

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA—
Wednesday, May 13, 2020 at 6:30 pm**

THIS WILL BE AN ELECTRONIC MEETING

(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 Special Board Meeting minutes April 15, 2020
 - B. Accept Special Board Meeting minutes April 30, 2020
4. Public Comments – Citizen Comments
Any citizen who wishes to address the DDA on a matter not listed on this agenda may speak at this time. Persons addressing the DDA Board may state their name, address and, if applicable, their affiliation. The DDA Chair should recognize the citizen before speaking. A five-minute limitation applies unless extended by the chairman. Citizens wishing to speak on matters listed on the agenda will be permitted, under the same limitations, to speak when the matter is brought before council.
5. Treasurer’s Report – Financials Attached Separately
6. Three Part COVID Recovery Plan Upgrade
 - a. Financial Aid – Karen Simpson
 - b. Communications & Events – Shaun Quinn
 - c. Safety/Signage/Toolkit – Cathy Brubaker
 - d. Governor’s 6-Part Plan

7. Unfinished Business
 - a. Project updates
 - i. Tc to Charlevoix trail
 - ii. Elk Rapids / Suttons Bay Ferry
 - iii. Elk Rapids Internet
 - iv. Trail-town (Christine)
 - v. Holiday Decorations – ad hoc committee (Sharon & Kathy)
8. New Business
 - a. Approval of Expenses
 - b. Hiring of a Part-Time Admin – Approval of the Funds to hire this position
 - c. Hiring of a Part-Time Director – Approval of the Plan to Hire and the Funds to hire this position
9. Presentation on Short Term Rentals – Wittbrodt
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.

MEMBERS OF THE PUBLIC:

Please see the attached instructions for participating electronically in this meeting. The DDA will be using Zoom webinar to conduct meetings until the state's Stay Home/Stay Safe order is lifted. Please read all instructions before joining the meeting.

Before the start of the meeting

1. Zoom virtual meeting will start 30 minutes before the posted meeting start time
2. All participants will be placed in a virtual waiting room until the meeting moderator (Host) starts the virtual meeting

3. Video/Audio Settings

- a. DDA Board members will be unmuted immediately (by the meeting moderator) upon joining the meeting
- b. Meeting attendees will have their video turned off and we will not see their faces.
- c. The meeting moderator is the only person who is able to unmute meeting participants during the meeting

4. Information you need to know:

- a. Recorded Meeting: This meeting is being recorded
- b. Public Participants: All meeting participant's audio will be muted and their individual video broadcast will be turned off when they join the virtual meeting.
- c. Violations: According to the Attorney General, disruptive behavior maybe be subject to criminal charges under MCL 752.797 and MCL 750.540. Disruptive behavior may result in being muted, being returned to the waiting room, or being removed from the meeting.
- d. Public Comments:
 - i. The Village President will announce that we have reached public comment.
 - ii. Participants wishing to speak will "raise their hand"
 - iii. The village president will greet the person, ask them to state their first/last name, home address and limit their comments to 3 minutes
 - iv. The moderator will unmute them
 - v. After their comments have been concluded, the moderator will mute the participant

NOTE: We will complete steps 2-5 until all public comments have been heard.

After the meeting adjourns

1. Meeting Moderator will save the meeting recording to the Zoom cloud

How the public can participant in the meeting

Virtual meeting link is included with agenda materials (below)

Options to join

- Click on meeting link - no need to setup a FREE Zoom account
- Use Zoom app or web site – only need meeting ID and password

When: May 13, 2020 06:30 PM Eastern Time (US and Canada)

Topic: DDA Meeting May 13, 2020

Please copy and paste this link into your browser to join the webinar:

<https://us02web.zoom.us/j/81641559404?pwd=NWJock81OUJJSVVtdTZoSE8ya0VFUT09>

Password: 394248

Or iPhone one-tap:

US: +13126266799,,81641559404# or
+16465588656,,81641559404#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or
+1 646 558 8656 or
+1 301 715 8592 or
+1 346 248 7799 or
+1 669 900 9128 or
+1 253 215 8782

Webinar ID: 816 4155 9404

International numbers available: <https://us02web.zoom.us/j/k2MJAL4AL>

Zoom webinar functions best from a personal computer or tablet.

For cell phone users, *9 allows you to raise your hand, *6 toggles mute

HEARING IMPAIRED: FOR THOSE REQUIRING ASSISTANCE, PLEASE NOTIFY THE VILLAGE NO LATER THAN TUESDAY, MAY 12, SO THAT WE CAN NOTIFY YOU AS TO HOW TO ACCESS THIS ASSISTANCE.