

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA—**

Wednesday, December 11, 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 Nov 13,2019

B. Accept Events meeting minutes from Dec 4, 2019

4. *Norte Presentation – Walkable /rideable community (Ty Schmidt)*

5. *Public Comments – Citizen Comments*

6. *Treasurer’s Report – Financials Attached Separately*

7. *Subcommittee Reports / Updates*

a. Events / Marketing Committee

b. Ames St. Committee

c. River St Committee

8. *New Business*

a. Approval of Advertising expenses from Autumn on River st / Holiday events

Paid to Date – Maryl / facebook ad & copies \$62.10

Northern Express \$340

Board Had approved expense up to \$500

Additional expense: Elk Rapids News \$1066.00 (\$546.00 from Autumn on River st ad, \$520 for Holiday event ads)

Northern Express \$340 (holiday ad)

We need a motion and support to approve the \$1406 total due

- b. Ad hoc committee
 - i. Business recruitment / development
- c. Membership recruitment committee & process
- d. By laws – review / revisions if needed

9. Budget

- a. Submitted to Village Council / **need board review and motion to approve as written or if needed adjust**

10. Unfinished Business

- a. Project updates
 - i. Tc to Charlevoix trail
 - ii. Elk Rapids / Suttons Bay Ferry
 - iii. Elk Rapids Internet
 - iv. Trail-town
 - v. Holiday Decorations – ad hoc committee?

11. Board Comments

12. 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)

Elk Rapids Downtown Development Authority
Regular Meeting Minutes
November 13, 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, Village President Jim Janisse. Wittbrodt arrived at 6:50 p.m.

ABSENT: Karen Simpson

ALSO PRESENT: Village Manager William Cooper, Secretary Lori Dawson

Citizens Present: 1 (Laura Savoy – Elk Rapids Chamber of Commerce)

MOTION by **PETERSEN**, second by **RAY**, to approve the October 9, 2019 minutes of the Regular Meeting and the November 6, 2019 minutes of the Events Committee meeting. All those present voting yes. **MOTION CARRIED.**

PUBLIC COMMENTS – CITIZEN COMMENTS: None.

TREASURERS REPORT– Received.

SUB COMMITTEES:

Events/Marketing Committee –Ray reported updates

Ames Street Project Committee – Janisse reported that the Village Council approved C2AE for the project. Lancaster and Petersen also provided updates.

River Street Committee – Thomas indicated that Scram will now be on the River Street Committee.

Ray and Wittbrodt reported updates.

MOTION by **PETERSEN**, second by **WITTBRODT**, to **Approve \$1,494.00 for the purchase of “SHOP LOCAL” Bags and advertising for Shop Local! Shop ER! (11-20-19) Open House on River St. (12-7) Santa Saturday (12-14-19) and Ladies Night (12-19-19).**

Roll Call Vote: Ayes – Scram, Fitzpatrick, Petersen, Lancaster, Janisse, Thomas, Wittbrodt, Ray;

Nays – None. **MOTION CARRIED.**

UNFINISHED BUSINESS:

- i. TC to Charlevoix Trail – No report
- ii. Elk Rapids/Suttons Bay Ferry – Update by Thomas
- iii. Trailtown – Update by Petersen
- iv. Bike Parking Area – it was suggested that before going ahead with this there should be a “City Scape” plan in conjunction with the River St. Committee.
- vi. Consumers Energy Tree Planting Grant – was approved in coordination with DPW, Beautification & DDA.

Petersen also reported that the Terrace Garden project is not currently being pursued.

BUDGET: Discussion

COMMENTS: Laura Savoy of the Chamber of Commerce was asked about “Pitch Night” and reported the outcome.

MOTION by **WITTBRODT** second by **PETERSEN** to adjourn meeting at 7:26 p.m. **MOTION CARRIED.**

Elk Rapids DDA Events Committee Meeting Minutes

Wednesday, December 4, 2019, 9:00 am

Attendees: Karen Simpson, Eric Ray, Shaun Quinn, Maryl Kohl

Absent: Doug Hickman, Kathy Wittbrodt, Becky Lancaster

I. Holiday Open House, Saturday, December 7 from 4 to 7: outstanding tasks/needs

- Need 3 volunteers to monitor the burn barrels. Shaun and Eric volunteered to watch the barrel in front of their respective businesses. Brian Scram on the DDA has volunteered. Maryl will provide back-up.
- Need hay bales for sitting around burn barrels. Karen to ask Steve Thomas to reach out to prospective donors.
- Need 2 volunteers to wear the Frosty the Snowman and Penguin costumes. Eric to ask Cellar 152 employee, Holly, to put some feelers out.
- Need musicians/voices to stroll the street and carol. Shaun is checking with some local musicians; if unsuccessful Eric will follow up with musicians that he knows.
- Black Horse sleigh rides confirmed.
- Karen following up with DPW to confirm burn barrel requests, as well as shovel and wheelbarrow for horses.
- Also confirmed: Father Christmas volunteer (Bob Friess), Elves volunteers (Miss ER court). Wood for the fires.
- Karen to remind merchants at this evening's merchant meeting that they should be prepared to provide some sort of festive offering to customers during the Open House.

II. 2020 Events & Budget

Brief discussion about event planning for next year:

- January: Winter Wonderland (general marketing for open merchants)
- Feb 15: Chili Cook Off
- March: Wine About Winter
- April: Burger Week

Events committee will reconvene to discuss event budgeting specifics, after the DDA approves 2020 budget.

III. Next meeting: Wed, January 8, 9:00 am at the Chamber.

IV. Adjournment – 10:10 am

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
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	5,668.00	175.00	(5,668.00)	100.00
791-000-672-000	INTEREST	140.00	92.02	0.00	47.98	65.73
791-000-690-700	FROM/101/204/228/DDA TIFA D2	56,900.00	62,827.42	0.00	(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	0.00	(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	146,814.15	175.00	36,225.85	80.21
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	30,000.00	12,537.54	660.00	17,462.46	41.79
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	727.50	555.00	(527.50)	363.75
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	351.65	340.00	2,648.35	11.72
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	8,907.95	586.60	(8,407.95)	1,781.59
791-791-960-500	TO/GEN/101/ADMIN	1,000.00	1,000.00	0.00	0.00	100.00

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
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	40,000.00	0.00	0.00	100.00
791-791-992-100	DEBT/INT/LAKE/LOOMIS	12,615.00	12,615.00	0.00	0.00	100.00
Total Dept 791 - DDA TIFA DISTRICT		111,370.00	79,159.35	2,141.60	32,210.65	71.08
 Fund 791 - DDA TIFA DISTRICT:						
TOTAL REVENUES		183,040.00	146,814.15	175.00	36,225.85	80.21
TOTAL EXPENDITURES		111,370.00	79,159.35	2,141.60	32,210.65	71.08
NET OF REVENUES & EXPENDITURES		71,670.00	67,654.80	(1,966.60)	4,015.20	

DDA TIFA DISTRICT REVENUE								
791-000-671-000	FACADE GRANT DEPOSIT				177		-	
791-000-671-200	DDA OPEN HOUSE CONTRIBUTIONS	1,620	1,725	25			-	
791-000-671-300	DDA RIVER ST TREE LIGHTS CONTRIBUTIONS	4,100					-	
791-000-671-400	MISCELLANEOUS		22,081	10,909	5,493		-	
791-000-671-500	FROM/GEN CAP/401/SPEEDWAY		18,200	4,200			-	
791-000-672-000	INTEREST	118	134	273	71	140	150	
791-000-690-700	FROM/101/204/228/DDA TIFA D2	55,300	55,400	55,300	62,827	56,900	64,964	
791-000-691-100	COUNTY TIFA TAX D2	34,878	33,934	37,025	39,334	38,100	40,907	
791-000-691-113	TOWNSHIP TIFA TAX D2	6,396	6,216	6,449	6,803	6,600	7,075	
791-000-691-200	LIBRARY TIFA TAX D2	2,522	2,444	2,543	2,691	2,600	2,772	
791-000-692-300	FROM/101/204/228/DDA TIFA D3	14,700	14,800	14,700	26,183	15,100	27,230	
791-000-693-000	TOWNSHIP TIFA TAX D3	1,572	2,039	2,503	2,178	2,600	2,265	
791-000-693-200	LIBRARY TIFA TAX D3	620	801	987	861	1,000	895	
791-000-699-000	PRIOR YR/ENDING CASH BALANCE					60,000	100,000	
GRAND TOTAL		121,826	157,774	134,914	146,618	183,040	246,258	
DDA TIFA DISTRICT EXPENSE								
791-791-801-000	ATTORNEY					500	500	
791-791-803-000	AUDITOR	1,430	1,485	1,258	915	1,040	950	
791-791-804-100	PROFESSIONAL SERVICES	27,500	27,509	27,500	11,293	30,000	24,000	Elk Rapids Chamber, L.Dawson, master plan for River St
791-791-818-500	PROF SVC/SOFTWARE/SUPPORT	850	904	896	1,155	900	1,200	
791-791-864-000	TRAINING/CONFERENCES	61	33		173	200	500	
791-791-885-100	DDA - OPEN HOUSE	1,325	1,449				-	
791-791-885-200	DDA - INFRASTRUCTURE			18,479	950	8,000	8,000	Recycle bins/lights
791-791-885-300	DDA - EVENTS		46	8,680	2,012	3,000	6,000	Fall, winter and shop local events
791-791-884-000	ECONOMIC DEVELOPMENT						7,000	Ames St support, trail projects, wayfinding, etc....
791-791-885-400	DDA - BUSINESS DEVELOPMENT			3,578		3,000	4,000	Opportunities such as façade grant matching funds
791-791-900-000	PRINTING & PUBLICATION	78	272	441		200	200	
791-791-956-000	MISCELLANEOUS	203	10,823	20,353	7,444	500	1,000	
791-791-960-500	TO/GEN/101/ADMIN	3,100	1,000	1,000	1,000	1,000	1,000	
791-791-966-500	ATT.16 REIMB.TWP.	2,995	2,282	1,526	1,530	1,575	2,990	
791-791-966-510	ATT.16 REIMB.LIBRARY	447	36	232	232	240	449	
791-791-967-520	ATT.16 REIMB.COUNTY	6,179	3,954	3,199	3,080	3,300	4,026	
791-791-968-530	TO/GEN/101/ATTACHMENT 16	6,416	4,457	3,382	3,421	3,500	7,104	
791-791-968-540	TO/MUNI STR/204/ATTACHMENT 16	2,556	1,793	1,361	1,368	1,400	2,719	
791-791-968-550	TO/WASTE COLLECT/228/ATTACHMENT 16	660	453	344	345	400	965	
791-791-992-000	DEBT/PRIN/LAKE/LOOMIS	35,000	35,000	40,000	40,000	40,000	45,000	
791-791-992-100	DEBT/INT/LAKE/LOOMIS	17,400	15,878	14,355	12,615	12,615	10,875	
GRAND TOTAL		106,200	107,374	146,584	87,533	111,370	128,477	
GRAND TOTALS								
	REVENUES						246,258	
	EXPENSES						128,477	
	EXCESS						117,782	
	% OF EXCESS VS EXPENSES						92%	