

DOWNTOWNMANISTEE

— michigan —

Board Meeting Minutes July 9, 2014

Call to Order

The Vice Chair called the meeting to order at 11:00 am.

Members Present

Brandon Ball, Valarie Bergstrom, Rachel Estabrook, Colleen Kenny, Barry Lind, Todd Mohr, Sara Spore, Shari Wild

Members Absent

None

Also Present

Patrick Kay (Executive Director), Dianna Wall (Manistee Area Chamber of Commerce), Lee Trucks (Jackpine Business Center)

Approval of Agenda

There was a MOTION by Ms. Estabrook, supported by Ms. Kenny, to accept the Agenda with one addition *Time Off for the Executive Director*. MOTION CARRIED

Public Comment

Lee Trucks thanked the Board for his award and noted, after 18 years it is time for new people and ideas. He will remain on the Organization Committee.

Election of 2014-2015 Officers

Chair

There was a MOTION by Mr. Lind, supported by Ms. Kenny, to nominate Ms. Wild as Chair for 2014-2015. MOTION CARRIED

Vice Chair

There was a MOTION by Ms. Kenny, supported by Mr. Mohr, to nominate Mr. Lind as Vice Chair for 2014-2015. MOTION CARRIED

Treasurer

There was a MOTION by Ms. Estabrook, supported by Mr. Mohr, to nominate Ms. Bergstrom as Treasurer for 2014-2015. MOTION CARRIED

Secretary

There was a MOTION by Ms. Estabrook, supported by Ms. Spore, to nominate Mr. Ball as Secretary for 2014-2015. MOTION CARRIED

Approval of Minutes

There was a MOTION by Mr. Lind, supported by Mr. Ball, to accept the June 11, 2014 Minutes as presented. MOTION CARRIED

Treasurers Report

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

Discussion was held on the checks wrote for music at the Farmer's Market. Mr. Kay noted on page 4 of the Profit & Loss Homegrown Saturday had budgeted \$4,630 to be used at farmers market for music. Brian Garcia submitted all the invoices to clear out for June because DDA will no longer pay for music July going forward.

Consensus of the Board is, it does not approve of paying for services that haven't taken place yet. Anything that has taken place before June should be paid for, music being played after June should not.

Mr. Kay noted the checks have been issued, but haven't been given to the musicians. Consensus of the board is to rescind all the checks after July 1st and have them returned. Mr. Kay will email Brian Garcia regarding returning the checks.

There was a MOTION by Ms. Kenny, supported by Mr. Lind to accept the Treasurers Report with changes, checks number 2658 through 2677, 2685, 2688, 2691 along with payroll deposits in June are approved. MOTION CARRIED

Marketing & Promotions Committee

It was noted the minutes from the Marketing & Promotions Committee had been previously distributed. The minutes were reviewed including: Cooperative Advertising Campaign, Women's Wine & Chocolate, Boos Brews & Brats, Hops & Props, and Sleighbell Festival. Mr. Kay noted Sidewalk Sales will be held August 8 & 9.

Organization Committee

It was noted the minutes from the Organization Committee had been previously distributed. The minutes were reviewed including: Committee chair, presentation to nonprofit organizations, quarterly newsletter, and new website.

Mr. Kay reported he is researching the volunteer software program to organize volunteers for events. The annual fee for CERVIS is \$1,800 and was due July 1, but has been extended a couple of weeks. He is currently taking training and when completed he will give his recommendation to the board.

Design Committee

It was noted the minutes from the Design Committee had been previously distributed. The minutes were reviewed including: The riverwalk railings are in sad shape, the committee is working with Mr. Deisch on RFP's. The committee has been in contact with contractor who painted the light poles with electrostatic process. Mr. Deisch attended the meeting and talked about the need for more bike racks, he will talk to the non-motorized committee. A \$2,000 grant was received for trees, Mr. Kay is researching pots for the trees, because the city will have to be able to haul them away during the winter. Discussion followed. This topic is tabled to the Design Committee.

Mr. Kay reported the Design Committee toured the riverwalk and came up with a punch list with 16 items that Jason Thompson has agreed to complete. The committee is researching 2 way traffic, letters and surveys are being sent to property owners and business owners to get their opinion. After the results are received 3 town hall meetings will be held to discuss the pros and cons of one way versus 2 way traffic.

Economic Restructuring Committee

It was noted the minutes from the Economic Restructuring Committee were distributed. The minutes were reviewed including: Developer Day, a presentation by Meijer on how it will affect businesses, the Live and Work publications. The Committee is researching examples of confidentiality agreements.

Old/New Business

Bank Account RFP

It was noted the RFP's from the local banks had been previously distributed in May 2014. The Organization Committee recommends accepting West Shore Bank's proposal.

There was a MOTION by Mr. Lind, supported by Mr. Mohr, to adopt the Organization Committee's recommendation to select West Shore Bank as the financial institution for Manistee Main Street/DDA. MOTION CARRIED. Ms. Bergstrom and Ms. Spore abstained

There was a MOTION by Ms. Kenny, supported by Ms. Estabrook, to authorize the newly elected Executive Board Members as signatories for Manistee Main Street/DDA. MOTION CARRIED

Ms. Wild reported the executive director 6 month evaluation forms were sent to Mr. Reau who is out of town.

Mr. Kay reported the Associate Level Main Street Practice Training will be held August 12, 2014. Manistee Main Street has received the highest level accreditation and has been asked to give a presentation to cities thinking about joining the program.

TIF Plan Update with Beckett and Raeder will be at the August Board Meeting. Mr. Kay reported the plan expires in 2019. The State of Michigan will be regulating TIFs more, so DDA is being proactive in making sure we are up to date.

Mr. Kay reported he will be taking vacation the first week in August.

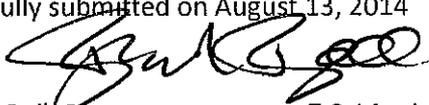
Public Comment

None

Adjournment

There being no further business, there was a MOTION by Mr. Lind, supported by Mr. Mohr that the meeting be adjourned and the meeting was so adjourned at 12:16 pm.

Respectfully submitted on August 13, 2014


Brandon Ball, Secretary

7 9 14 minutes approved at the MSDDA meeting on: 8/13/14