

**ELK RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY**  
**REGULAR MEETING MINUTES**  
**November 12, 2020**

**CALLED TO ORDER** at 6:30 P.M.

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

**EXCUSED:** None

**ALSO PRESENT:** Village Manager William Cooper, DDA Director Elise Statecraft, DDA Administrative Assistant Kaitlyn Szczypka, Chamber of Commerce Director Tom Kern.

**CONFLICT OF INTEREST:**  
None.

**CITIZENS PRESENT:** 4

**NEW BUSINESS**

**Election of Officers**

**MOTION** by **PETERSEN**, second by **WITTBRODT** to nominate Jim Witte for DDA Chair.  
Roll Call Vote: Ayes – Caddy, Duda, Janisse, Lancaster, Mullaly, Peterson, Thomas, Wittdbrodt, Witte;  
Nays – None; Excused – None. **MOTION CARRIED.**

**MOTION** by **MULLALY**, second by **WITTE** to nominate Christine Petersen for DDA Vice Chair.  
Roll Call Vote: Ayes – Caddy, Duda, Janisse, Lancaster, Mullaly, Peterson, Thomas, Wittdbrodt, Witte;  
Nays – None; Excused – None. **MOTION CARRIED.**

**MOTION** by **PETERSEN**, second by **WITTBRODT** to nominate Kady Caddy for DDA Secretary.  
Discussion: Caddy expressed that she would not like to be DDA Secretary due to other existing obligations.  
**MOTION WITHDRAWN** by **PETERSEN**.

**MOTION** by **WITTBRODT**, second by **THOMAS** to nominate Becky Lancaster for DDA Secretary.  
Roll Call Vote: Ayes – Caddy, Duda, Janisse, Lancaster, Mullaly, Peterson, Thomas, Wittdbrodt, Witte;  
Nays – None; Excused – None. **MOTION CARRIED.**

**CONSENT CALENDAR:**  
MULLALY requested the meeting minutes from the October DDA meeting to change title from “Special” to “Regular.”

**MOTION** to approve consent calendar, excluding the treasurer’s report.  
Unanimous ayes, nays none. **MOTION CARRIED.**

**PUBLIC COMMENT:**  
None.

**UNFINISHED BUSINESS:**

**Ames Street**

JANISSE gave update. The meeting has been rescheduled to Wednesday November 18, 2020 at 3:00 PM.

**Trail Town**

PETERSEN gave update. She is in contact with the MSU Resource Center. There will be a meeting Thursday November 19, 2020 at 4:00 PM. Location TBD.

**Terrace Garden**

WITTBRODT gave update.

**PPE Purchases**

CADDY gave update. She purchased masks and suggested taking them to businesses when going out to discuss the engagement plan. She also mentioned partnering with the Chamber to aid in distribution.

**Discussion of Engagement Plan**

STATECRAFT sent memo to the board earlier in the day that outlined possible changes.

KERN mentioned that there are 150 chamber members in the DDA area. He affirmed board members' support of a digital quantifying survey.

STATECRAFT would like the board to finalize a business contact list for the survey in December.

**NEW BUSINESS:****Mission Statement Discussion**

LANCASTER shared draft mission statement and said it was open for edits.

**Regulation Required Public Meeting**

PETERSEN reminded the board that the DDA must do a public presentation twice a year. Traditionally this is done at a council meeting.

WITTE will give presentation at December 7 village council meeting.

**Budget**

PETERSEN gave budget statistics and the board proposed setting aside \$25,000 for potential small business relief funds.

**MOTION** by **PETERSEN**, second by **CADDY** to approve budget with amendments.

Roll Call Vote: Ayes – Caddy, Duda, Lancaster, Mullaly, Peterson, Thomas, Wittdbrodt, Witte;

Nays – None; Excused – None; Recused – Janisse. **MOTION CARRIED.**

**BOARD COMMENTS:**

MULLALY mentioned the 2020 Michigan housing summit October 20-22 and that if DDA members would like to participate they can sign up through the village office.

PETERSEN has budget worksheet from the Elk Rapids Treasurer and will share information with DDA.

**NEXT MEETING**

Regular Meeting: December 9, 6:30 P.M., place TBD.

**MEETING ADJOURNED** at 7:50 P.M.