

DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA

Wednesday, April 12th, 2017 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
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes of Regular Meeting of March 8th, 2017
5. Public Comments- **Citizen Comments**
6. Guest Speaker- Village Ordinance Review, Steve Ravezzani
7. Treasurer's Report
 - a. Financials –attached separately
8. Coordinator's Report – attached separately
9. Unfinished Business
 - a. Project Updates
 - i. Elk Rapids Leadership Team - Mark
 - ii. Food Truck Marketing - Gillian
 - iii. Façade Grant Status - Amanda
 - iv. Events Committee – Kathy/Carol
 - v. TC to Charlevoix Trail – Jim W.
 - b. By-Laws Approval
10. New Business
 - a. Annual Report Draft Approval
 - b. Election of 2017 Officers
11. Public Comments – General **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.

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?

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 or services of interpreters, signers, readers or large print.

Con siete días de anticipación, el alojamiento se pueden hacer las personas con discapacidad y / o capacidad limitada de habla Inglés, y las personas que necesitan ayudas auxiliares de servicios de intérpretes, los firmantes, lectores o en letra grande.

Với bảy ngày thông báo trước, phòng có thể được thực hiện cho người khuyết tật và / hoặc hạn chế khả năng nói tiếng Anh, và những người cần hỗ trợ các dịch vụ phụ trợ của thông dịch viên, những người ký tên, người đọc hoặc in lớn.

Nrog xya hnub ua ntej daim ntawv ceeb toom, kev kho kom haum yuav ua rau cov neeg muaj kev tsis taus thiab / los yog tsis tau lus Askiv hais lus muaj peev xwm, thiab cov neeg hu ua deductible lwmm yam kev pab ntawm cov kev pab cuam ntawm cov neeg txhais lus, signers, txawj nyeem ntawv los yog sau loj.

與7天前通知，住宿可以為殘疾人和/或有限的英語口語能力，並需要口譯，簽名，讀者或大型印刷服務的輔助器材的人的人進行。

مع وجود اشعار مسبق من سبعة ايام, يمكن توفير مترجمين, مختصين بلغة الاشارة, قارئين, او حروف كبيرة الحجم لذوي الاحتياجات الخاصة, وهؤلاء الذين يتكلمون اللغة الانجليزية بطلاقة.

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
DRAFT MINUTES**

Wednesday, March 8th, 2017 at 6:30 PM

Governmental Center, 315 Bridge Street

1. Call to Order – 6:33pm
2. Roll Call
Present: Wayne, Cobb, Janisse, Witte, Thomas, Knecht (6:45pm)
Excused: Haley, Wittbrodt, Fitzpatrick
Absent:
Also Present: Bill Cooper, Village Manager; Amanda Baker, Downtown Development Coordinator
3. Approval of Agenda
Wayne began the meeting announcing he would be stepping down as Chair at the end of the meeting. Motion to Approve Agenda made by Janisse, seconded by Witte, approved by board.
4. Approval of Minutes of Regular Meeting of February 8th, 2017
Motion to approve February 8 Minutes made by Cobb, seconded by Witte, approved by board.
5. Public Comments- **Citizen Comments**
Tricia Pearlman asked what constituted a DDA member. It was explained that the Board is made up of the Village President plus 8 to 12 members appointed by the Village Council. At least half of the members must have or represent an interest in the district as property or business owners or representative, and if over 100 people reside in the district at least 1 board member must be a resident of the district. Any property in the district is represented by the DDA board. The Elk Rapids District begins at the Northern edge of the Industrial Park, extends South to about Elk Lake Road, East out Ames Street to Pearl's and West down River St with some additional areas including the Marina and Bridge Street.
6. Treasurer's Report
Cooper presented the final financials report for the fiscal year 2016-2017. The DDA came in at 97.34% of their projected budget.
7. Coordinator's Report – attached below
Baker covered updates on the work plan items and stated the rest of the items would be addressed on the agenda.
8. Unfinished Business
 - a. Project Updates
 - i. Elk Rapids Leadership Team - Mark
The Leadership Team has not met since the last DDA meeting leaving nothing to report.
 - ii. Food Truck Marketing - Gillian
Cobb compiled a list of Food Truck contacts and Baker sent an e-blast out to all of them. While only one response regarding Harbor Days came back, the post did generate a significant amount of traffic on the DDA Facebook page.
 - iii. Façade Grant Status – Amanda
Baker stated per conversation with Dan Leonard of the MEDC that the proposal was set for approval and the Village would be receiving a grant agreement. Cooper pointed out Sara

Christensen of the NLEA planned to hold a pre-construction meeting in April and then work would be able to begin.

iv. Events Committee – Kathy/Carol

The Events Committee has not met leaving no current update.

v. TC to Charlevoix Trail (See attached Cost Chart) – Jim W.

Witte presented the proposed funding plan for the Elk Rapids section of the TC to Charlevoix Trail. Over two-thirds of the \$29,162 needed for preliminary design engineering has been tentatively located with \$5,000 coming from both the Township and the Village, and \$10,000 coming from TART. This leaves a gap of \$9,162 to fund before engineering can begin.

Witte also mentioned the trail had not been approved by Antrim County and was scheduled to be discussed at the March 9 meeting. Witte asked that anyone who wished to support the trail reach out to the Antrim County Clerk. As the main complaints at the county level were coming from farms affected by the trail, Knecht mentioned Chris Cushman of TART had given a presentation to the Rotary Club and they were talking to Leelanau Farmers to see how they deal with the trail in their area.

b. Establish Priority Committees

Baker explained a vision for these committees as working arms of the DDA Board with Board Members alongside other interested parties. These committees would meet once a month and report back to the full board to streamline decision making. Wayne pointed out that these committees could also be bolstered by adding more members to the DDA Board and that the Board was currently at the minimum number due to a moratorium on appointing members until the new Village President (Janisse) was in place.

Wayne asked that each board member choose which committee or committees they would have the most interest in serving on. He stated that in the By-Laws it did currently state that committees would be appointed by the Chair, but that he would rather each member volunteer where they were interested. He began by volunteering to participate in the Development Committee and read a letter from Wittbrodt volunteering for the Events and Development Committees. Baker went around the board asking each member what committee they were interested in resulting in the following committees:

Infrastructure: Thomas, Witte, Knecht

Events (previously established): Haley, Wittbrodt

Development: Wayne, Wittbrodt, Cobb

Janisse abstained from committee participation due to his role with the Village, but will support any committee as available. Baker will reach out to each committee to establish meeting times and begin building an expanded team.

9. New Business

a. By-Laws Updates

Per a Village request the Board reviewed the current By-Laws to amend them as necessary to meet current DDA operations. The following amendments were discussed:

Article II Section 2- Number, Tenure, and Qualification

Update number of members to reflect minimum and maximum allowed by state statute. Eliminate the line “The term of office shall begin on the twenty first day of August” as that is not an accurate statement.

During this discussion many Board Members asked when their terms expired as many came on to fill vacated terms. Cooper stated the Village had those dates on file and would send them to Baker to share with the Board.

Article III Section 1- Officers

It was determined to take “Treasurer” out of the officers as this role is filled by Village staff.

Article IV Section 1- Annual Meeting

The annual meeting was changed to state “at the regular day and time of the April Meeting...” and “An annual report of the Authority to the Village Council is held at the Council’s first meeting in May.”

Article IV Section 2- Regular Meetings

The time of regular meetings was changed from 7:30pm to 6:30pm and the location was changed from Village Hall to Government Center.

Article V Section 1- Executive Director

It was added that the board may employ or contract a director. Gender specific pronouns were eliminated.

Article VI Section 1- Committees

This article was changed so not all committee members need to be Board Members, only the Chair must be.

Article VI Section 2- Advisory Boards

The Board was not sure how these differ from Committees and determined more information on advisory boards was needed to decide if this sections is necessary or not. Baker will research for the April meeting.

Article VII Section 2- Funds

Changes were made to reflect funds are approved by the Authority and dispersed by the Village.

Article VII Section 3- Contributions or Gifts

It was determined the DDA did not need a specific policy on this as they would follow the Village policy.

Article X- District Boundaries

A clarification was made to change “downtown district” to “Downtown Development District” to imply the inclusion of all district areas.

b. **NLEA Contract Renewal Proposed Work Plan**

Baker proposed the approval of the attached Contract and Work Plan for May 1, 2017- April 30, 2018. Cobb made a motion to approve the contract and work plan, seconded by Thomas and approved unanimously.

10. **Public Comments – General Board Comments**

Wayne reiterated that he was stepping down as Chair. Baker asked how the Board would like to handle the vacancies offering solutions of holding elections now to fill the Chair, or having the Vice Chair fill the roll until annual elections take place at the April meeting. Witte made a motion to have the Vice Chair fill the roll until the annual elections with a second by Thomas and all around approval.

11. **Adjournment – 7:59pm**

Respectfully Submitted,
Amanda Baker

**Village of Elk Rapids
Downtown Development Authority
Revenue vs. Expense Report
as of March 31, 2017**

GL NUMBER	DESCRIPTION	2017-18		ACTIVITY FOR		
		AMENDED BUDGET	YTD BALANCE	MONTH	AVAILABLE	% BDGT
			03/31/2017	03/31/2017	BALANCE	USED
Fund 791 - DDA TIFA DISTRICT						
Revenues						
Dept 000						
791-000-690-700	FROM/101/204/228/DDA TIFA D2	55,600.00	0.00	0.00	55,600.00	0.00
791-000-691-100	COUNTY TIFA TAX D2	35,500.00	33,933.73	33,933.73	1,566.27	95.59
791-000-691-113	TOWNSHIP TIFA TAX D2	6,500.00	6,215.88	6,215.88	284.12	95.63
791-000-691-200	LIBRARY TIFA TAX D2	2,550.00	2,444.33	2,444.33	105.67	95.86
791-000-692-300	FROM/101/204/228/DDA TIFA D3	14,800.00	0.00	0.00	14,800.00	0.00
791-000-693-000	TOWNSHIP TIFA TAX D3	1,600.00	2,038.63	2,038.63	(438.63)	127.41
791-000-693-200	LIBRARY TIFA TAX D3	625.00	801.41	801.41	(176.41)	128.23
791-000-699-000	PRIOR YR/ENDING CASH BALANCE	35,000.00	0.00	0.00	35,000.00	0.00
Total Dept 000		152,175.00	45,433.98	45,433.98	106,741.02	29.86
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	1,500.00	0.00	0.00	1,500.00	0.00
791-791-804-100	PROFESSIONAL SERVICES/EDC	30,000.00	0.00	0.00	30,000.00	0.00
791-791-818-500	PROF SVC/SOFTWARE/SUPPORT	1,000.00	418.00	418.00	582.00	41.80
791-791-864-000	TRAINING/CONFERENCES	200.00	20.00	20.00	180.00	10.00
791-791-900-000	PRINTING & PUBLICATION	200.00	0.00	0.00	200.00	0.00
791-791-956-000	MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00
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.	3,000.00	0.00	0.00	3,000.00	0.00
791-791-966-510	ATT.16 REIMB.LIBRARY	400.00	0.00	0.00	400.00	0.00

**Village of Elk Rapids
Downtown Development Authority
Revenue vs. Expense Report
as of March 31, 2017**

GL NUMBER	DESCRIPTION	2017-18		ACTIVITY FOR			% BDGT USED
		AMENDED BUDGET	YTD BALANCE 03/31/2017	MONTH 03/31/2017	AVAILABLE BALANCE		
791-791-967-520	ATT.16 REIMB.COUNTY	6,000.00	0.00	0.00	6,000.00	0.00	
791-791-968-530	TO/GEN/101/ATTACHMENT 16	6,000.00	0.00	0.00	6,000.00	0.00	
791-791-968-540	TO/MUNI STR/204/ATTACHMENT 16	2,500.00	0.00	0.00	2,500.00	0.00	
791-791-968-550	TO/WASTE COLLECT/228/ATTACHMENT 16	650.00	0.00	0.00	650.00	0.00	
791-791-992-000	DEBT/PRIN/LAKE/LOOMIS	35,000.00	0.00	0.00	35,000.00	0.00	
791-791-992-100	DEBT/INT/LAKE/LOOMIS	17,400.00	0.00	0.00	17,400.00	0.00	
Total Dept 791-DDA TIFA DISTRICT		106,350.00	438.00	438.00	105,912.00	0.41	

Fund 791 - DDA TIFA DISTRICT:

TOTAL REVENUES	152,175.00	45,433.98	45,433.98	29.86
TOTAL EXPENDITURES	106,350.00	438.00	438.00	0.41
NET OF REVENUES & EXPENDITURES	45,825.00	44,995.98	44,995.98	829.02

Elk Rapids
DOWNTOWN DEVELOPMENT AUTHORITY
Coordinator's Report
April 12, 2017

- 1) Work Plan Updates
 - a) Meet with and collect contact information for all DDA district stakeholders
 - i) **DDA Relationships**
 - b) Develop & Maintain a communication database and campaigns
 - i) March Newsletter Stats
 - (1) Sent to 125, 44.4% opened (More subscribers, same open rate)
 - ii) Facebook Metrics (March)
 - (1) Total Likes: 331 (90 new)
 - (2) Most Engaged Day: 3/31/17 (9&10 coverage of Ethnology Distillery)
 - (3) Total Reach: 5774 Unique Users (Free Boost offer resulted in about 2500 paid users)
 - (4) Our followers have been steadily climbing. We did see a bit of a spike from the boosted post, but our content is starting to show up for more people and we're gaining some regular interactors that are helping us spread our word.
 - c) Give an orientation for DDA Board members & Village Staff- Done
 - d) Annual Reports
 - i) Please look over attached draft
 - ii) Final product will be sent out this month via e-blast, share on FB, and printed and brought around to businesses in the district
 - e) Work with the DDA to research and implement diversity to the revenue stream
 - f) Annual Budget- Done
 - g) Create a Micro Façade Grant Program to be used within the DDA
 - i) March DDA Forum focused on Petoskey's Mini Grant program with input from Boyne City
 - ii) Establish design guidelines to convey what you are looking for- assess acceptable projects annually to meet needs of community and funding availability. Start small and grow the program.
 - iii) Beginning projects can include paint, signs, planter, etc.
 - h) Establish Priority Subcommittees
 - i) Events- First Wednesday of the Month
 - ii) Infrastructure- First Wednesday of the Month 8:30 am
 - iii) Business Development-
 - i) Establish a Regular Learning Series to Share Knowledge Base Ideas with District Stakeholders -or- Prepare a District Wide Available Building Inventory
 - i) Began featured business selfie videos in conjunction with Chamber of Commerce
- 2) Update on Façade Grant Status (**Agenda** Unfinished Business, Item a, III)
 - a) Pre-Construction Meeting set for April 10 at 11:00 am
- 3) By-Laws Approval (**Agenda** Unfinished Business, Item b)
 - a) By-Laws have been typed up with the changes discussed at the last meeting. A couple of wording sections were not specifically discussed and are left in red. **By-Laws should be ready to approve barring any changes needed in the red sections.**
- 4) Annual Report Draft Approval (**Agenda** New Business, Item a)
 - a) See the attached Annual Report Draft. Report will be printed and distributed to businesses as well as sent via email and shared on FB and website.
- 5) Election of 2017 Officers (**Agenda** New Business, Item b)
 - a) See attached Board Officer Roles
 - b) **To ensure no one board member gets locked into the responsibility of an officer position a practice can be adopted to cycle through members with the Vice Chair becoming the new Chair each year. This may generate more interest in the roles and allow for the flow of more ideas.**

Board Officer Roles

Chair

- Serves as the Chief Volunteer of the organization when applicable.
- Partner with the Staff in achieving the organization's mission.
- Provides leadership to the Board of Directors, who sets policy and to whom the Staff is accountable.
- Chairs meetings of the Board after developing the agenda with Staff.
- Appoints the chairpersons of committees, in consultation with other Board members.
- Serves *ex officio* as a member of committees and attends their meetings when invited.
- Discusses issues confronting the organization with the Staff.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Reviews with the Staff any issues of concern to the Board.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities when applicable.
- Formally evaluates the performance of Staff in accordance to NLEA contract and informally evaluates the effectiveness of the Board members.
- Evaluates annually the performance of the organization in achieving its mission.
- Performs other responsibilities assigned by the Board.

Vice Chair

- Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description.)
- Reports to the Board's Chair.
- Works closely with the Chair and other staff.
- Participates closely with the Chair to develop and implement officer transition plans.
- Performs other responsibilities as assigned by the Board.

Secretary

- Maintains records of the board and ensures effective management of organization's records.
- Manages minutes of board meetings.
- Ensures minutes are distributed to members after each meeting and approved minutes are submitted to the Village for posting.
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

CHAPTER 5 – DOWNTOWN DEVELOPMENT AUTHORITY

Sec. 5-1. Purposes.

Sec. 5-2. Definitions.

Sec. 5-3. Determination of Necessity.

Sec. 5-4. Establishment; Title.

Sec. 5-5. Ordinance approving development plan or tax increment financing plan; public hearing; notice; record.

Sec. 5-6. Boundaries of the Downtown Development District.

Sec. 5-7. Board of Directors.

Sec. 5-8. Sources of revenue; permitted expenditures.

Sec. 5-9_5-20. Reserved.

NOTE: Ordinance #163, passed November 23, 1987; as amended by Ordinance #244, passed July 18, 1994; as amended, Ordinance #251, passed December 5, 1994; as amended by Ordinance #326, passed April 16, 2001; and as amended by Ordinance #427, passed October 3, 2011, adopted the 2011 Restated Downtown Development and Tax Increment Financing Plan for the Village of Elk Rapids Downtown Development District. Copies of such ordinances and Plans may be viewed, or may be obtained at cost from the Village Clerk.

Sec. 5-1. Purposes.

- a. The purposes of this chapter are to establish a Downtown Development Authority pursuant to Public Act No. 197 of 1975 (MCL 125.1651 et seq.), as amended; to establish a Board of Directors for the Authority; to define the boundaries of the Downtown District constituting the Downtown Development Authority; to analyze the impact of economic changes in the downtown district and develop plans in coordination with the village Planning Commission and Village Council to promote orderly, economic growth in the Downtown Development District; and to provide for all other matters necessary and related thereto.

Sec. 5-2. Definitions.

- a. The terms used in this chapter shall have the same meaning given to them in Act 197 of the Public Acts of 1975, as amended, or as hereinafter in this section provided, unless the context clearly indicates to the contrary:
 - “Act or The Act”: “Act 197 of the Public Acts of 1975, as now in effect or hereafter amended, being M.C.L.A. 125.1651 et seq.; M.S.A. 5. 3010(1) et seq.
 - “Authority”: The Downtown Development Authority established by this chapter.

CODE OF ORDINANCES, VILLAGE OF ELK RAPIDS

DRAFT 04.01.17

- “Board” or “Board of Directors”: The Board of Directors of the Authority, which is the governing body of the Authority.
- “Chief Executive Officer”: The Village President.
- Development Plan: The 2011 Restated Downtown Development and Tax Increment Financing plan for the village Downtown Development Authority dated as of October 3, 2011, as may be amended, transmitted to the village council by the Downtown Development Authority for public hearing, as and confirmed by this division.
- “Downtown District”: The Downtown District designated by Sec. 5-6, below, as now existing or hereafter amended.
- Initial Assessed Value: The most recently assessed value as finally equalized of all the taxable property within the boundaries of the development area as of December 5, 1994, pursuant to Ordinance No. 251, and of the portion of the development area added as of October 3, 2011, pursuant to Ordinance No. 427.

Sec. 5-3. Determination of Necessity.

- a. The Village Council hereby determines that it is necessary for the best interests of the Village to halt property value deterioration and increase property tax valuation in the business district of the Village; to eliminate the causes of that deterioration; and to promote economic growth by establishing a Downtown Development Authority pursuant to Act 197 of the Public Acts of 1975, as amended.

Sec. 5-4. Establishment; Title.

- a. Pursuant to Act 197 of the Public Acts of 1975, as amended, there is hereby established a Downtown Development Authority for the Village of Elk Rapids. The Authority shall be a public body corporate and shall be know and exercise its powers under the title “Village of Elk Rapids Downtown Development Authority.” The Authority may adopt a seal, may sue and be sued in any court of this state and shall possess all of the powers necessary to carry out the purpose of its incorporation as provided by this chapter and Act 197. The enumeration of power in this chapter or in Act 197 shall not be construed as a limitation upon the general powers of the Authority.

Sec. 5-5. Ordinance approving development plan or tax increment financing plan; public hearing; notice; record.

- a. The Village Council, before adoption of an ordinance approving or amending a development plan or approving or amending a tax increment financing plan, shall hold a public hearing on the development plan in accordance with the Act, being MCL 125.1668.

Sec. 5-6. Boundaries of Downtown Development District.

- a. The Downtown Development District in which the Authority shall exercise its powers as provide for in Act 197 of the Public Acts of 1975, as amended, shall consist of the following described territory in the Village of Elk Rapids, subject to such changes as may hereinafter be made pursuant to this chapter and Act 197:

EAST SIDE EXISTING TIF BOUNDARY

Starting at the intersection of US 31 and Ames Street; North along the US 31 centerline to the Village Limits; East to Bass Lake waterline; South along the Bass Lake waterline to the East tip of 05-43-021-009-10; South along the West boundary of 05-43-021-061-00; West approximately 75 feet to the Northwest point of 05-43-021-011-00; South to the centerline of Lake Street; East along the centerline of Lake Street to the centerline of Olds Street; South along the centerline of Olds Street to the centerline of the platted alley between Lake and Ames Streets; East along the centerline of the platted alley to the centerline of Rivershore Drive; South along the centerline of Rivershore Drive to the centerline of Ames Street; East along the centerline of Ames Street to the centerline of Brand Street; South along the centerline of Brand Street to the Southeast corner of 05-43-200-001-10; West along the South boundary of 05-43-200-001-10 to the East boundary of 05-43-200-003-00; South along the East boundary of 05-43-200-003-00 and West along the South boundary of 05-43-200-003-00 extended to the West line of Center Street; North along said West line to the Southeast corner of 05-43-200-048-00; West along the South boundary of 05-43-200-048-00 and 05-43-200-047-00 to the centerline of Rivershore Drive; North along the centerline of Rivershore Drive to the centerline of Todd Street; West along the centerline of Todd Street to the centerline of Lathe Street; North along the centerline of Lathe Street to the platted alley between Ames and Todd Streets; West along the centerline of the platted alley to the East boundary of 05-43-021-037-10; South along said East boundary of 05-43-021-037-10; West along the boundary of 05-43-021-037-10, 05-43-021-037-00 and 05-43-021-035-00 to the shore of Elk Lake; North along the shore of Elk Lake to the West boundary of 05-43-021-035-10; Northwest along the boundary of 05-43-021-034-00; and West to the Point of Beginning.

EAST SIDE FINAL BOUNDARY

Beginning at the intersection of Ames Street and Rivershore Drive; thence North along the centerline of Rivershore Drive to the North line of Fairbanks Street; thence East along the North line of Fairbanks Street to the East line extended North of the Alley between Tax Parcel 05-43-225-013-00 and Tax Parcel 05-43-225-014-00; thence South along the East line of said Alley to the Southwest Corner of said tax parcel 014-00; thence East along the North line of the Alley between Ames Street and Fairbanks Streets to the East line of Brand Street; thence South along said East line of Brand Street to the Northwest Corner of Tax Parcel 05-43-125-006-00; thence East along the North line of said tax parcel 006-00 to the East line of the Alley between Brand Street and Iroquois Street; thence South along the East line of said Alley to the Northwest Corner of Tax Parcel 05-43-125-003-15; thence East along the North line of said tax parcel 003-15 to the West line of Iroquois Street;

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thence North along the West line of Iroquois Street to the North line extended West of Tax Parcel 05-43-125-002-00 (Lots 2 & 6); thence East along the North line of said tax parcel 002-00 to the West line of the Alley between Iroquois and Washington Streets; thence North along the West line of said Alley to the South line extended West of the North 59 feet of Lot 10, "Craw's Addition to the Village of Elk Rapids"; thence East along said South line of the North 59 feet of said Lot 10 to the East line of Washington Street; thence North along the East line of Washington Street to the Northwest Corner of Tax Parcel 05-43-125-008-00; thence East along the North line of said tax parcel 008-00 to the West line of the Alley between Washington and Bass Streets; thence North along the West line of said Alley to the North line extended West of Tax Parcel 05-43-125-014-00 (part of Lots 20 & 31); thence East along the North line of said tax parcel 014-00 to the West line of Bass Street; thence North along the West line of Bass Street to the North line of Lake Street; thence East along the North line of Lake Street extended to the Southeasterly right-of-way line of Ames Street; thence Southwesterly along said right-of-way line of Ames Street to the Easterly right-of-way line of School Street; thence South along said Easterly right-of-way line of School Street to the Southwest Corner of Lot 29, "Craw's Second Addition to the Village of Elk Rapids"; thence Southeasterly to the Northwest corner of Tax Parcel 05-43-100-024-00 (Lot 51); thence West along the South line of Buckley Street to the West line of Henry Street; thence North along said West line of Henry Street to the North line of Tax Parcel 05-43-100-029-00; thence West along the North lines of said tax parcel 029-00, tax parcel 030-00, tax parcel 028-00 and tax parcel 027-00 to the centerline of Brand Street; thence North along the centerline of Brand Street to the centerline of Ames Street; thence Northwesterly along the centerline of Ames Street to the centerline of Rivershore Drive and the Point of Beginning.

WEST SIDE FINAL BOUNDARY

Beginning at the intersection of U.S. Highway 31 and Ames Street; thence East to the Northwest corner of Tax Parcel 05-43-021-034-00; thence Southeasterly along the Southwest line of said tax parcel 034-00 to the North shore of Elk Lake; thence Westerly and Southerly 420 feet, more or less, along the Northerly shore of Elk Lake to the centerline of U.S. Highway 31; thence Southerly 73 feet, more or less, along the centerline of U.S. 31 to the South shore of Elk Lake; thence Southerly 2600 feet, more or less, along the Westerly shore of Elk Lake to the North line of Tax Parcel 05-43-021-085-00; thence Westerly along the North line of said tax parcel 085-00 to the West line of said tax parcel 085-00; thence Southerly along said West line extended 1400 feet, more or less, to the South line of Fourth Street; thence Westerly along said South line to the East line of Tax Parcel 05-43-028-019-00; thence Southerly and Westerly along the East and South lines of said tax parcel 019-00 to the Southeast Corner of Tax Parcel 05-43-028-016-10; thence Westerly along said South line extended to the Westerly right-of-way line of U.S. 31; thence Northeasterly along said right-of-way line to the Southerly Corner of Tax Parcel 05-43-028-015-00; thence along the Southwest, West and North lines of said tax parcel 015-00 to the West right-of-way line of U.S. 31; thence North along said West right-of-way line of U.S. 31 to the South line of Fourth Street; thence West along the South line of Fourth Street to the West line extended of the Alley between Cedar and Bridge Streets; thence North along the West line of said Alley to the South line of First Street; thence West

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along the South line of First Street to the West line of Cedar Street; thence North along the West line of Cedar Street to the North line extended West of Tax Parcel 05-43-010-224-00 (Lot 251); thence East along the North line of said tax parcel 224-00 to the West line of said Alley between Cedar and Bridge Streets; thence North along the West line of said Alley to the North line of Chippewa Street; thence Northeasterly along the North line of Chippewa Street to the Southeast Corner of Tax Parcel 05-43-010-186-00 (Lot 204); thence Northwesterly along the East lines of Tax Parcels 05-43-010-186-00 (Lot 204), 138-00 (Lot 147) and 132-00 (Lot 140) to the North line of the Alley between Ottawa and Traverse Streets; thence Northeasterly along said Alley to the Southeast Corner of Tax Parcel 05-43-010-073-00 (Lot 72); thence Northwesterly along the East line of said tax parcel 073-00 to the North line of Traverse Street; thence Northeasterly along the North line of Traverse Street to the Southeast Corner of Tax Parcel 05-43-010-069-00 (Lot 66); thence Northwesterly along the East line of said tax parcel 069-00 to the South line of the Alley between Traverse and River Streets; thence Southwesterly along the South line of said Alley to the Northwest Corner of Tax Parcel 05-43-010-064-00 (Lot 61); thence Southeasterly along the West line of said tax parcel 064-00 to the South line of Traverse Street; thence Southwesterly along the South line of Traverse Street to the East line extended Tax Parcel 05-43-010-060-00 (Lot 57); thence Northwesterly along said East line to the South line of said Alley between Traverse and River Streets; thence Southwesterly along the South line of said Alley to the West line of Pine Street; thence along the West line of Pine Street to the South line of River Street; thence along the South line of River Street to the East line of Spruce Street; thence along the East line of Spruce Street to the Northwest Corner of Tax Parcel 05-43-010-054-00 (Lot 50); thence Southwesterly along the South line of said Alley to the West line extended South of Tax Parcel 05-43-010-029-00 (part of Lot 20); thence Northwesterly along said West line of tax parcel 029-00 to the South line of River Street; thence Southwesterly along said South line of River Street to the West line of Oak Street; thence Northwesterly along the West line of Oak Street to the North line of River Street; thence Northeasterly along the North line of River Street to the shore of Grand Traverse Bay at the Southwest Corner of Tax Parcel 05-43-020-003-00; thence Northeasterly, Northerly and Easterly 3800 feet, more or less, along said shoreline of Grand Traverse Bay to the Southwest boundary of "Sands of Elk Rapids" Condominium; thence Southeasterly along said condominium boundary to the Westerly corner of "Bay Breeze" Condominium; thence Southeasterly, Northeasterly and Southeasterly along the boundary of said "Bay Breeze" Condominium to the West line of Tax Parcel 05-43-021-007-00; thence Southeasterly and Northeasterly along said tax parcel 007-00 to the Westerly right-of-way line of U.S. 31; thence North along said right-of-way and along the West line of Tax Parcels 05-43-021-089-10 and 05-43-021-089-20 to the Northwest Corner of said tax parcel 089-20; thence East along the North line of said tax parcel 089-20 extended to the centerline of U.S. 31; thence Southerly 820 feet, more or less, along the centerline of U.S. 31 to the Point of Beginning.

EXCEPTING THEREFROM THE FOLLOWING PARCELS:

"Elk River Cove" Condominium (Tax Parcels 05-43-500-001-00 thru 008-00) and "Harbor Vista" Condominium (Tax Parcels 05-43-475-001-00 thru 008-00).

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Sec. 5-7. Board of Directors.

- a. The Authority shall be under the supervision and control of a Board of Directors, consisting of the Chief Executive Officer of the Village and not less than eight members as determined by the Village Council. Members shall be appointed by the Chief Executive Officer of the Village, subject to approval by the Village Council and shall hold office until their successors are appointed.
- b. The membership of the Board of Directors shall elect a Chair, Vice-Chair, Treasurer, and Secretary.
- c. Not less than a majority of the members shall be persons having an interest in property located in the downtown district. Not less than one of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it.
- d. The Board of Directors shall prepare bylaws to govern the procedure of meetings and powers of its officers which shall be submitted to the Village Council for approval prior to their adoption by the Board.
- e. The Board of Directors may employ and fix the compensation of a director, subject to the approval of the Village Council. The director shall serve at the pleasure of the Board. A member of the board is not eligible to hold the position of director. Before entering upon the duties of the office, the director shall take and subscribe to the constitutional oath, and furnish bond, by posting a bond in the penal sum determined in the ordinance establishing the authority payable to the authority for use and benefit of the authority, approved by the board, and filed with the Village Clerk.

Sec. 5-8. Sources of revenue; permitted expenditures.

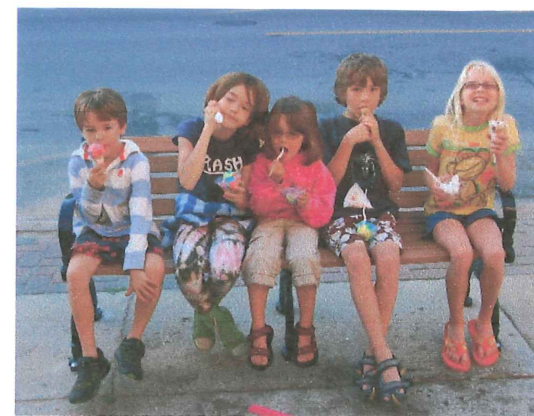
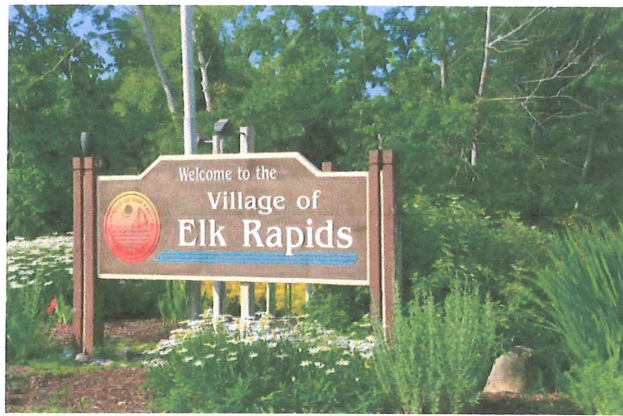
- a. The activities of the Downtown Development Authority shall be financed from one or more of the funding sources set out in section 11 of Public Act No. 197 of 1975 (MCL 125.1661 et seq.), as amended, and shall expend no monies without prior approval of the Village Council.

Sec. 5-9_5-20. Reserved.

VILLAGE OF ELK RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY



2016 ANNUAL REPORT



TO OUR DOWNTOWN STAKEHOLDERS

Downtown Elk Rapids holds exciting potential for economic growth and development. The Elk Rapids Downtown Development Authority looks to usher in this growth and help the DDA district meet its full potential.

We see ourselves as stewards of the district. It is our job to assure its success and to maintain our relationships with all of you. We hope our Annual Report will help accomplish that goal and inform those interested in where we are going. Sign up for our Newsletter and follow us on Facebook to keep up to date all year!

Amanda Baker
Downtown Development Coordinator

DDA HISTORY

On July 7, 1986 the Village Council of the Village of Elk Rapids (the "Village") adopted Ordinance No. 163 creating and establishing the Downtown Development Authority of the Village of Elk Rapids (the "DDA") and designating the boundaries of the downtown district. The DDA was granted all the powers permitted a downtown development authority under Public Act 197 of 1975. In creating and establishing the DDA, the Village found that the DDA was necessary and in the best interest of the public to halt the deterioration of property values and increase property tax valuation where possible in the Village's business district, to eliminate the cause of such deterioration, and to promote economic development.

The original development plan was developed to cover the West Side Development area. On December 5, 1994 the Village Council approved the Development Plan and Tax Increment Financing Plan for the East Side Development Area. In November of 1999 the East Side Plan was amended to incorporate the West Side Development Area. In 2011 the amended plan was fully restated and serves as the current Development Plan and Tax Increment Financing Plan for the entire Downtown Development District.

DDA BOARD

Gillian Cobb 2016
Chair

Carol Haley 2015
Secretary

Mark Wayne 2014

Sharon Fitzpatrick 2016

Wes Knecht 2016

Jim Witte 2014

Kathy Wittbrodt 2015

Steve Thomas 2016

James Janisse
Village President

Amanda Baker
Downtown Development
Coordinator

Board Members serve a 4 year
term from the year listed.

CONTACT US

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Elk Rapids, MI
231-264-9274
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www.elkrapids.org

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2015/2016 COMPLETED PROJECTS

- Elk River Chute Repaired
- **Letter of Support for TART Trail** – The Elk Rapids DDA expressed their support for the Traverse City to Charlevoix arm of the TART Trail system, specifically the Elk Rapids stretch. Non-Motorized trails are proven to have a positive economic impact on communities that invest in them and remains a strategic goal listed in the *Elk Rapids Village and Elk Rapids Township Collaborative Master Plan of 2013*, the *Antrim County Masterplan of 2012*, and the *Village of Elk Rapids Downtown Development Authority 2016 Strategic Plan*.
- Letter of Support for PUD Affordable Housing on 3rd Street
- Bike Rack installed on Dexter/River
- **DDA Strategic Plan Drafted** – The full *Village of Elk Rapids Downtown Development Authority 2016 Strategic Plan* is available at www.elkrapids.org/downtown-development-authority
- Elk River Boardwalk Concept Drawing
- **Hired DDA Coordinator** – Through a contract with Northern Lakes Economic Alliance (NLEA) the DDA was able to hire Amanda Baker as Downtown Development Coordinator. With her assistance, the DDA has been able to accomplish some great projects in 2016 and looks forward to even more in 2017.
- **Wayfinding Signs Installed Throughout the District**
- **Created Real Tour Vision video of Elk Rapids** – Watch it on our Facebook page!
- Extended Winter Parking Hours to 10:00am for Downtown Residents
- Food Truck Policy Established & Posted on Village website
- Letter of Support for Accessory Dwelling Zoning
- **Regular Communication Campaign consisting of Newsletters and Social Media** – Follow us on Facebook @ Downtown Elk Rapids, and sign up for our monthly newsletter to keep up on our activities as they happen.
- **Holiday Open House** – Assisted downtown business owner to enhance marketing efforts and events for the Annual Holiday Open House.
- **Seasonal Lights on River Street Trees** – Organized the installation of seasonal lights in the trees on River Street to brighten the area during the dark winter evenings. Lights were sponsored by local businesses.

ELK RAPIDS TIF PLAN

One of the DDA's means of implementing a plan of development is tax increment financing (TIF). A tax increment financing plan must be prepared, submitted to, and approved by the governing body of the municipality through an ordinance adopting a tax increment financing plan.

The purpose of tax increment financing is to capture tax revenues attributable to increases in value of real and personal property within the boundaries of the development area. The increases in property value may be attributable to new construction, rehabilitation, remodeling, alterations, additions, inflation or other factors the assessor may deem appropriate.

TIF Plan Listed Project Categories:

- Infrastructure
- Commercial Business Incubator
- Pedestrian Crossing & Trail Systems
- Construction of Parks
- Marketing
- Old Township Hall Renovations
- Upper Harbor Shopper Docks
- Fund economic development office and DDA administrative costs
- Walkable Community Improvements
- Miscellaneous Projects
- US-31 Corridor Improvements



2016 FINANCIALS

REVENUES

Property Taxes	\$115,988
Interest	\$118
Miscellaneous.....	\$5,720

EXPENDITURES

Administration.....	\$27,516
Economic Development	\$1,325
Marketing	\$78
General Operating.....	\$24,987
Bonds/Indebtedness	\$52,400

BOND RESERVE\$0

OUTSTANDING BOND INDEBTEDNES

..... \$441,778

INITIAL ASSESSED VALUE (D2-1994; D3-2011)

..... \$13,226,744

DDA DISTRICT- Estimate

Assessed Value.....	\$19,528,981
Captured Value	\$6,302,237
Tax Increment Revenues Received\$45,988

Number of Jobs Created..... 298*

For additional information, contact the Village of Elk Rapids at 231- 264-9274.

*Total Number in District

DDA DISTRICT MAP



FOLLOW US ON FACEBOOK @ DOWNTOWN ELK RAPIDS AND
SIGN UP FOR OUR NEWSLETTER AT WWW.ELKRAPIDS.ORG