

**DOWNTOWN MERCHANTS ADVISORY COMMITTEE
COUNCIL CHAMBERS – 429 'C' STREET**

MEETING OF FEBRUARY 8, 2012

**THE REGULAR MEETING OF THE DOWNTOWN MERCHANTS
ADVISORY COMMITTEE, SCHEDULED FOR WEDNESDAY,
FEBRUARY 8, 2012 IS CANCELLED. A REGULAR
DOWNTOWN MERCHANTS ADVISORY COMMITTEE
MEETING IS SCHEDULED TO BE HELD ON WEDNESDAY,
MARCH 14, 2012 AT 6:15 P.M.**

I, Brenda Martin, Downtown Coordinator, do hereby declare that the foregoing cancellation for the Downtown Merchants Advisory Committee regular meeting of Wednesday, February 8, 2012 was posted on the outside bulletin board located at City Hall, 119 Fox Street on Wednesday, February 8, 2012 at 11:15 a.m.

Brenda Martin
Downtown Coordinator

**DOWNTOWN MERCHANTS ADVISORY COMMITTEE
COUNCIL CHAMBERS – 429 “C” STREET
Regular Meeting
Wednesday, February 8, 2012 – 6:15 p.m.**

AGENDA

CALL TO ORDER:

Public Comments and Inquiry (Limited to 3 minutes per person):

Discussion / Action Items:

1. Approval of minutes-January 11, 2012/December 14, 2011/October 6, 2011
2. Fast Credit Union-Spreadsheet on expenses -January 2012
3. Fast Credit Union Statement-December
4. Pot-luck Thursday March 8, 2012
5. Pizza Fest Slice
6. Kings County Homecoming
7. Sign Ordinance

Other Business:

Adjournment:

Notice of ADA Compliance: If you or anyone in your party needs reasonable accommodation to attend , or participate in any Downtown Merchants Advisory Meeting, please make arrangements by contacting the Lemoore Chamber of Commerce office 24 hours prior to the meeting. They can be reached by calling 924-6401 at least 24 hours prior to the meeting or by mail at 300 “E” Street, Lemoore, CA 93245.

Any writings or documents provided to a majority of the Downtown Merchants Advisory Committee regarding any item on this agenda will be made available for public inspection at the City Clerk’s Counter at City Hall located at 119 Fox Street, Lemoore, CA during normal business hours. In addition, most documents will be posted on the City’s website at www.lemoore.com.

CERTIFICATION OF POSTING

I, Brenda Martin, Downtown Coordinator for the City of Lemoore, do hereby declare that the foregoing agenda for the Lemoore Downtown Merchants Association Regular Meeting of Wednesday February 08, 2012 was posted on the outside bulletin board located at City Hall, 119 Fox Street prior to 6:15 p.m. Friday, February 03, 2012.

Brenda Martin, Downtown Coordinator

Minutes of a Regular Meeting of the
Downtown Merchants Advisory Committee
January 11, 2012

ATTENDANCE:

Chairman; Michele McGee, Vice Chairman; Michael Daniel, Megan Walker, Chris Brazil, John Miller, Gary Ramos, Redevelopment Project Manager; Judy Holwell

ABSENT:

Linda Bumpus

PUBLIC COMMENT AND INQUIRY:

There was no comment.

APPROVAL OF MINUTES:

Tabled

CONFERENCE REPORT:

Coordinator Martin suggests a gathering of merchants to become better acquainted, collect email addresses. Pot luck scheduled for March 8, 2012. Subcommittee is Committee Member: Megan Walker and Committee Chairman: Michele McGee
Plates/soda/water will be provided by DMA. Produce sign ordinance at next meeting. Submit a letter to City Council requesting approval to start up a Face Book page, design this page to inform the public of Downtown events and other happenings and a place to look up information about the Downtown Lemoore.

FAST CREDIT:

Coordinator Martin to produce running balance on spreadsheets
Current balance: \$9784.97 checking/\$25.00 savings

DOWNTOWN QUARTERLY UPDATE:

Committee members reviewed Downtown Coordinator's quarterly report and requested to review report each quarter. 2011 Quarter amount due: \$3322.00

PBIA BUDGET REVIEW:

Committee members reviewed Downtown Coordinator Martin's hourly wage and confirmed 10 hours per week on an average is allowed. Supply committee with budget breakdown at every meeting. Reviewed budget and categories

RDA UPDATE:

Redevelopment Project Manager; Judy Holwell presented status report on the RDA

2012 EVENTS:

4 events have been planned for the year 2012
March 8 - Merchant Pot Luck "Meet Your Neighbors"
May 18th - Kings County Home Coming-Street Party
October 27th - Halloween Street Party
November 10th - Holiday Stroll
Outside vendors will be allowed at Street Parties - May/October

ORDINANCE REVIEW:

Conditional use permit; Tabled

OTHER BUSINESS:

None.

ADJOURNMENT:

At 8:29 p.m. the meeting adjourned.

Full digital audio recording is available.

Approved the ____ day of _____, 2011.



Michele McGee, Chair

Brenda Martin, Downtown Coordinator

Minutes of a Regular Meeting of the
Downtown Merchants Advisory Committee
December 14, 2011

ATTENDANCE:

Michele McGee, Linda Bumpus, Michael Daniel, Megan Walker, Chris Brazil, John Miller, Gary Ramos, Redevelopment Project Manager; Judy Holwell

PUBLIC COMMENT AND INQUIRY:

There was no comment.

ADMINISTER OATH OF OFFICE:

City Clerk Lima administered the oath of office to all Downtown Merchants Advisory Committee members

ELECTION OF OFFICERS:

City Clerk Lima administered election of officers

Chairman; Michele McGee
Elected by committee members;

Ayes; Linda Bumpass, Michael Daniel, Megan Walker, Chris Brazil, Gary Ramos, John Miller

Nay; Michele McGee

Vice Chairman; Michael Daniel
Elected by committee members;

Ayes; Linda Bumpass, Michael Daniel, Megan Walker, Chris Brazil, Gary Ramos, John Miller, Michele McGee

POLICY OF REVIEW:

City Clerk Lima reviewed Administrative Policy 2011-01 with the committee

COMMITTEE MEMBER TERM LENGTH:

Motion made to increase committee member term length to a 2 year term, with half the committee serving on alternating expiration dates

It was moved by Committee Member John Miller

Seconded by Vice Chairman Michael Daniels

Ayes: Linda Bumpus, Michael Daniels, Megan Walker, Chris Brazil, Gary Ramos, John Miller, Michele McGee

1 year term: Miller, Ramos, Bumpus

2 year term: McGee, Brazil, Walker, Daniels

FAST CREDIT:

Explanation of accounts, Brenda to present spreadsheet of 2011 account activity at next meeting, November ending balance \$5263.18

PBIA BUDGET REVIEW:

Downtown double tax approximately \$8,000-\$12,000 per year
On a monthly bases Muzak and flower beds are paid out of the PBIA account. Any money left over will roll over to the next year
Next meeting supply budget breakdown and every meeting there after

2012 STREET PARTIES:

2011- Street Party re-cap/lighting/location.
Debbie Romerosa commented on safety in Downtown Lemoore and concerns about the public restrooms located in the Plaza Park. Cameras in the Park were suggested. Volunteers needed for future events; Girl Scouts, Boy Scouts, Churches etc...

2012 OTHER ACTIVITIES:

Discuss further at January meeting list on Agenda

HOLIDAY STROLL WRAP-UP:

\$4750.32 Spent on this event minus the sponsorships collected to help pay for postage. Take different approach on sponsorships approach with full schedule early in the year instead of asking several times per year

TABLE LINENS:

All linens have been returned-when loaned out in the future they must be returned clean (\$1.00 per pound at Clean Time Laundry)
A check out sheet has been developed

ORDINANCE REVIEW:

Tabled

OTHER BUSINESS:

Coordinator Martin to make report on:
DMA conference
How to start up a business

ADJOURNMENT:

At 8:15 p.m. the meeting adjourned.

Full digital audio recording is available.

Approved the ____ day of _____, 2011.

Michele McGee, Chair

Brenda Martin, Downtown Coordinator

Minutes of a Special Meeting of the
Downtown Merchants Advisory Committee
October 06, 2011

ATTENDANCE:

Chair; Michele McGee, Committee Members Chris Brasil, John Miller, Gary Ramos

ABSENT:

Michael Daniel

PUBLIC COMMENT AND INQUIRY:

There was no comment.

STREET PARTY UPDATE:

9/24/2011-There is inventory left from September 24th, over all, the event was successful. The entertainment: Doug "Madman" Mayhle from 5-7 p.m. was a good choice. The Karaoke contest from 7-10 p.m. was also a hit, 48 participants signed up for the Karaoke Contest. \$100.00 Downtown Bucks were awarded to the winner. All chairs were accounted for.

10/29/2011-Coordinator Martin to request location revise to Mayor and City Council Members. (Same location as 9/24/2011)
The 2nd Street Party to be held on October 29th - Music by: "Vinyl"
7-10 p.m. there will be trick or treating up until 6 p.m., encouraging all merchants to participate, costume contests, haunted house, games and prizes, coloring contest, bounce house for kids, at the cost of \$5.00 (one price-entire evening). The DMA merchants are requesting to be the only drink vendor at this event and are now allowing outside vendors. For this street party we need to increase security to 3 guards instead of 2.

MOTION - CHAIR REIMBURSEMENT:

Motion made to pay the City of Lemoore for missing chair reimbursement in the amount of \$210.33

It was moved by Committee Member Chris Brazil, seconded by Committee Member John Miller,

Ayes: Chris Brazil, John Miller, Gary Ramos, Michele McGee

HOLIDAY STROLL:

Merchant sponsorship letter reviewed. Letter to be hand delivered to merchants by Brenda and John, seeking \$50.00 sponsorship to recoup mailing cost of flyers. Encourage merchants to participate. Activities: Fire Truck Rides, Gingerbread Contest, Entertainment 3:00 p.m.-7:30 p.m., & Pictures with Santa. Distribute posters throughout Lemoore, Hanford and surrounding areas. Submit banner request to Ray Greenlee to hang pole banners for the holiday season. Additional pole banners need to be ordered for other seasons of the year.

OTHER BUSINESS:

None

ADJOURNMENT:

At 8:07 p.m. the meeting adjourned.

Full digital audio recording is available.

Approved the ____ day of _____, 2012.

Michele McGee, Chair

Brenda Martin, Downtown Coordinator