

# DOWNTOWNMANISTEE

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## Board Meeting Minutes November 12, 2014

### Call to Order

The Chair called the meeting to order at 12:02 pm.

### Members Present

Brandon Ball, Valarie Bergstrom, Barry Lind, Todd Mohr, Sara Spore, Shari Wild

### Members Absent

Rachel Estabrook (excused), Colleen Kenny, Jeff Reau (excused)

### Also Present

Patrick Kay (Executive Director), George Saylor (Gockerman Wilson Saylor & Hesslin PC - A Mika Meyers Bekett & Jones Law Firm), David Richards (Vanderwal, Spratto, & Richards, PC), John Iacoangelli (Beckett & Raeder), Chuck Haemker (Manistee County Library), Dianna Wall (Manistee Area Chamber of Commerce)

### Approval of Agenda

There was a MOTION by Mr. Ball, supported by Mr. Mohr, that the Agenda be accepted with one change, move item 7a. Create 501c3 above item 4. MOTION CARRIED

### Public Comment

Chuck Haemker, Executive Director, Manistee County Library introduced himself.

### Create 501c3

Mr. Saylor and Mr. Richards discussed the pros and cons of Manistee Main Street/DDA becoming a 501c3 non-profit organization.

### Approval of Minutes

There was a MOTION by Ms. Bergstrom, supported by Ms. Spore, that the minutes from the regular meeting on October 8, 2014 be accepted as presented. MOTION CARRIED

### Treasurers Report

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

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

### Marketing & Promotions Committee

It was noted that there were no minutes from the October Marketing & Promotions Committee meeting.

### Organization Committee

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

### Design Committee

It was noted the minutes from the Design Committee meeting had been previously distributed. The minutes were reviewed.

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Economic Restructuring Committee

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

Old/New Business

Advertisement in the Manistee Visitors Guide (\$3,024 full page back cover)

Discussion was held on the value of the partnership with the Manistee County Visitors Bureau and the distribution of the Manistee County Visitors Guide. There was a MOTION by Mr. Ball, supported by Ms. Bergstrom, to approve the Visitors Guide ad for \$3,024. MOTION CARRIED

12 Month Evaluation of Executive Director

Ms. Wild noted the evaluation forms for the executive director have been sent out.

Strategic Planning Retreat

It was noted the Strategic Planning Session will be held on January 14, 2015, 9 am at the Manistee County Blacker Airport. The facilitator will be Brittany Haskiew.

Audit

The Annual Audit was distributed to the Board.

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 1:50 pm.

Respectfully submitted on December 10, 2014

Brandon Ball, Secretary

11 12 14 minutes approved at the MSDDA meeting on: \_\_\_\_\_

Special Board Meeting  
Manistee Main Street DDA  
December 4, 2014  
Chamber/DDA Offices

Barry Lind called the meeting to order at 12:07pm

Attendance: Rachel Estabrook, Barry Lind, Valarie Bergstrom, Brandon Ball, Toddy Mohr, Jeff Reau (came later); Patrick Kay

Agenda was approved

There was no public comment

Consideration of Loan for Mitten Media, LLC (recommendation by ERC for approval with conditions) for \$10,000 out of Revolving Loan Program

Todd Mohr, Owner of Mitten Media, LLC explained his application and business, then exited the meeting for discussion.

Motion: To approve a recommendation to the board by the ERC (Loan Committee) for Mitten Media, LLC to receive a \$10,000 Loan out of the Revolving Loan Committee. Terms will be 1.75% interest rate fixed amortized over 5 years (\$270.53 monthly payment) with an optional 3 year balloon payment to be authorized by the ER Committee (Loan Committee). If option is not exercised Mitten Media, LLC will continue to make payments through the 5years.

Rachel Estabrook made the motion; Jeff Reau 2<sup>nd</sup>; all members voted in favor with Todd Mohr abstaining.

Barry Lind adjourned the meeting at 12:25pm