

DDA Regular Meeting Minutes  
Wednesday, October 11, 2017  
Government Center, 315 Bridge Street

1. Meeting called to order @ 6:31 by Thomas.
2. Roll Call  
Present: Fitzpatrick (arrived 6:35), Haley, Knecht, Janisse, Simpson, Thomas, Wittbrodt, Witte  
Absent: Wayne  
Also present: Bill Cooper
3. Welcome New Board Member - Karen Simpson
4. Approval of Agenda  
Motion by Wittbrodt, second by Knecht to approve with one modification - Approval of Minutes should read Sept. 13, 2017. Motion carried.
5. Approval of Minutes of Regular Meeting of September 13, 2017.  
Motion by Wittbrodt, second by Witte. Motion carried.
6. Public Comment - Laura Savoy reminded all of 'Fall Farmers Market' starting Friday, at HERTHA.
7. Treasurer's Report - no questions.
8. Coordinator's Report - Baker was unable to attend due to conflicting event in East Jordan.
9. Sub Committee Reports
  - a. Events Committee
    - i. Approval of Minutes - None.
    - ii. Update - Haley updated that two meetings were held today so as to include as many members as possible and get all input. Working on 'Shop Local' (Sat. Nov. 25) and 'Holiday Open House' (Sat. Dec. 9) which will be 2 separate events this year. Previously these had been combined but merchants found more fun was being had than shopping.
  - b. Infrastructure
    - i. Approval of Minutes - Motion by Haley, second by Wittbrodt. Motion carried.
    - ii. Update - Holiday Lights - Previous contract has expired. DPW, Beautification and DDA have been working on plan and quotes to hang real garland, lights, bows, 10 new snowflake motifs and branch wrapping of 20 River Street trees. DPW budget is approx. \$4000. Beautification has offered to purchase garland and bows (cost of \$2500). Depending on the extent of the plan, there is still a considerable shortfall. DDA does not currently have monies in their budget to cover this expense. Wittbrodt has contacted a local individual willing to hang the garland at a more affordable price but hasn't received a quote to date. Haley can reach out to Shine for a revised quote. Motion by Wittbrodt, second by Haley to continue discussion at Special meeting set for Friday, Oct. 13, 8 a.m. and look at any new options.

- c. Business Development
  - i. Approval of Minutes - Motion by Wittbrodt, second by Haley. Motion carried.
  - ii. Update - No update.
  
- 10. Unfinished Business
  - a. Vice Chair Election - Motion by Haley to nominate Simpson. Simpson declined nomination. Motion by Simpson to nominate Wittbrodt. Wittbrodt excepted nomination. Second by Haley. Motion carried.
  - b. Project Updates
    - i. Facade Grant - no updates
    - ii. TC to Charlevoix Trail - Still looking for funding for preliminary engineering plan. Some pledges have come in but guesstimate is \$50K is needed. Amanda has a call in to Tribe as to status of grant request.
  - c. Speedway Lease Revenue - Janisse updated that Amanda will be presenting this to council at the Monday meeting.
  
- 11. New Business
  - a). Letter of Support for Library Expansion - Janisse will abstain from discussion and vote. Thomas asked if board wanted to provide an official letter of support from DDA as a whole. Witte noted DDA mission and vision statement are in alignment with Library case proposal, and voiced his support. Wittbrodt noted the architects proposal was very impressive and addressed the many residents' concerns. Cooper clarified that no cost or budget has yet been determined for the project. Mary Lobisco from the audience commented that she was concerned about project costs. Motion by Haley, second by Wittbrodt for the board as a whole to provide formal letter of support for the Library to continue with their expansion plans. Roll call vote taken. In favor; Haley, Wittbrodt, Witte. Nays; Fitzpatrick, Knecht, Thomas, Simpson. Janisse abstained. Wayne was absent. Motion failed.
  
- 12. Public Comments - Trish Perlman noted there is a Library Board meeting coming up. Haley asked for clarification on DDA board member requirements. Policy states that only one member has to actually live in the district and 5 members should have an interest in downtown but, the rest of the members do not need to meet those requirements. Thomas mentioned NLEA is having a New Business Night.
  
- 13. Adjournment
  - Motion by Knecht, second by Haley to adjourn the meeting at 8:25 p.m.. Motion carried.

Minutes submitted by Carol Haley