

**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 16<sup>th</sup>, Ladies' Night to be December 14<sup>th</sup>. 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 24<sup>th</sup>, 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 4<sup>th</sup> 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.