

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: _____