

Approved 2/21/18
DDA Regular Meeting ~~Minutes~~ Minutes

Wednesday, January 10, 2018
Government Center, 315 Bridge St

1. Meeting called to order @ 6:33 by Thomas
2. Roll Call
Present: Fitzpatrick, Knecht, Scram, Simpson, Thomas, Wittbrodt
Excused: Excused: Haley, Janisse, Witte, Wayne, Werner
3. Approval of Agenda
Motion by: Fitzpatrick, Second by Knecht – Motion Carried
4. Approval of Minutes of Regular meeting of December 13, 2017
Motion by: Knecht, Second by Scram – Motion Carried
5. Public Comment – Correction to misspelled last name in public comment section of prior meeting, Partner in new Yoga studio is Jan Boettcher. Trisha commented on lovely Christmas and Hannukah wishes expressed in the Elk Rapids Press as well as the beauty of the decorations in town.
6. Treasurers' Report – No new information
Motion by: Knecht, second by Fitzpatrick to approve as presented – Motion carried
7. Coordinator's Report – Baker reported that she is preparing for the Annual Report. The budget has been submitted with line items included. Baker is searching a new grant list for new grant opportunities.
Motion by: Knecht, second by Fitzpatrick – Motion Carried
8. Committee Reports
 - A. Events Committee
 1. Motion by Wittbrodt, second by Scram to approve minutes from 01/03/18 meeting
Motion Carried
 2. Next event – Pajama Party, to be handled by merchants
 3. Future event planning to Include Chili Cook-Off, Fashion Show, and Fall Food Festival to be discussed at next Event Meeting
 - B. Infra-Structure
 1. Motion to approve minutes from prior meeting by Wittbrodt, second by Scram
Motion Carried
 2. Update – Looking for grants with Baker, Beautification Committee will spearhead and DDA will help. There are three choices for trash bins. Brad/ERDPW to make selection. Use money from Speedway if it is in the budget. Welcome sign discussed. After proper planning, grant dollars would likely be the source to cover the cost. Discussion on sidewalk cleaning going forward. Should merchants contribute? Is it a DDA job?

C. Business Development

1. Motion by Wittbrodt, second by Scram to approve minutes of January, 2018 meeting – Motion Carried
2. Update – Simpson working on communication with merchants and their customers using email blasts, etc. Looking at recruiting using Best Practices for new business. Discussed the value of the Chamber seminars on Business Development, Social Media, etc. Fifteen are signed up for the Social Media (next) session. Have had a good reception and participation.

9. Unfinished business

A. Project Updates

1. Facade Grant – Money should be coming soon – Hopefully by Spring
2. TC to Charlevoix Trail – Baker speaking for Witte – Party at Townline Cider 01/18/18 to celebrate successful completion of first phase of monetary contributions.
3. Broadband – Have had one meeting. Need to get to more people. NLEA to organize a meeting between the Village, Charlevoix, and ER Chamber

B. Bookkeeping – Discussion led by Thomas. See Coordinator's Report #2. The goal is to be more efficient in getting bills to the correct people. Use tracking sheets and cc: DDA Chair (Thomas) to identify sources of donations. Email an invoice before spending so the invoice can be identified and logged in. Motion made by Knecht to adopt a system of internal bookkeeping and forms. Seconded by Wittbrodt – Motion Carried

10. New Business

A. Ice Skating Rink – Liability belongs to the land owner. DLH Builders says additional liability will cost \$750. Should Parks & Recreation pay? Should we seek donations? Cooper suggests that we fill out a Communication Form from DDA to P&R to get the money. Wittbrodt made a motion to fill out Form for \$375, seconded by Scram – Motion Carried.

B. Public Address Speakers System – Chamber has been looking into and working with Ben Swift from Swift Audio. The DDA might have more options for grants to fund the project. Tentative pricing options would include – Small Package (Blue) at \$27,000 and Larger package (which would include Veteran's Park and the Marina) \$45,000. We will invite Ben Swift to a meeting. Motion made by Scram to explore the option to install speakers, second by Wittbrodt – Motion Carried

11.

Public Comments

- A. Thomas reminds the Board that all the emails sent between Board Members having to do with DDA matters should cc: Baker and vice versa.
- B. Laura Savole stated that there should be a Wayfaring sign on the East Side

12. Adjournment

Motion by Thomas to adjourn the meeting at 7:30, second by Wittbrodt – Motion Carried

Minutes submitted by Sharon Fitzpatrick