



**Board Meeting Minutes
April 9, 2014**

Call to Order

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

Members Present

Brandon Ball, Steve Brower, Rachel Estabrook, Colleen Kenny, Barry Lind, Jeff Reau, Lee Trucks, Shari Wild

Members Absent

John Smith

Also Present

Patrick Kay (Executive Director), Dianna Wall (Manistee Area Chamber of Commerce), Eric Sagonowsky (Manistee News Advocate)

Approval of Agenda

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

Public Comment

None

Approval of Minutes

There was a MOTION by Ms. Kenny, supported by Ms. Estabrook that the minutes from the regular meeting on March 5, 2014 be accepted as presented. MOTION CARRIED

Treasurers Report

It was noted that the March Check Register, the Balance Sheets and Profit and Loss Report had been previously distributed. Mr. Brower reviewed the reports.

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

Marketing & Promotions Committee

Mr. Lind reported the Co Op Program would have a similar structure to previous years. Discussion was held on the websites and graphic design.

Organization Committee

Mr. Trucks reported the Organization Committee met and discussed the volunteer site training. MS Creative Services is working on the PSAs, which will go out soon and the Volunteer Appreciation event, which will be held on May 7th at the Elk's Lodge.

Design Committee

The Design Committee Minutes had been previously distributed. Ms. Wild reported that committee would be scheduling a walk to review capital maintenance and design projects.

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The proposed Façade Grant Application and Guidelines had been previously distributed. There was a MOTION by Ms. Wild, supported by MS. Kenny, to accept the Façade Grant Application and Guidelines as presented. MOTION CARRIED.

Economic Restructuring Committee

It was noted the minutes from the Economic Restructuring Committee had been previously distributed. Mr. Ball reported Mr. Brower has taken a leave of absence from that committee and he will serve as Chair.

Old/New Business

Mr. Kay noted proposals for the TIF Renewal Plan were received from Spicer Group, Beckett & Raeder and Williams & Works. Discussion followed. There was a MOTION by Ms. Wild, supported by Mr. Brower, to accept the proposal from Beckett & Raeder for Tax Increment Finance and Development Renewal Plan s presented. MOTION CARRIED

Mr. Kay reported Northwestern Bank is changing to Chemical Bank and he requested to change the Manistee Main Street/DDA accounts to Shelby State Bank. Discussion followed. Consensus of the Board is that Mr. Kay drafts an RFP, which includes Downtown Dollars, check fees, etc. and submit it to banks located in the City of Manistee.

Mr. Kay noted the By Laws need to be changed to reflect the new meeting date. There was a MOTION by Ms. Wild, supported by Mr. Trucks that Article IV, Section 2. Regular Meetings of our Rules Governing the Manistee, Michigan Downtown Development Authority be amended so that from now on our regular meetings shall be held at 12:00 noon on the second Wednesday of each month at a location agreed to by the board. Upon approval of the board on said motion I request these minutes reflection our decision be accompanied by a letter to council asking them to adopt this amendment as required by Article XI Amendment to Rules. MOTION CARRIED

It was noted that the Budget needs to be submitted to City Council before their May 6th Meeting. A Special Board Meeting will be held, April 30th, 12 pm in Council Chambers to finalize the Manistee Main Street/DDA FY 2014-2015 Budget.

*Mr. Lind left the meeting at 1:00 pm; Mr. Ball left the meeting at 1:10 pm.

Discussion was held on expenses for Board Members to attend the National Main Street Conference. There was Motion by Mr. Reau, supported by Ms. Wild, that reasonable and customary expenses for a Board Member to attend the National Main Street Conference up to \$1,000 per Board Member be paid by Manistee Main Street/DDA. MOTION CARRIED.

Liquor Licenses for Women's Wine & Chocolate Walk

There was a MOTION by Mr. Trucks and supported by Ms. Kenny, that the application from the City of Manistee Downtown Development Authority for a special license to serve alcohol on Saturday, May 10 to be located at Reusch Jewelers, 395 River Street, Manistee Michigan be considered for approval. MOTION CARRIED.

There was a MOTION by Mr. Trucks and supported by Ms. Estabrook, that the application from the City of Manistee Downtown Development Authority for a special license to serve alcohol on Saturday, May 10 to be located at Port City Clipper, 78 Division Street, Manistee Michigan be considered for approval. MOTION CARRIED.

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There was a MOTION by Mr. Trucks and supported by Ms. Kenny, that the application from the City of Manistee Downtown Development Authority for a special license to serve alcohol on Saturday, May 10 to be located at Zoelle Consignment & Boutique, 431 River Street, Manistee Michigan be considered for approval.
MOTION CARRIED

Public Comment
None

Adjournment

There being no further business, there was a MOTION by Ms. Wild, supported by Mr. Trucks that the meeting be adjourned and the meeting was so adjourned at 1:25 pm.

Respectfully submitted on May 14, 2014

Dianna Wall, Recording Secretary

49 14 minutes approved at the MSDDA meeting on: _____