

DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA—

Wednesday, November 13, 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 Oct 9, 2019
- b. Accept events meeting minutes from Nov 6, 2019

4. Public Comments- Citizen Comments

5. Treasurer's Report

- a. Financials –attached separately

6. Sub Committee Reports

- a. Events/Marketing Committee
- b. Ames st project Committee
- c. River st committee

7. Unfinished Business

- i. TC to Charlevoix Trail
- ii. Elk Rapids/Suttons Bay Ferry (Steve)
- iii. Trailtown (Christine)
- iv. Bike Parking area – Dexter & River st corner – Update (Karen)
- vi. Consumers Energy Tree planting grant- coordination with DPW & Beautification & DDA- update (approved – see attached)

8. Budget

Project priorities – from subcommittees

Draft budget

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.

Elk Rapids Downtown Development Authority
Regular Meeting Minutes
October 9, 2019
Government Center
315 Bridge St., Elk Rapids MI

Called to order 6:30 P.M.

PRESENT: Chair – Steve Thomas, Brian Scram, Eric Ray, Christine Petersen, Becky Lancaster, Karen Simpson, Village President Jim Janisse, Village Manager Bill Cooper

EXCUSED: Kathy Wittbrodt, Sharon Fitzpatrick

ALSO PRESENT: Lori Dawson - Secretary

MOTION by **PETERSEN**, second by **SIMPSON**, to approve the September 11, 2019 minutes of the Regular Meeting. All those present voting yes. **MOTION CARRIED.**

PUBLIC COMMENTS – CITIZEN COMMENTS: None.

Guest Attendee – Ron Pierson – Christmas Décor of Northern Michigan -- Proposed approaching businesses on US 31. All Commission members agreed this should be pursued.

Treasurers Report – Received.

SUB COMMITTEES:

Events/Marketing Committee –Autumn on River Street – Received

MOTION by **SIMPSON**, second by **LANCASTER** to approve funds **NTE \$500.00 for advertising AUTUMN ON RIVER STREET** – Roll Call Vote: Ayes – Scram, Petersen, Lancaster, Janisse, Thomas, Ray, Simpson; Nays – None; Excused – Wittbrodt, Fitzpatrick. **MOTION CARRIED.**

MOTION by **PETERSEN**, second by **SCRAM** to – to recommend **C2AE** for the **Ames St. District Project** to Village Council.

Roll call vote: Ayes – Scram, Petersen, Lancaster, Thomas, Ray, Simpson; Nays – None; Abstain – Janisse; Excused – Wittbrodt, Fitzpatrick. **MOTION CARRIED.**

UNFINISHED BUSINESS: All items remain pending.

CORRESPONDENCE: Received – Resignation of Rick Bellingham.

Board Comments: Petersen questioned the status of Michigan Trail Town Designation and indicated that she would like to be the DDA representative on that committee.

MOTION by **Simpson** second by Scram adjourn meeting at 7:35 p.m. **MOTION CARRIED.**

**Village of Elk Rapids
Downtown Development Authority
Revenue vs. Expense Report
as of October 31, 2019**

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
				MONTH 10/31/2019			
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	0.00	(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	62,827.42	62,827.42	(5,927.42)	110.42	
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	26,182.85	26,182.85	(11,082.85)	173.40	
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	146,618.26	89,010.27	36,421.74	80.10	
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	11,877.54	660.00	18,122.46	39.59	
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	172.50	45.00	27.50	86.25	
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	

Village of Elk Rapids
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GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019	ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
				MONTH 10/31/2019	10/31/2019		
791-791-956-000	MISCELLANEOUS	500.00	7,993.70	2,875.18	(7,493.70)	1,598.74	1,598.74
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	40,000.00	40,000.00	0.00	100.00	100.00
791-791-992-100	DEBT/INT/LAKE/LOOMIS	12,615.00	12,615.00	6,307.50	0.00	100.00	100.00
Total Dept 791 - DDA TIFA DISTRICT		111,370.00	77,690.10	49,887.68	33,679.90	69.76	69.76
Fund 791 - DDA TIFA DISTRICT:							
TOTAL REVENUES		183,040.00	146,618.26	89,010.27	36,421.74	80.10	80.10
TOTAL EXPENDITURES		111,370.00	77,690.10	49,887.68	33,679.90	69.76	69.76
NET OF REVENUES & EXPENDITURES		71,670.00	68,928.16	39,122.59	2,741.84	96.17	96.17

Elk Rapids DDA Events Committee Meeting Minutes

Wednesday, September 4, 2019 9:00 am

Attendees: Karen Simpson, Doug Hickman, Kathy Wittbrodt, Eric Ray, Brittney Dipert, Maryl Kohl

I. Autumn on River Street, Recap

Event considered very successful. Thanks to those who participated and organized activities that day.

II. Holiday Events—General discussion for finalizing the following events. Preparation for meeting with merchants on Wed Nov 6 at 5:15 at the Chamber.

Saturday, November 30: “Shop Small/Shop Local” Day, all day (10:00 to 5:00)

- Window posters will be provided
- Also looking at ordering ER-branded “Shop Small” canvas shopping bags. AmEx materials sold out.
- Santa at Bayfront Beach & Bike between 2:00 and 4:00

Saturday, December 7: Open House, 4:00 to 7:00

- Black Horse will provide sleigh rides
- Santa will be in town
- Mail Letters to Santa activity at Stoney Cabin Toys
- 2-4 Burn Barrels: **need volunteers**
- Costumed characters
- Caroling
- **Merchants: need to have something fun/festive for customers**
- The Library will have cookie decorating
- The Lighthouse will have kids’ activities
- Looking into having school bands/choirs participate

Saturday, December 14: Santa Saturday

- Santa at Bayfront Beach & Bike between 2:00 and 4:00

Thursday, December 19: Ladies Night, 5:00 to 8:00

- Store bingo w/ raffle: **Need raffle bag donations**
- **Merchants: need to have something fun/festive for customers**

III. Next meeting: Wed, December 4, 9:00 am at the Chamber.

IV. Adjournment – 10:00 am

Hello Steve and Village of Elk Rapids DDA,

Consumers Energy and Michigan Forestry and Park Association would like to congratulate all involved for successfully completing the Consumers Energy 2019 Tree Planting Grant process. Your project has contributed to moving the Right Tree Right Place philosophy forward and enhancing the beauty of your community. Thank you for participating in this program.

The Village of Elk Rapids DDA planting project has met the reimbursement Grant criteria and funds in the amount of \$2,000.00 are currently being processed and will be sent from Consumers Energy to the address you provided on your signed Agreement.

Respectfully Yours,

Rebecca Wildenthal
Secretary
Michigan Forestry and Park Association
on behalf of
Consumers Energy 2019 Community Tree Planting Grant Program