

Downtown Development Authority

Regular Meeting Minutes

Wednesday, January 9, 2019 at 6:30 PM

Governmental Center, 315 Bridge Street

1. Call to Order / Roll Call – 6:30pm
Present: Brian Scram, Sharon Fitzpatrick, Carol Haley, Jim Janisse, Steve Thomas, Kathy Wittbrodt, Jim Witte, Karen Simpson
Excused: Richard Bellingham, Eric Ray
Also Present: Amanda Baker, Downtown Development Coordinator; Kim Pontius, Suttons Bay DDA
2. Approval of Agenda
Motion to approve agenda as amended made by Fitzpatrick. Support offered by Simpson, all ayes.
3. Approval of Minutes
Motion to approve minutes of the Regular Meeting of November 14, 2018 made by Haley with support by Wittbrodt. All ayes.
4. Public Comments- Citizen Comments
None.
5. Suttons Bay/Elk Rapids Ferry
Pontius updated the Board on the idea for a ferry between Suttons Bay and Elk Rapids (B3: Bikes, Boats, Beer Ferry) to capture pedestrian and bike traffic with the trail updates.
Wittbrodt move the Elk Rapids DDA pursue working with the Suttons Bay DDA on this project. Support offered by Haley. All ayes.
6. Treasurer’s Report
No report.
7. Coordinator’s Report
Baker presented on DNR Trust Fund grants and invited the Board to DDA Forum 1/14 and DNR Grant Workshops 1/15 or 1/18.
8. Sub Committees
 - a. Events Committee
 - i. Approval of Minutes
Motion to approve November 26, 2018 minutes made by Wittbrodt with support by Fitzpatrick. All ayes.
Motion to approve December 5, 2018 minutes made by Wittbrodt with support by Fitzpatrick. All ayes.
January 2, 2019 tabled until February.
 - ii. Events Business
 1. Events Coordinator
Thomas and Simpson proposed contracting with the Chamber of Commerce for an event coordinator at about 10 hour a week. Wittbrodt moved to approve negotiating with the Chamber of Commerce for a position up to \$7,200. Support offered by Haley. A role call vote was taken:
Yes: Scram, Fitzpatrick, Haley, Thomas, Wittbrodt, Witte, Simpson
No: None
Abstain: Janisse
Absent: Bellingham, Ray
Baker presented the proposed budget for the 2019 Chili Cook-off. Wittbrodt moved to approve spending for the event. Support offered by Fitzpatrick, all ayes.
 - b. Infrastructure Committee
 - i. Approval of Minutes
Witte moved to approve the minutes from December 5, 2018 and January 2, 2019 with a correction on December 5 to title them “Minutes” rather than “Agenda.” Support offered by Haley, all ayes.

ii. Infrastructure Business

Thomas updated the board on Infrastructure projects.

Haley moved to send out a donation request letter for US31 bridge flowers and irrigation once plans are finalized. Support offered by Wittbrodt. All ayes.

c. Business Development

i. Approval of Minutes

Wittbrodt moved to approve the minutes from November 14, 2018 with support by Scram. All ayes.

ii. Business Development Business

Baker updated the Board on committee action.

9. Unfinished Business

a. Project Updates (If needed)

i. Baker updated the board on the CDBD Façade Grant Status

ii. Witte updated the board on the TC to Charlevoix Trail

iii. No update on Elk Rapids Broadband

b. Annual Planning/Board Retreat

After discussion it was determined to focus on 2019 project goals at the February Meeting.

10. New Business – None

11. Board Comments

Janisse discussed the Village's sidewalk snow clearing ordinance with the Board.

12. Adjournment – 8:00 PM

Fitzpatrick moved to adjourn. Support by Haley. All ayes.