

DDA Regular Meeting Minutes
Wednesday, November 8, 2017
Government Center, 315 Bridge Street

1. Meeting called to order @ 6:31 by Thomas.
2. Roll Call
Present: Fitzpatrick, Haley, Knecht, Janisse, Simpson, Thomas, Wayne, Wittbrodt, Witte
Also present: Amanda Baker, Bill Cooper
3. Approval of Agenda
Motion by Knecht, second by Wittbrodt to approve. Motion carried.
4. Approval of Minutes of Regular Meeting of October 11, 2017.
Motion by Wayne, second by Knecht to approve. Motion carried.
5. Public Comment - General Public - None
6. Treasurer's Report - Cooper noted that a \$16,100 revenue item was added to the budget. This is half of the Speedway Lease revenue collected to date which Village Council voted to direct into the DDA budget. Additionally, \$700 per month will continue to come in, through Feb. 2018, at which time Council would like the board to again make an appeal for this revenue. The lease will continue for another 4 years but can be terminated at any time by either Speedway or the Village so is not guaranteed. This money has been earmarked for a 5 year infrastructure plan.
Attachment 16 refunds; after discussion with the county, the calculation was again reviewed and clarified. The net result of this is that our expenses will be approximately \$5000 less each year.
Motion by Knecht, second by Fitzpatrick to accept Treasurer's Report. Motion carried.
7. Coordinator's Report - Baker has been working with village on 2018 budget and attachment 16 reimbursement. Has done some research on the RDA liquor license.
8. Sub Committee Reports
 - a. Events Committee
 - i. Approval of Minutes - Motion by Haley, second by Wayne with date correction. Motion carried.
 - ii. Update - Haley reported much work is being done focusing on Shop Local and HOH, both coming together smoothly with Holly's assistance. Request will need to be made to FD/ Council for warming barrels and street closure. Additionally, the committee will be holding an informational meeting for merchants.
Janisse cautioned about having a quorum present at our committee meetings and it was noted that ideally non-board members would be involved.
 - b. Infrastructure
 - i. Approval of Minutes - Motion by Witte, second by Wittbrodt. Motion carried.
 - ii. Update - Thomas reported that Corbin Design did an excellent presentation on Wayfinding.

They have given a preliminary estimate for evaluation and planning which was higher than expected. Budget items identified were Cedar Street sidewalk, christmas lights, bridge planters, Ames St. lighting. Tilley is scheduled for a maintenance wash.

- c. Business Development
 - i. Approval of Minutes - No minutes to approve.
 - ii. Update - Baker reported the committee had just met earlier this day. Plan to establish a connection with SCORE and connect with interested business owners.

- 9. Unfinished Business
 - a. Project Updates
 - i. Facade Grant - Work has started on Nifty Things and Starboard Inn.
 - ii. TC to Charlevoix Trail - No response from Tribe to date.
 - b. Speedway Lease Revenue - Baker confirmed Coopers comments that Council has approved our request and money has been transferred but, we will need to appeal to council for this to continue.

- 10. New Business
 - a. Budget Planning - The monies we have (excluding Speedway Lease monies which are earmarked specifically for infrastructure) are estimated to be approximately \$10000. Committees need to work on their priorities and specifics for their expenditures including donation revenue to bring back to board, starting with a 50/30/20 breakdown.
 - i. Committee Priority Lists
 - a. Events - Events Coordinator, events to include; HOH/Shop Local, Fashion Show, new fall event (Oct.), new winter event (Feb.), Art Rapids event.
 - b. Infrastructure - Cedar Street sidewalk, holiday lights, sidewalk cleaning, way finding, trash bins, US 31 bridge planters,
 - c. Development - Mini-grants, Meeting facilitation.

- 11. Public Comments - None

- 12. Adjournment
 - Motion by Wayne, second by Fitzpatrick to adjourn the meeting at 8:05 p.m.. Motion carried.

Minutes submitted by Carol Haley