

ELK RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
September 9, 2020
Zoom Meeting

Called to order 6:39 P.M.

PRESENT: Kady Caddy, Kelsey Duda, Jim Janisse, Becky Lancaster, Barb Mullaly, Christine Petersen, Steve Thomas, Kathy Wittdbrodt.

EXCUSED: Jim Witte

ALSO PRESENT: DDA Administrative Assistant Kaitlyn Szczypka, DDA Director Elise Craft, Village Manager William Cooper, Village Clerk Caroline Kennedy.

CITIZENS PRESENT: 6

CONFLICT OF INTEREST: None

INTRODUCTION OF NEW DDA MEMBERS: Kelsey Duda, Jim Witte, Barb Mullaly.

TIFA TRAINING

Will be discussed at a future meeting.

UNFINISHED BUSINESS:

Elk Rapids Internet

Update given by MULLALY. See omena.cccfiber.com for an example of project scope from another community.

Expense Report for R and R Project

PETERSEN gave update.

- Small Business Relief Fund
 - \$22655 revenue
 - \$17919 expenses
 - \$4736 balance-included is 3000\$ from the Rotary for the R and R fund so usable balance is \$1736
- Relief Recovery Fund
 - \$3000 from Rotary for signs, masks, and hand sanitizer.
 - Outstanding Bills
 - \$600 due to Elk Rapids News
 - \$1400 due to Record Eagle for digital marketing campaign
- \$2500 for signage to be recouped

Record Eagle Digital

PETERSEN gave update. Peterson saw first report, waiting for second report and will call the Record Eagle for final results. 3 months are up for marketing campaign, campaign suspended until further notice until DDA reviews results. Petersen hopes to give report in October regular meeting.

SWEARING IN OF KELSEY DUDA:

Village Clerk Caroline Kennedy joined Zoom meeting to swear in DDA member DUDA.

PUBLIC COMMENT:

TRISHA MOORE spoke in support of the school bond proposal, would like for the DDA to voice approval for the community measure.

NEW BUSINESS:

DDA Administrative Contract

PETERSEN summarized contract process for DDA Administrative Assistant KAITLYN SZCZYPKA.

MOTION by PETERSEN, second by WITTD BRODT, to accept contract with change regarding end date of contract being end of fiscal year Feb. 28, 2021.

Roll Call Vote: Ayes – Caddy, Duda, Janisse, Lancaster, Mullaly, Petersen, Thomas, Wittdbrodt;

Nays – None; Excused – Witte. **MOTION CARRIED.**

Invoice Approval – Elise and Kaitlyn

MOTION by PETERSEN, second by LANCASTER to approve Elise's invoice of \$585 and Kaitlyn's invoice of \$283.

Roll Call Vote: Ayes – Caddy, Duda, Janisse, Lancaster, Mullaly, Petersen, Thomas, Wittdbrodt;

Nays – None; Excused – Witte. **MOTION CARRIED.**

Electric Charging Station

JANISSE gave update. Plan was presented to village council. 2 charging stations proposed for Cedar Street parking lot.

9-1-2020 Workshop Discussion Results and Next Steps

STATECRAFT summarized notes from last week's workshop. Board discussed events, board bonding, partnerships, etc. Statecraft will share detailed notes from this discussion with the board.

MOTION by MULLALY, second by PETERSEN, to approve the \$250 membership expense for the NLEA.

Roll Call Vote: Ayes – Caddy, Duda, Janisse, Lancaster, Mullaly, Petersen, Thomas, Wittdbrodt;

Nays – None; Excused – Witte. **MOTION CARRIED.**

Statecraft Scope of Work

STATECRAFT summarized proposed scope of work as referenced in board packet.

MOTION by LANCASTER, second by PETERSEN to approve proposed scope of work except for #3 and budget \$7000 for director.

Roll Call Vote: Ayes – Caddy, Duda, Janisse, Lancaster, Mullaly, Petersen, Thomas, Wittdbrodt;

Nays – None; Excused – Witte. **MOTION CARRIED.**

BOARD COMMENTS

LANCASTER said that she will draft a letter in support of the school bond.

NEXT MEETING

- Proposed Work Session: September 22, 6:00 P.M. on Zoom (DDA Basics Training with NLEA).
- Next Regular Meeting: October 14, 6:30 P.M. on Zoom.

MEETING ADJOURNED at 8:38 P.M.