			
New Office Expenses	0.00			
248-847 · Advertising	219.60	300.00	-80.40	73.2%
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%
248-866 · Meeting Hosting-Refreshments	0.00	600.00	-600.00	0.0%
248-861 · Credit Card Expense	44.22	200.00	-155.78	22.11%
248-865 · Training-Education-Conferences	0.00	500.00	-500.00	0.0%
248-859 · Printing & Reproduction	18.72			
248-858 · Miscellaneous-Office Related	468.24	300.00	168.24	156.08%
248-857 · Membership Dues	350.00	750.00	-400.00	46.67%
248-854 · Postage	109.70	350.00	-240.30	31.34%
248-853 · Office Equipment and Supplies	4,856.62	1,200.00	3,656.62	404.72%
248-863 · Travel	197.95	900.00	-702.05	21.99%
Total Office Related Expenses	<u>9,579.96</u>	<u>18,348.00</u>	<u>-8,768.04</u>	<u>52.21%</u>
Personnel Related Expense				
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-705 · Federal 941 Company Expense	908.44	4,500.00	-3,591.56	20.19%
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	11,875.00	57,000.00	-45,125.00	20.83%
Total 248-718 · Gross Salary - Director	<u>13,552.32</u>	<u>62,380.00</u>	<u>-48,827.68</u>	<u>21.73%</u>
Total Gross Salary - Director	<u>13,552.32</u>	<u>62,380.00</u>	<u>-48,827.68</u>	<u>21.73%</u>
Total Personnel Related Expense	<u>13,552.32</u>	<u>62,380.00</u>	<u>-48,827.68</u>	<u>21.73%</u>
Fee Related Expenses				
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	1,500.00	1,500.00	0.00	100.0%
248-903 · 1999 Bond Payment-Streetscape	131,525.00	139,750.00	-8,225.00	94.11%
248-902 · Legal Fees	477.00	0.00	477.00	100.0%
Total Fee Related Expenses	<u>133,506.04</u>	<u>141,400.00</u>	<u>-7,893.96</u>	<u>94.42%</u>
Design Committee RelatedExpense				
Riverwalk				
Additional Projects	200.00			
248-659 · Riverwalk Landscaping	3,753.33	22,500.00	-18,746.67	16.68%
Total Riverwalk	<u>3,953.33</u>	<u>22,500.00</u>	<u>-18,546.67</u>	<u>17.57%</u>
Signage				
248-663 · Traffic/Wayfinding Signs	59.75	700.00	-640.25	8.54%
Total Signage	<u>59.75</u>	<u>700.00</u>	<u>-640.25</u>	<u>8.54%</u>

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

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Hanging Baskets				
248-649 · Flowers	0.00	3,900.00	-3,900.00	0.0%
248-665 · Watering Contract	3,750.00	5,000.00	-1,250.00	75.0%
Total Hanging Baskets	<u>3,750.00</u>	<u>8,900.00</u>	<u>-5,150.00</u>	<u>42.14%</u>
248-653 · Holiday Decorations	0.00	8,000.00	-8,000.00	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%
Total Design Committee RelatedExpense	<u>7,763.08</u>	<u>57,300.00</u>	<u>-49,536.92</u>	<u>13.55%</u>
Economic RestructuringCommittee				
Biz 101 Educational Series	0.00	500.00	-500.00	0.0%
248-625 · Business Assistance				
248-627 · Business Recruitment	484.69	1,000.00	-515.31	48.47%
248-625 · Business Assistance - Other	0.00	0.00	0.00	0.0%
Total 248-625 · Business Assistance	<u>484.69</u>	<u>1,000.00</u>	<u>-515.31</u>	<u>48.47%</u>
Loan Expenses				
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%
Total Loan Expenses	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
Total Economic RestructuringCommittee	<u>484.69</u>	<u>2,000.00</u>	<u>-1,515.31</u>	<u>24.24%</u>
Organization Committee				
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%
Total Organization Committee	<u>408.98</u>	<u>7,848.00</u>	<u>-7,439.02</u>	<u>5.21%</u>
Promotions Committee Expenses				
248-751 · Promotions Committee Expense				
248-855 · Advertising	722.60	4,000.00	-3,277.40	18.07%
248-607 · Website Redevelopment	1,020.00	2,500.00	-1,480.00	40.8%
248-782 · Women's Wine & Chocolate Walk	0.00	6,000.00	-6,000.00	0.0%
248-775 · Boos, Brews & Brats	50.00	6,550.00	-6,500.00	0.76%
248-764 · Sleighbell Weekend	3,176.00	20,000.00	-16,824.00	15.88%
248-763 · Sidewalk Sales	721.00	500.00	221.00	144.2%
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	23,332.59	24,815.00	-1,482.41	94.03%
Total 248-751 · Promotions Committee Expense	<u>29,896.69</u>	<u>68,015.00</u>	<u>-38,118.31</u>	<u>43.96%</u>
Total Promotions Committee Expenses	<u>29,896.69</u>	<u>68,015.00</u>	<u>-38,118.31</u>	<u>43.96%</u>
Total Expense	<u>195,191.76</u>	<u>357,291.00</u>	<u>-162,099.24</u>	<u>54.63%</u>
Net Ordinary Income	<u>103,298.74</u>	<u>-61.00</u>	<u>103,359.74</u>	<u>-169,342.2%</u>
Net Income	<u><u>103,298.74</u></u>	<u><u>-61.00</u></u>	<u><u>103,359.74</u></u>	<u><u>-169,342.2%</u></u>

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet

As of September 30, 2015

	<u>Sep 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
248-008 · Money Market Account - WSB	98,751.75
248-000 · Checking - West Shore Bank	92,214.34
Total Checking/Savings	<u>190,966.09</u>
Accounts Receivable	
248-028 · Accounts Receivable	7,991.28
Total Accounts Receivable	<u>7,991.28</u>
Other Current Assets	
248-033 · Vogue Loan Receivable	200,000.00
248-031 · Nextworks Loan Receivable	2,499.94
Total Other Current Assets	<u>202,499.94</u>
Total Current Assets	<u>401,457.31</u>
TOTAL ASSETS	<u><u>401,457.31</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
248-202 · Accounts Payable	-994.88
Total Accounts Payable	<u>-994.88</u>
Other Current Liabilities	
248-210 · Payroll Liability	
248-213 · Michigan Unemployment	-0.15
248-212 · Michigan Withholding	79.69
248-211 · 941 Liability	633.38
248-210 · Payroll Liability - Other	-185.11
Total 248-210 · Payroll Liability	<u>527.81</u>
248-203 · Accounts Payable - Other	1,630.00
Total Other Current Liabilities	<u>2,157.81</u>
Total Current Liabilities	<u>1,162.93</u>
Total Liabilities	1,162.93
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,544.99
Total 248-392 · Designated Fund Balance	<u>78,544.99</u>
248-390 · Fund Balance	218,450.65
Net Income	103,298.74
Total Equity	<u>400,294.38</u>
TOTAL LIABILITIES & EQUITY	<u><u>401,457.31</u></u>

Tips for updating QuickBooks reports

You can export a report, change certain formatting, and reimport it into QuickBooks. QuickBooks will update and keep these changes:

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- 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 in the report. Use 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
TOTAL	
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 September 30, 2015

	<u>Sep 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Downtown Dollars Checking - WSB	3,647.88
Total Checking/Savings	<u>3,647.88</u>
Other Current Assets	
Downtown Dollars in Transit	19,230.00
Total Other Current Assets	<u>19,230.00</u>
Total Current Assets	<u>22,877.88</u>
TOTAL ASSETS	<u><u>22,877.88</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	6,305.00
Total Other Current Liabilities	<u>29,050.00</u>
Total Current Liabilities	<u>29,050.00</u>
Total Liabilities	29,050.00
Equity	
Unrestricted Net Assets	-6,172.53
Net Income	0.41
Total Equity	<u>-6,172.12</u>
TOTAL LIABILITIES & EQUITY	<u><u>22,877.88</u></u>

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6,905.67	
487.00	
487.00	
46,343.45	
21,596.71	Labor Diff

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

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet

As of September 30, 2015

	<u>Sep 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking - West Shore Bank	20,948.74
Total Checking/Savings	<u>20,948.74</u>
Accounts Receivable	
Accounts Receivable	703.13
Total Accounts Receivable	<u>703.13</u>
Total Current Assets	21,651.87
Other Assets	
Revolving Note Receivable	8,393.46
Total Other Assets	<u>8,393.46</u>
TOTAL ASSETS	<u><u>30,045.33</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	29,000.00
Retained Earnings	1,004.69
Net Income	40.64
Total Equity	<u>30,045.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>30,045.33</u></u>

Manistee Main Street Marketing and Promotions
Committee September 16

Call to order at 8:10

Minutes approved

Cherri will be secretary until assistant is hired

Nominate chair Carrie will nominate Jackie

also asking Barry to attend meetings

Ongoing events:

Hops and props all set for weekend

Boos brews and brats liquor approved

There will be afternoon 5 K trick or treating 3-5

Holiday decorations all set \$8000.00 DDA reimburses
the city

Design committee Manistee Inn approving plans for
outdoor bar have liquor license approved

Famous Flynns waiting HDC approval plan
opening Oct 3.

Friends of Downtown hoping to get this formed as
committee to beautify downtown

Old bookstore will be The Music Vault

Next meeting October 21 @ 8 a.m.

MANISTEE DDA – ORGANIZATION COMMITTEE
MONTHLY MEETING
SEPTEMBER 23, 2015
Blue Fish, Noon

Attendees: Todd Mohr, Valarie Bergstrom, Lee Trucks, Gini Pelton, Patrick Kay, Sara Spore

Meeting called to order by chair Sara at 12:10pm

Motion to approve minutes from June meeting as presented by Lee, 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. It was suggested that an entrance fee is paid. We are looking for a weekend. Patrick is going to check surrounding areas to see if the weekend before forest festival works.

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 sponsors and is moving forward. Patrick shared that there will be a table price as well as the .5K pub Crawl.

Organization Committee Chair: Val will begin chairing this committee.

Reviewed membership Patrick stated that The Design committee is working on a draft of this.

Patrick reminded the board that October 20th is the bi-annual Michigan Main Street evaluation at City Hall 9AM.

Adjourned 1:00pm

Next meeting 10/28/2015 at noon at the BlueFish

Draft submitted by Sara Spore

Economic Restructuring Committee

October 5th, 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 2:02 pm by Chairperson Brandon Ball

In attendance: Brandon Ball, Stacy Bytwork, T Eftaxiadis, Denise Blakeslee
Staff present: MSDDA Director Patrick Kay

3. **Approve Minutes:** T moved to approve the minutes with support by Stacy.

4. **Vacant Building Property Ordinance:**

Discussion about how to move forward with this. It was agreed that an informational package would be assembled for council to review to decide whether or not council would approve and ordinance of this nature.

5. **Redevelopment Liquor License:**

Patrick will email to the committee the draft application for all new applicants as requested by city council.

6. **Revolving Loan Fund:**

Stockyard – paid in full. The committee reviewed the additional information provided through the title search for Duchon insurance collateral. The committee was informed and felt that there was enough value on the Bittersweet Drive property to proceed. The committee is recommending to the board the approval of the loan for Duchon Insurance.

7. **Business Education:**

Spring workshops are in the planning stage including SBDC, HR consulting for small business, Joanne Cleaver, Blue Cross Blue Shield, and SBDC business counseling.

8. **Business Recruitment:**

Review of brewery recruitment package. Committee agreed that this package should be adapted for each area of business recruitment including a retail package as well as a restaurant package. The committee also agreed we will create a package that includes all of the benefits offered and services provided from the DDA and related organizations.

9. **New Business:**

Miss to Mrs Plus is considering moving to a different location downtown.

Adjourn: 3:15pm

Director's Report—October 14th, 2015

- Executive Assistant: Interviews
- Meeting with Rachelle to plan her new position
- Working with Brandon Jensen to create Restaurant Recruitment Packet; Retail Recruitment Packet; and complete list of all incentives/grants/etc. for new and existing businesses
- Jobs List is online and set up
- Updated Available properties list
- In the process of organizing our office
- Riverwalk Walkthrough with Design Committee
- 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 October
- Attending Design, Marketing & Promotions, Economic Restructuring and Sleighbell Committee Meetings
- Made presentation to Rotary Club about DDA
- Lunch Meeting with Councilman Mark Wittlieff
- Attended Quarterly Meeting of Michigan Main Street in Hart (September 14-15)
- Attended Tourism Training on September 16th
- Met with two businesses to review Revolving Loan Program
- Merchants Meeting on October 7th at City Hall