



Three Rivers DDA/Main Street October 3, 2014 City Hall @ 8:00 a.m.

1. Call to order
2. Approval of Agenda
3. Approval of Minutes
 - a. DDA Board – September 3, 2014
 - b. Organization Committee – September 9, 2014
 - c. Promotions Committee – September 10, 2014
 - d. Design Committee – September 17, 2014
 - e. E.R. Committee – September 18, 2014
4. Financial Report – August 30, 2014
5. DDA Board Transition
6. Citizen Comments
7. Director Comments
8. Action Items
 - a. Nominating Committee Procedures & Process
 - i. Nominating Committee Report
 - b. Processing DDA Invoices & Expenses
 - c. Compensation Package Adjustment
 - d. Committee Work Plans
 - e. Project Work Plans
 - i. Winter Decorations – Design
 - ii. Christmas Around Town – Promotions
 - iii. Image – Promotions
9. Next Regular Board Meeting: November 7, 2014
10. Adjournment

DDA Board Meeting Minutes
Three Rivers Downtown Development Authority
September 5, 2014

1. Call to Order

The meeting was called to order by Chair Zimont at 8:04 a.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Nancy Boyce	Tricia Meyer
Jeff Zimont	Danielle Moreland
Tom Miles	

Donna Grubbs and Doug Mitchell were absent

3. Approval of the Agenda

It was moved by Bippus and seconded by Moreland to approve the agenda. Motion passed 5-0.

4. Approval of the Minutes of August 1, 2014 and Committee Minutes

It was moved by Bippus and seconded by Moreland to accept the minutes. Motion passed 5-0.

5. Accept the Financial Report

It was moved by Moreland and seconded by Bippus to approve and accept the financial report as presented. Motion passed 5-0. Moreland asked about status of invoices for MMS pledges and Chair Zimont said they would be going out in the next month.

6. Citizen Comments

None

7. Executive Director Comments

Persky commented that there have been over 120 volunteer hours documented for the MMS program in the month of August which shows how much work is being done in regards to work plans and projects. He informed the Board he would be attending a MMS Manager's Retreat with the MMS staff. He also just recently became a Rotarian. Persky gave updates on businesses expanding (Colosseum – Main Street Fit-ness and UniQ – second location in Portage) and one business closing (Victoria's Cottage). Also commented on status of incoming Brewery.

8. Presentation

Jessy Lawrence presented a logo for a proposed Image Branding Campaign. It was discussed that the Downtown needed to have a positive image and a logo that would identify the Downtown apart from the rest of the community. The image was designed as a free service through MMS – Jessy has an extensive background in graphic design. The proposed image was shared via power point presentation and background was given as to the elements and how they were chosen. It was not favored by all so no action items were taken to adopt the logo but Jessy agreed to take feedback from the Board into consideration and propose a couple of more options. It was also discussed that the Merchant's would have the opportunity to give feedback. Final proposed images will be sent to Persky and presented at the October meeting with proposed Work Plan for Board Approval.

9. Discussion Items

- a. Chair Zimont shared document for Nominating procedure and process for Board members. Final draft will be presented to Board at October meeting for approval. Meyer suggested

clarifying that the procedure is both for vacancies and for new terms. There was discussion in regards to the bylaws and how many Board members were needed for full Board representation. Chair Zimont will clarify with Bippus if he is replacing Shingledecker.

- b. Chair Zimont shared document in regards to procedure for processing DDA expenses. Final draft will be presented to Board at October meeting for approval. Meyer suggested clarifying workers compensation aspect of vendor payments. Chair Zimont will ask Cathy Lawson about this and add it to final draft.
- c. Work Plan Progress-
 - Committee Wish Lists were reviewed. The board agreed that baseline assessment recommendations were all covered.
 - Committee Work Plans were reviewed. It was discussed that final work plans would be submitted to the Board at the October meeting.
 - Project Work Plan - Board reviewed and evaluated the work plan for Design Committee - Winter Decorations – approved with some general feedback.

10. Action Items

There were no action items.

11. Next Meeting – October 3, 2014 at 8 a.m.

12. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 10:54 a.m.

Respectfully submitted,

Tricia Meyer

Tricia Meyer

Acting Secretary, Three Rivers DDA/Main Street

Promotions Committee Minutes
THREE RIVERS DDA/MAIN STREET
Wednesday, September 10th @ 8:00 a.m.

1. Call to Order:
The meeting was called to order by Chairman Meyer at 8 a.m.

2. Roll Call:
The following members were present: Tricia Meyer, Doug Mitchell, Heather Martell and Brian Persky. Peggy Deames from Love Your Mother was also in attendance.

3. Approval of Agenda:
Agenda was approved.

4. Citizen Comment:
There were no citizen comments to report.

5. New Business:
 - Work Plan updates:
 - Image Branding - final workplan will be presented at October meeting. Jessy sent revisions to the original design which will be shared with the Merchant's group.
 - Heritage Walk - the event will be postponed until the Spring in order to allow more time to properly plan. Discussion was had around timing the event with the Historic Preservation Week and working with the HDC.
 - Chill Out - no final work plan to be presented yet.
 - Christmas Around Town: The proposed work plan was reviewed and a list of priorities and the wish list were discussed. There was also quite a bit of conversation on how the Promotions Committee could work closely with the Merchant's this year and how we could make the event a register ringing day. The theme for Merchant's "Miracle on Main Street" was discussed and will be incorporated. Brian and Tricia will attend the next Merchant's meeting to discuss ideas with the merchant's and the budget will be revisited by October meeting.

- 6: Next Meeting:
October 8th at 10 a.m.

Design Committee Meeting Minutes
Three Rivers DDA/Main Street
September 17, 2014 @ 8:30 AM

Members present: Nancy Boyce, Larry-Michael Hackenberg, Mary Miholer O'Connor, Georgina Shafer, Anna Smith, Teresa Cylak and Alyce Bode
Members absent: Curt Penny, Jim Sherman, Dave Stewart and Peggy Deames
Staff/other: Brian Persky

- I. Call to order:
Meeting was called to order at 8:35 by Nancy.

- II. Approval of Agenda:
The agenda was approved

- III. Miracle on 34th Street:
The downtown windows were discussed to carry the theme we will use a workplan to organize it with Mary, Georgina and Alyce as co-managers. They will work to get volunteer groups to help and will develop a task list for do's and don't's, i.e., how to get keys, how to monitor set-up and tear-down, etc. Brian will contact owners and get permission to use their windows. . We will contact Armstrong and other businesses to see if they want to help or have decorations we can use and give back for storage.

- IV. Workplan from last meeting:
Anna did a great survey of downtown and strongly suggested that we put our effort into things we see and we will plan to make some changes (Christmas tree, etc.) for next year. We will get an aerial map and an acetate overlay so we can plan for decorations. Larry-Michael suggested that we include Spanish in our wording for the windows and signage. The color of the lights was discussed and Nancy will see what she can get.

- V. Basement:
The group looked at the supplies in the basement.

- VI. Ajournment:
The meeting was adjourned at 10:30.

ERC Committee Meeting Minutes
Three Rivers DDA
September 18, 2014 @ 8:00 a.m.

Members present: Rob Vander Giessen Rietsma, Paul Shingledecker, Bob Sills, Danielle Moreland
Members absent: Tom Meyer, Diana Degraaf & Dave Allen
Staff/Other: Brian Persky

I. CALL TO ORDER

Moreland called then meeting to order at 9:06 a.m.

II. APPROVAL OF AGENDA

No additional items were added.

III. OLD BUSINESS

Volunteer Recruitment

Discussion on significance of building up the committee

IV. NEW BUSINESS

Work Plan Development

As a group we reviewed the ERC project work plans to discuss items that should be included for the full DDA board to review. Paul discussed traffic calming techniques; Bob discussed the welcome packets for new businesses and the need for a recruiting plan & Rob mentioned that he is waiting on the Design committee to make contact in regards to the owner/resident inventory list.

V. ADJOURNMENT

The meeting was adjourned at 9:25 a.m.

Nominating Procedures and Process

October 3, 2014

The Nominating Process is established by the Three Rivers DDA/Main Street Board of Directors in an effort to assist the Three Rivers City Manager prior to when appointments need to be made to the Board, in accordance with the DDA bylaws (Public Act 197). The process applies to both vacancy appointments and term expirations.

The Executive Committee, plus the City Manager, will act as the Nominating Committee. The Nominating Committee, as well as the Executive Director should undertake the recruitment process at any time a vacancy develops in order to maximize the pool of qualified candidates.

The list of names will be reviewed by the Nominating Committee of potential candidates to be appointed as DDA Board members. Per the DDA bylaws, this list will be reviewed to identify those that would best fit as new board members with a focus of maintaining the balance of representation of the board. This representation shall take into account business owners, property owners, and residents within the DDA footprint, those working within the footprint, and those working for organizations outside the DDA footprint.

Members of the Nominating Committee will fill out the candidate form which will include the nominee's contact information, degrees, honors, community service, hobbies or interests, place of employment, place of residency, and why this person would be a good member for the DDA Board.

After reviewing this list and selecting the best candidate, the Nominating Committee will approach the individual to determine if they would have an interest to serve on the DDA Board. A discussion will take place with the candidate to review the duties of board members, how the board conducts business, personal responsibilities as board members, attendance requirements, how votes are regulated and other important areas that a Board member should know. A copy of the DDA bylaws will be given to the candidate if they show interest. Candidates will be given an opportunity to ask questions.

If the individual does express interest, this name will be recommended to the full DDA Board as a nominee that, upon board vote, will be recommended to the City Manager. The City Manager will take the recommendation into consideration for appointment to the Board.

**Nominating Committee Report
Three Rivers DDA
Friday, September 26 @ 8:00 a.m.**

Present

Joe Bippus (City Manager)
Danielle Moreland (Vice Chair)
Tricia Meyer (Secretary)
Doug Mitchell (Treasurer)
Brian Persky (Executive Director)

Vacancies

Jeff Zimont (Chair) – term expires 3/2015
Paul Shingledecker – term expires 3/2017

Notes

- Reviewed DDA bylaws
- Reviewed proposed Nominating Procedures & Policies
- Discussed candidate pool
- Discussed timeline

Determined Needs

- Balanced representation
- Organizations within the DDA district
- Stake of downtown from within the community
- Varying backgrounds/perspectives
- Actively engaged

Processing DDA invoices and expenses

October 3, 2014

All purchases and expenses to be paid shall be limited to the following persons:

- Executive Director
- Board Chairperson
- Treasurer

All expenses to be paid shall be requested by a written invoice from the vendor, supplier, or service provider.

All vendors, suppliers, or service providers shall supply the DDA with a W-9 form which states their Tax ID number or their Social Security number.

If the provider is an individual performing the service on City of Three Rivers/DDA property, a "Sole Proprietor Form" shall accompany the invoice.

If a service is being provided by a non-sole proprietor, a copy of the vendor's workers compensation insurance and liability insurance must be provided.

Whenever possible, payment will be made directly to the entity which supplied the service or product.

There shall be no payment for alcoholic beverages unless previous written approval is granted by the City of Three Rivers' insurance agent.

Exhibit 1

Compensation Package

July 1,2014

	Prev.	Adj.	
Salary	\$ 35,000.00	\$ 35,000.00	
Medical Stipend	\$ 6,500.00	\$ 6,500.00	
Retirement Benefit (3.0% of salary)*	\$ 1,050.00	\$ 1,245.00	
FICA employer match (7.65%)*	\$ 2,678.00	\$ 3,174.75	
Worker's Comp Insurance Premium**	\$ 500.00	\$ 350.00	
Employee Leasing fee	\$ 3,000.00	\$ 3,000.00	(flat amt)
	<u>\$ 13,728.00</u>	<u>\$ 14,269.75</u>	
Total	\$ 48,728.00	<u>\$ 49,269.75</u>	

*Previous numbers did not include medical stipend, adjusted numbers include medical stipend.

**Added to City of Three Rivers plan (better rate)

\$541.75 difference