

DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA—

Wednesday, October 9, 2019 at 6:30 pm

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. 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?

3. CONSENT CALENDAR (Voice Vote, even if removed) The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion beyond asking questions for simple clarification. Any Board member may ask that any item on the consent calendar be removed there from and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed from the consent calendar, the action noted on the agenda is approved by a single board action adopting the consent calendar.

a. Accept Board meeting minutes from Sept 11,2019

b.

4. Public Comments- Citizen Comments

5. Guest Attendee/ Speaker - Ron Pierson

6. Treasurer's Report

a. Financials –attached separately

7. Sub Committee Reports

a. Events/Marketing Committee

b. Ames st project Committee

c. River st committee

8. Unfinished Business

i. TC to Charlevoix Trail

ii. Elk Rapids/Suttons Bay Ferry

iii. Elk Rapids Broadband

iv. Bike Parking area – Dexter & River st corner – Grant , design, rack approved

vi. Consumers Energy Tree planting grant- coordination with DPW & Beautification & DDA- update

9. New Business

a. RFP- AMES ST

b. BUDGET – Draft

10. Board Comments

11. 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.

PUBLIC NOTICE ANNOUNCEMENT
VILLAGE OF ELK RAPIDS NOTICE OF COMPLIANCE WITH ADA MEETINGS

The Village of Elk Rapids shall provide reasonable auxiliary aids and services, such as signers for the hearing impaired and individuals with disabilities at meetings/hearings upon five (5) days' notice to the Village. Individuals requiring auxiliary aids or services should contact the Village of Elk Rapids by writing or calling the following:

William Cooper, Village Manager
PO Box 398
315 Bridge St.
Elk Rapids, MI 49629 (231)

With seven days advance notice, accommodations can be made for persons with disabilities and/or limited English speaking ability, and persons needing auxiliary aids of services of interpreters, signers, readers or large print.

Elk Rapids Downtown Development Authority
Regular Meeting Minutes
September 11, 2019

Government Center
315 Bridge St., Elk Rapids MI

Called to order 6:30 P.M.

PRESENT: Chair – Steve Thomas, Brian Scram, Sharon Fitzpatrick, Eric Ray, Christine Petersen, Becky Lancaster, Rick Bellingham, Village President Jim Janisse, Village Manager Bill Cooper

EXCUSED: Karen Simpson, Kathy Wittbrodt

ALSO PRESENT: Amanda Baker – NLEA, Bill Cooper – Village President, Lori Dawson - Secretary

MOTION by **LANCASTER**, second by **PETERSEN** to approve agenda as presented. All those present voting yes. **MOTION CARRIED.**

MOTION by **PETERSEN**, second by **RAY**, to approve the August 14, 2019 minutes of the Regular Meeting. All those present voting yes. **MOITON CARRIED.**

PUBLIC COMMENTS – CITIZEN COMMENTS: None.

NEW BUSINESS – DDA Board Training – DDA 101 & Open Meetings Act; Presented by Amanda Baker (NLEA) and Bill Cooper (Village President).

TREASURERS REPORT: Received.

SUB COMMITTEES:

Events/Marketing Committee – Becky Lancaster
December 7, 2019 DDA Holiday Event Scheduled

MOTION by **RAY**, second by **PETERSEN** to match a donation of \$500.00 by the Chamber of Commerce for **PITCH NIGHT.**

Roll Call Vote: Ayes – Scram, Fitzpatrick, Petersen, Lancaster, Janisse, Thomas, Ray, Bellingham. NAYS – None.

Excused – Wittbrodt, Simpson. **MOTION CARRIED.**

Ames St. Project Committee – No update.

River St. Committee – No update.

UNFINISHED BUSINESS:

Project updates:

TC to Charlevoix Trail – Received by J. Janisse – Monday, September 16, 2019 from 5:00 pm to 7:00 pm prior to the Village Council meeting – Open public meeting regarding the trail through Elk Rapids.

Elk Rapids/Suttons Bay Ferry – Received by Bellingham. Spoke with Tour Boat Operator, Harley Hoy, out of Traverse City.

Elk Rapids Broadband – No update.

Bike Parking Area – No update.

Holiday Décor committee – To be removed from Agenda as plans are finalized.

Consumers Energy Tree Planting Grant – Coordination with DPW & Beautification & DDA – No update.

Board Comments:

Petersen and Lancaster reported on DDA Forum they attended.

Thomas reminder the Board about the CEC conference.

MOTION by **RAY**, second by **LANCASTER** to adjourn meeting at 7:40 p.m. **MOTION CARRIED.**

Village of Elk Rapids
Downtown Development Authority
Revenue vs. Expense Report
as of September 30, 2019

GL NUMBER	DESCRIPTION	2019-20		ACTIVITY FOR		AVAILABLE BALANCE	% BGD USED
		AMENDED BUDGET	YTD BALANCE 09/30/2019	MONTH 09/30/2019			
Fund 791 - DDA TIFA DISTRICT							
Revenues							
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	5,493.00	2,600.00		(5,493.00)	100.00
791-000-672-000	INTEREST	140.00	71.13	0.00		68.87	50.81
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
Total Dept 000		183,040.00	57,607.99	2,600.00		125,432.01	31.47
Expenditures							
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	915.20	0.00		124.80	88.00
791-791-804-100	PROFESSIONAL SERVICES/EDC	30,000.00	8,022.54	585.00		21,977.46	26.74
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

Village of Elk Rapids
Downtown Development Authority
Revenue vs. Expense Report
as of September 30, 2019

GL NUMBER	DESCRIPTION	2019-20		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	YTD BALANCE 09/30/2019	MONTH 09/30/2019	BALANCE		
791-791-900-000	PRINTING & PUBLICATION	200.00	0.00	0.00	200.00	0.00	0.00
791-791-956-000	MISCELLANEOUS	500.00	3,519.52	0.00	(3,019.52)	703.90	703.90
791-791-960-500	TO/GEN/101/ADMIN	1,000.00	0.00	0.00	1,000.00	0.00	0.00
791-791-966-500	ATT.16 REIMB.TWP.	1,575.00	0.00	0.00	1,575.00	0.00	0.00
791-791-966-510	ATT.16 REIMB.LIBRARY	240.00	0.00	0.00	240.00	0.00	0.00
791-791-967-520	ATT.16 REIMB.COUNTY	3,300.00	0.00	0.00	3,300.00	0.00	0.00
791-791-968-530	TO/GEN/101/ATTACHMENT 16	3,500.00	0.00	0.00	3,500.00	0.00	0.00
791-791-968-540	TO/MUNI STR/204/ATTACHMENT 16	1,400.00	0.00	0.00	1,400.00	0.00	0.00
791-791-968-550	TO/WASTE COLLECT/228/ATTACHMENT 16	400.00	0.00	0.00	400.00	0.00	0.00
791-791-992-000	DEBT/PRIN/LAKE/LOOMIS	40,000.00	0.00	0.00	40,000.00	0.00	0.00
791-791-992-100	DEBT/INT/LAKE/LOOMIS	12,615.00	6,307.50	0.00	6,307.50	50.00	50.00
Total Dept 791 - DDA TIFA DISTRICT		111,370.00	23,008.42	585.00	88,361.58		20.66
Fund 791 - DDA TIFA DISTRICT:							
TOTAL REVENUES		183,040.00	57,607.99	2,600.00	125,432.01	31.47	31.47
TOTAL EXPENDITURES		111,370.00	23,008.42	585.00	88,361.58	20.66	20.66
NET OF REVENUES & EXPENDITURES		71,670.00	34,599.57	2,015.00	37,070.43		