

## Downtown Development Authority

### Regular Meeting Minutes

Wednesday, November 14, 2018 at 6:30 PM

Governmental Center, 315 Bridge Street

1. Call to Order – 6:30pm
2. Roll Call  
Present: Brian Scram, Carol Haley, James Janisse, Steve Thomas, Kathy Wittbrodt, Jim Witte, Karen Simpson  
Also Present: Amanda Baker, Downtown Development Coordinator; Bill Cooper, Village Manager  
Excused: Richard Bellingham, Sharon Fitzpatrick
3. Approval of Agenda  
Motion to approve agenda made by Wittbrodt with support by Haley. All ayes.
4. Approval of Minutes of Regular Meeting of October 10, 2018  
Motion to approve minutes of Regular Meeting of October 10, 2018 made by Simpson with support by Haley. All ayes.
5. Public Comments- Citizen Comments  
None.
6. Treasurer's Report  
Cooper updated board on monthly financials.
7. Coordinator's Report – attached separately  
Baker presented monthly coordinator's report.
8. Sub Committees
  - a. Events Committee
    - i. Approval of Minutes  
Motion to approve minutes of November 7, 2018 meeting made by Witte with support by Simpson. All ayes.
    - ii. Events Business  
Motion to approve \$200 from events budget for Elk Rapids Volleyball team as thanks for serving at various events made by Haley with support by Simpson. Roll Call vote all ayes.  
Motion to commit \$600 from events budget for winter events marketing made by Witte with support by Wittbrodt. Motion passed with following Roll Call vote:  
Aye: Scram, Janisse, Thomas, Wittbrodt, Witte, Simpson  
No: Haley
  - b. Infrastructure Committee
    - i. Approval of Minutes  
Motion to approve meeting minutes of November 7, 2018 made by Haley with support by Witte. All ayes.
    - ii. Infrastructure Business  
Motion to approve \$2500 from Infrastructure budget to purchase planters for US31 bridge and solicit donations and grant funding for \$1800 to add irrigation made by Witte with support by Haley. Roll Call vote all ayes.  
Motion to send official communication to Village Council requesting the establishment of an advisory committee to DPW for 2019 holiday lights made by Haley with support by Wittbrodt. All ayes.

- c. Business Development
  - i. Approval of Minutes – No October Minutes
  - ii. Business Development Business  
Simpson updated the Board on Business Development business.

9. Unfinished Business

- a. Project Updates
  - i. Façade Grant Status  
Baker updated the Board on CDBG Façade Grant projects.
  
  - ii. TC to Charlevoix Trail  
Witte updated the Board on trail progress.
  
  - iii. Elk Rapids Broadband – No Update.

10. New Business

- a. Annual Planning – Priority Committees  
Motion to hold a Board Planning retreat to establish 2019 priorities after Council's planning retreat made by Haley with support by Simpson. All ayes.
  
- b. 19/20 Budget  
Baker presented draft budget with any monies not committed to specific payments, including DDA Professional Services, highlighted for Board input. Motion to put all excess money (\$39,928) in fund balance for a total of \$64,928 to be adjusted after planning retreat made by Wittbrodt with support by Haley. All ayes.
  
- c. Fundraising Practices  
Baker refreshed the Board on the action policy set at the January 2018 meeting and that fundraising as well as committing to money spent must be approved by the Board before being pursued.
  
- d. OMA Refresher  
Baker also refreshed the Board on proper OMA adherence and meeting postings and what constitutes a meeting.

11. Board Comments

Haley asked for clarification on how Board members are appointed.

12. Adjournment – 7:55 PM

Motion to adjourn made by Witte with support by Wittbrodt. All ayes.