

## Downtown Development Authority

### Regular Meeting Minutes

Wednesday, March 13, 2019 at 6:30 PM

Governmental Center, 315 Bridge Street

1. Call to Order / Roll Call – 6:30pm  
Present: Sharon Fitzpatrick, Rick Bellingham, Jim Janisse, Steve Thomas, Kathy Wittbrodt, Karen Simpson, Eric Ray (6:39)  
Excused: Brian Scram, Jim Witte  
Also Present: Amanda Baker, Downtown Development Coordinator; Andy Hayes, Northern Lakes Economic Alliance (NLEA); Laura Savoie and Maryl Kohl, Elk Rapids Area Chamber of Commerce
2. Approval of Agenda  
Motion to approve agenda as amended made by Simpson. Support offered by Wittbrodt, all ayes.
3. Approval of Minutes  
Motion to approve minutes of the Regular Meeting of January 9, 2019 made by Wittbrodt with support by Bellingham. All ayes.
4. Public Comments- Citizen Comments  
None.
5. Suttons Bay/Elk Rapids Ferry  
Bellingham updated the Board on meetings with Suttons Bay.
6. Treasurer's Report  
No report.
7. NLEA Contract  
Hayes presented options to the Board regarding the 19/20 DDA Coordinator Contract. After discussion it was determined to hold off on renewal until priorities are set.  
Ray arrived, 6:39.
8. Coordinator's Report  
Baker presented MEDC Community Revitalization Program information and shared an overview of hours spent on 2018/2019 projects.
9. Sub Committees
  - a. Events Committee
    - i. Approval of Minutes  
Motion to approve February 6, 2019 and March 6, 2019 minutes made by Simpson. Support by Ray, all ayes.
    - ii. Events Business
      1. Holiday Open House Cedar Creek Invoice  
Motion to pay unplanned invoice to Cedar Creek for Holiday Open House Tree Decoration made by Bellingham. Support offered by Wittbrodt. Roll call vote results as follows:  
Yes: Fitzpatrick, Bellingham, Janisse, Thomas, Wittbrodt, Ray, Simpson  
No: None  
Motion passed.
      2. Events Coordinator  
Savoie introduced newly hired Chamber Events Coordinator, Maryl Kohl. Motion made by Simpson to contract with the Chamber for Events Coordinator work. Support offered by Wittbrodt, all ayes.
  - b. Infrastructure Committee
    - i. Approval of Minutes  
Motion to approve minutes of February 6, 2019 and March 6, 2019 made by Wittbrodt. Support offered by Bellingham, 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

Bellingham moved to approve the minutes from January 9, 2019 with support by Wittbrodt. All ayes.

ii. Business Development Business

Simpson updated the Board on committee projects.

10. Annual Planning

After discussion it was determined the Board should attend the April 1, 2019 Council meeting for the presentation of Village goals.

11. New Business – None

12. Unfinished Business

a. Project Updates (If needed)

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

ii. No update on the TC to Charlevoix Trail

iii. No update on Elk Rapids Broadband

13. Board Comments

Simpson updated the Board on work being done by Green ER to encourage businesses to recycle by offering “We Recycle” window stickers.

14. Adjournment – 7:45 PM

Wittbrodt moved to adjourn. Support by Simpson. All ayes.