

DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA—

Wednesday, July 10, 2019 at 8 am

Governmental Center, 315 Bridge Street

Board Members - Please notify The Chair or Village Office if you will not be attending

1. Call to Order / Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting of June 12, 2019
4. Public Comments- Citizen Comments
5. Treasurer's Report
 - a. Financials –attached separately
 - b. Money committed but not spent yet
6. Sub Committees
 - a. Events/Marketing Committee
 - i. Events / Marketing Business
 - ii. Fallows sponsorship / discussion
 - b. Ames st project Committee (infrastructure)
 - i. Infrastructure Business
 - c. Business Development
 - i. Business Development Business
7. New Business
 - a. Dollar store survey
Link to results <https://www.surveymonkey.com/results.SM-8WF9SCZ6V/#>
Review proposed letter and decide action
 - b. Review DDA goals and projects in relation to plan prior to informational meeting / req 2 per year
 - c. Training- new members – open meetings act / DDA 101
8. Unfinished Business
 - a. Project Updates (If needed)
 - i. Façade Grant Status
 - ii. TC to Charlevoix Trail
 - iii. Elk Rapids/Suttons Bay Ferry
 - iv. Elk Rapids Broadband
 - v. US 31 bridge planters
 - vi. **Holiday décor committee update**
9. Board Comments
10. Adjournment

The Mission Statement of the DDA is:

The DDA will be the catalyst for enhancing the overall health of the business community while preserving the character and supporting commerce in Elk Rapids.

The Vision Statement of the DDA is:

Creating a vibrant sustainable place where people and business thrive.

Conflict of Interest Statement:

ANY DDA MEMBER WHO BELIEVES THAT HE OR SHE HAS A CONFLICT OF INTEREST REGARDING ANY ITEM ON THIS AGENDA SHALL SO STATE THAT CONFLICT. DOES ANY MEMBER BELIEVE THEY HAVE A CONFLICT OF INTEREST REGARDING ANY ITEM ON THIS AGENDA?

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MINUTES**

WEDNESDAY, JUNE 12, 2019

Government Center
315 Bridge St.
Elk Rapids MI 49629

Call to Order 6:30 P.M.

PRESENT: Chair-Steve Thomas, Brian Scram, Sharon Fitzpatrick, Eric Ray, Kathy Wittbrodt, Karen Simpson, Becky Lancaster, Christine Petersen, Village Council Rep. Jim Janisse.

EXCUSED: Rick Bellingham.

MOTION by **WITTBRODT**, second by **SIMPSON** to approve agenda as amended. All those present voting yes. **MOTION CARRIED.**

MOTION by **FITZPATRICK**, second by **WITTBRODT** to approve the May 8, 2019 minutes of the Regular Meeting. All those present voting yes. **MOTION CARRIED.**

PUBLIC COMMENTS: None

TREASURER'S REPORT: Received
Village Manager was asked to schedule a Financial Class.

SUB COMMITTEES:

MOTION by **LANCASTER**, second by **WITTBRODT** to approve the 5/1/19 and 5/8/19 minutes of the **EVENTS/MARKETING COMMITTEE**. All those present voting yes. **MOTION CARRIED.**

MOTION by **SIMPSON**, second by **RAY**, to approve \$4,200.00 for **EVENTS/MARKETING Development**. Roll Call Vote: Ayes – Scram, Fitzpatrick, Lancaster, Janisse, Thomas, Wittbrodt, Simpson, Ray, Petersen; Nays – None, Excused – Bellingham. **MOTION CARRIED.**

MOTION by **WITTBRODT**, second by **FITZPATRICK**, to approve the 5/1/19 minutes of the **AMES ST PROJECT COMMITTEE**. All those present voting yes. **MOTION CARRIED.**

MOTION by **WITTBRODT**, second by **SIMPSON**, to approve the 5/18/19 minutes of the **RIVER ST. COMMITTEE**. All those present voting yes. **MOTION CARRIED.**

NEW BUSINESS:

Dollar Store Survey – Results discussed

MOTION by **WITTBRODT**, second by **RAY** to hire a Clerical Assistant to attend the Regular DDA meeting, take and prepare the Minutes at a rate of \$75.00 per meeting.

Roll Call Vote: Ayes – Scram, Fitzpatrick, Lancaster, Janisse, Thomas, Wittbrodt, Simpson, Ray, Peterson; Nays – None; Excused – Bellingham. **MOTION CARRIED.**

MOTION by **WITTBRODT**, second by **PETERSEN**, to approve \$200.00 MEMBERSHIP in the MICHIGAN DOWNTOWN ASSOCIATION, and to REIMBURSE Wittbrodt, Simpson & Janisse for attending the MDA seminar.

Roll Call Vote: Ayes – Scram, Fitzpatrick, Lancaster, Janisse, Thomas, Wittbrodt, Simpson, Ray, Petersen; Nays – None; Excused – Bellingham. **MOTION CARRIED.**

UNFINISHED BUSINESS:

Project updates were given for:

TC to Charlevoix Trail – Monday Meeting at 7:00 P.M.

Elk Rapids/Suttons Bay Ferry – There will be another meeting in the future.

Elk Rapids Broadband – No update

US 31 Bridge Planters – Waiting for MDOT approval.

Holiday Décor Committee – PETERSEN volunteered for Beautification Commission Rep.

NEXT MEETING: To be held on July 10, 2019 at 8:00 A.M. due to Evening on River St. At the Government Center located at 315 Bridge St. Elk Rapids.

MOTION BY WITTBRODT, second by **RAY**, to adjourn meeting at 7:58 P.M.

All those present voting yes. **MOTION CARRIED.**

User: LORI

DB: Elk Rapids

PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 07/31/2019	ACTIVITY FOR MONTH 07/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 791 - DDA TIFA DISTRICT						
Dept 000						
791-000-671-000	FACADE GRANT DEPOSIT	0.00	177.20	0.00	(177.20)	100.00
791-000-671-400	MISCELLANEOUS	0.00	2,168.00	0.00	(2,168.00)	100.00
791-000-672-000	INTEREST	140.00	25.50	0.00	114.50	18.21
791-000-690-700	FROM/101/204/228/DDA TIFA D2	56,900.00	0.00	0.00	56,900.00	0.00
791-000-691-100	COUNTY TIFA TAX D2	38,100.00	39,333.90	0.00	(1,233.90)	103.24
791-000-691-113	TOWNSHIP TIFA TAX D2	6,600.00	6,802.87	0.00	(202.87)	103.07
791-000-691-200	LIBRARY TIFA TAX D2	2,600.00	2,690.73	0.00	(90.73)	103.49
791-000-692-300	FROM/101/204/228/DDA TIFA D3	15,100.00	0.00	0.00	15,100.00	0.00
791-000-693-000	TOWNSHIP TIFA TAX D3	2,600.00	2,177.90	0.00	422.10	83.77
791-000-693-200	LIBRARY TIFA TAX D3	1,000.00	861.26	0.00	138.74	86.13
791-000-699-000	PRIOR YR/ENDING CASH BALANCE	60,000.00	0.00	0.00	60,000.00	0.00
Net - Dept 000		183,040.00	54,237.36	0.00	128,802.64	
Dept 791 - DDA TIFA DISTRICT						
791-791-801-000	ATTORNEY	500.00	0.00	0.00	500.00	0.00
791-791-803-000	AUDITOR	1,040.00	0.00	0.00	1,040.00	0.00
791-791-804-100	PROFESSIONAL SERVICES/EDC	30,000.00	5,612.54	0.00	24,387.46	18.71
791-791-818-500	PROF SVC/SOFTWARE/SUPPORT	900.00	1,154.51	0.00	(254.51)	128.28
791-791-864-000	TRAINING/CONFERENCES	200.00	127.50	0.00	72.50	63.75
791-791-885-200	DDA - INFRASTRUCTURE	8,000.00	950.00	0.00	7,050.00	11.88
791-791-885-300	DDA - EVENTS	3,000.00	2,011.65	0.00	988.35	67.06
791-791-885-400	DDA - BUSINESS DEVELOPMENT	3,000.00	0.00	0.00	3,000.00	0.00
791-791-900-000	PRINTING & PUBLICATION	200.00	0.00	0.00	200.00	0.00
791-791-956-000	MISCELLANEOUS	500.00	200.00	0.00	300.00	40.00
791-791-960-500	TO/GEN/101/ADMIN	1,000.00	0.00	0.00	1,000.00	0.00
791-791-966-500	ATT.16 REIMB.TWP.	1,575.00	0.00	0.00	1,575.00	0.00
791-791-966-510	ATT.16 REIMB.LIBRARY	240.00	0.00	0.00	240.00	0.00
791-791-967-520	ATT.16 REIMB.COUNTY	3,300.00	0.00	0.00	3,300.00	0.00
791-791-968-530	TO/GEN/101/ATTACHMENT 16	3,500.00	0.00	0.00	3,500.00	0.00
791-791-968-540	TO/MUNI STR/204/ATTACHMENT 16	1,400.00	0.00	0.00	1,400.00	0.00
791-791-968-550	TO/WASTE COLLECT/228/ATTACHMENT 16	400.00	0.00	0.00	400.00	0.00
791-791-992-000	DEBT/PRIN/LAKE/LOOMIS	40,000.00	0.00	0.00	40,000.00	0.00
791-791-992-100	DEBT/INT/LAKE/LOOMIS	12,615.00	6,307.50	0.00	6,307.50	50.00
Net - Dept 791 - DDA TIFA DISTRICT		(111,370.00)	(16,363.70)	0.00	(95,006.30)	
Fund 791 - DDA TIFA DISTRICT:						
TOTAL REVENUES		183,040.00	54,237.36	0.00	128,802.64	29.63
TOTAL EXPENDITURES		111,370.00	16,363.70	0.00	95,006.30	14.69
NET OF REVENUES & EXPENDITURES		71,670.00	37,873.66	0.00	33,796.34	52.84



CORRESPONDENCE

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231-492-0171

June 11, 2019

Amanda Baker
Elk Rapids DDA
PO Box 398
Elk Rapids, MI 49629-0398

Dear Elk Rapids DDA Board,

I can't thank you enough for your generous gift of \$2,000 received on June 7, 2019 for our Chain of Lakes Water Trail Launch Campaign. With your generous support, the Chain of Lakes Water Trail will open access to our lakes and rivers for residents and visitors to our region.

It means so much to me knowing you care for our amazing lakes and rivers and share our passion to use paddling to build connections. These connections to our waterways build the foundation for protecting our water quality. Our goals for the Chain of Lakes Water Trail are real and tangible. Thanks to your support, by the end of 2020, we will:

- Install signs at each water trail access site where there is an approved agreement
- Develop a waterproof guide for paddlers to use while out on the water
- Update our website so people can plan a paddling experience on the Chain of Lakes
- Promote this incredible asset and our communities throughout the Mid-West region.

We appreciate your support to make the vision of an accessible and well-marked water trail connecting villages, parks, and natural areas through the Chain of Lakes a reality.

Again, thank you for your thoughtful gift.

Warmest Regards,

Deana Jerdee, Executive Director

No goods or services were provided in exchange for this donation, which is tax deductible as provided by law. Paddle Antrim is a recognized 501(c)3 organization in accordance with the Internal Revenue Code. EIN#:47-1402648

*Thank you so much
for your commitment
to the water trail!*

Protecting our water resources by using paddle sports to
connect people to our waterways.