

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, MARCH 10, 2021, 6:30 PM
ZOOM MEETING**

Board Members: Please notify the Chair or Village Office if you will not be attending

1. CALL TO ORDER AND ROLL CALL

2. CONFLICT OF INTEREST STATEMENT:

Any DDA member who believes that they have a conflict of interest regarding any item on the agenda shall so state that conflict. Does any member believe they have a conflict of interest regarding any item on this agenda?

3. CONSENT CALANDER (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 any 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 MEETING MINUTES (January 13, 2021)**
- B. TREASURER REPORT**
- C. PAYMENT OF DDA STAFF INVOICES**

4. 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 may state their name, address, and, if applicable, their affiliation. The DDA Chair should recognize the citizen before speaking. A three-minute limitation applies unless extended by the DDA Chair. 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 the DDA.

5. UNFINISHED BUSINESS:

- A. AMES STREET**
- B. TRAIL TOWN**
- C. BUSINESS GROUP**
- D. ENGAGEMENT PLAN**

6. NEW BUSINESS

- A. BUDGET AMENDMENT**
- B. PURCHASE OF CHAIRS AND FIRE PITS**
- C. VILLAGE EVENTS**
- D. COVID-19 SUPPLIES**
- E. BUSINESS GROUP**
- F. 13-WAYS PRESENTATION – COMMUNITY ASSESMENT PROJECT**

7. BOARD COMMENTS

8. UPCOMING MEETING DATES AND OTHER EVENTS:

REGULAR DDA MEETING – Wednesday, April 14, 2021 at 6:30 P.M., place TBD.

9. MOTION TO ADJOURN

DDA MARCH ZOOM INSTRUCTIONS

You are invited to a Zoom webinar.

When: Mar 10, 2021 06:30 PM Eastern Time (US and Canada)

Topic: 3.10.21 DDA Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83433910705?pwd=TjlsR28rMUJRN1h1SEM5SEhNa0hldz09>

Passcode: 913414

Or iPhone one-tap :

US: +16465588656,,83433910705# or +13017158592,,83433910705#

Or Telephone:

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

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

Webinar ID: 834 3391 0705

International numbers available: <https://us02web.zoom.us/j/83433910705?pwd=TjlsR28rMUJRN1h1SEM5SEhNa0hldz09>

**ELK RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
FEBRUARY 10, 2021
ZOOM MEETING**

CALLED TO ORDER at 6:30 P.M.

PRESENT: Kady Caddy, Kelsey Duda, Jim Janisse, Becky Lancaster, Barb Mullaly, Christine Petersen, Steve Thomas, Doug Van Cura, Kathy Wittbrodt, Jim Witte.

EXCUSED: None.

ALSO PRESENT: Village Manager Bryan Gruesbeck, DDA Contractor Elise Crafts, DDA Administrative Assistant Kaitlyn Szczyпка.

CONFLICT OF INTEREST:
None.

CITIZENS PRESENT: 8

CONSENT CALENDAR:

MOTION by PETERSEN, SECOND by THOMAS to approve consent calendar.
Unanimous ayes, nays none. **MOTION CARRIED.**

PUBLIC COMMENT:
One citizen commented.

MOTION by PETERSEN, SECOND by LANCASTER to spend no more than \$2,000 for marketing and event planning for the “Spring into Summer” event.
Roll Call Vote: Ayes – Duda, Janisse, Lancaster, Mullaly, Petersen, Thomas, Van Cura, Wittbrodt, Witte, Caddy;
Nays – None; **MOTION CARRIED.**

UNFINISHED BUSINESS:

Ames Street

JANISSE mentioned that C2AE will present on the Ames Street project at the next Regular Council Meeting on February 16, 2021.

Trail Town

PETERSEN gave update.

Downtown Business Group

No update.

Engagement Plan

CRAFTS lead update conversation.

NEW BUSINESS:

None.

BOARD COMMENTS:

Received.

NEXT MEETING

REGULAR MEETING: Wednesday March 10, 2021 at 6:30 P.M., over Zoom.

MOTION by PETERSEN, SECOND by MULLALY to adjourn.

Unanimous ayes, nays none. **MOTION CARRIED.**

MEETING ADJOURNED at 8:14 P.M.

User: KERRI

DB: Elk Rapids

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2021	ACTIVITY FOR MONTH 03/31/2021	AVAILABLE BALANCE	% BGD USED
Fund 791 - DDA TIFA DISTRICT						
Revenues						
Dept 000						
791-000-599-003	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
791-000-671-400	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
791-000-671-700	DONATIONS	0.00	0.00	0.00	0.00	0.00
791-000-672-000	INTEREST	200.00	0.00	0.00	200.00	0.00
791-000-674-000	TOWNSHIP/EDC/CONT	0.00	0.00	0.00	0.00	0.00
791-000-682-000	ER LOGO LICENSE AGREEMENT	0.00	0.00	0.00	0.00	0.00
791-000-690-700	FROM/101/204/228/DDA TIFA D2	65,340.00	0.00	0.00	65,340.00	0.00
791-000-691-100	COUNTY TIFA TAX D2	40,368.00	0.00	0.00	40,368.00	0.00
791-000-691-113	TOWNSHIP TIFA TAX D2	6,985.00	0.00	0.00	6,985.00	0.00
791-000-691-200	LIBRARY TIFA TAX D2	2,729.00	0.00	0.00	2,729.00	0.00
791-000-692-300	FROM/101/204/228/DDA TIFA D3	28,320.00	0.00	0.00	28,320.00	0.00
791-000-693-000	TOWNSHIP TIFA TAX D3	2,896.00	0.00	0.00	2,896.00	0.00
791-000-693-100	COUNTY TIFA TAX D3	0.00	0.00	0.00	0.00	0.00
791-000-693-200	LIBRARY TIFA TAX D3	1,132.00	0.00	0.00	1,132.00	0.00
791-000-695-350	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
791-000-699-000	PRIOR YR/ENDING CASH BALANCE	150,000.00	0.00	0.00	150,000.00	0.00
Total Dept 000		297,970.00	0.00	0.00	297,970.00	0.00
TOTAL REVENUES		297,970.00	0.00	0.00	297,970.00	0.00
Expenditures						
Dept 791 - DDA TIFA DISTRICT						
791-791-700-000	SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
791-791-715-000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00
791-791-716-000	HEALTH	0.00	0.00	0.00	0.00	0.00
791-791-718-000	RETIREMENT	0.00	0.00	0.00	0.00	0.00
791-791-719-000	SICK & ACCIDENT	0.00	0.00	0.00	0.00	0.00
791-791-720-000	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00
791-791-722-000	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00
791-791-757-000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
791-791-799-000	GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00
791-791-801-000	ATTORNEY	0.00	0.00	0.00	0.00	0.00
791-791-802-000	ENGINEER	0.00	0.00	0.00	0.00	0.00
791-791-803-000	AUDITOR	920.00	0.00	0.00	920.00	0.00
791-791-804-100	PROFESSIONAL SERVICES	35,000.00	0.00	0.00	35,000.00	0.00
791-791-804-300	PROF.SVCS./EDC/EXP	0.00	0.00	0.00	0.00	0.00
791-791-817-000	SIGN -WAYFINDING	0.00	0.00	0.00	0.00	0.00
791-791-818-500	SOFTWARE	1,250.00	0.00	0.00	1,250.00	0.00
791-791-819-000	DDA SMALL BUSINESS RELIEF FUND	0.00	0.00	0.00	0.00	0.00
791-791-820-000	LAKE ST AREA IMP/CONST	0.00	0.00	0.00	0.00	0.00
791-791-830-000	EASTSIDE/PROJECT/LIST	0.00	0.00	0.00	0.00	0.00
791-791-864-000	TRAINING/CONFERENCES	700.00	0.00	0.00	700.00	0.00
791-791-884-000	ECONOMIC DEVELOPMENT	7,200.00	0.00	0.00	7,200.00	0.00
791-791-885-100	DDA - OPEN HOUSE	0.00	0.00	0.00	0.00	0.00
791-791-885-200	DDA - INFRASTRUCTURE	8,250.00	0.00	0.00	8,250.00	0.00
791-791-885-300	DDA - EVENTS	6,200.00	0.00	0.00	6,200.00	0.00
791-791-885-400	DDA - BUSINESS DEVELOPMENT	4,100.00	0.00	0.00	4,100.00	0.00
791-791-900-000	PRINTING & PUBLICATION	1,000.00	0.00	0.00	1,000.00	0.00
791-791-954-100	STATE EMERGENCY RECOVERY EFFORT	0.00	0.00	0.00	0.00	0.00
791-791-956-000	MISCELLANEOUS	1,100.00	0.00	0.00	1,100.00	0.00
791-791-960-500	TO/GEN/101/ADMIN	1,000.00	0.00	0.00	1,000.00	0.00
791-791-961-300	TO/DDA/CONSTR	0.00	0.00	0.00	0.00	0.00

User: KERRI

PERIOD ENDING 03/31/2021

DB: Elk Rapids

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2021	ACTIVITY FOR MONTH 03/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 791 - DDA TIFA DISTRICT						
Expenditures						
791-791-962-000	TO/WATER SYS BOND DEBT	0.00	0.00	0.00	0.00	0.00
791-791-964-000	TO/HEALTH INS/797	0.00	0.00	0.00	0.00	0.00
791-791-965-500	TRANSFER TO MDOT BOND PYM	0.00	0.00	0.00	0.00	0.00
791-791-966-500	ATT.16 REIMB.TWP.	3,110.00	0.00	0.00	3,110.00	0.00
791-791-966-510	ATT.16 REIMB.LIBRARY	467.00	0.00	0.00	467.00	0.00
791-791-967-520	ATT.16 REIMB.COUNTY	4,187.00	0.00	0.00	4,187.00	0.00
791-791-968-530	TO/GEN/101/ATTACHMENT 16	7,388.00	0.00	0.00	7,388.00	0.00
791-791-968-540	TO/MUNI STR/204/ATTACHMENT 16	2,828.00	0.00	0.00	2,828.00	0.00
791-791-968-550	TO/WASTE COLLECT/228/ATTACHMENT 16	1,004.00	0.00	0.00	1,004.00	0.00
791-791-974-000	TO/GEN CAP/401/SOFTWARE	0.00	0.00	0.00	0.00	0.00
791-791-991-000	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00
791-791-992-000	DEBT/PRIN/LAKE/LOOMIS	45,000.00	0.00	0.00	45,000.00	0.00
791-791-992-100	DEBT/INT/LAKE/LOOMIS	8,918.00	0.00	0.00	8,918.00	0.00
791-791-992-200	DEBT/FEES/LAKE/LOOMIS	0.00	0.00	0.00	0.00	0.00
791-791-998-000	TO/WATER SYS/393/DEBT	0.00	0.00	0.00	0.00	0.00
791-791-999-000	FROM/MDOT/AMES ST/396	0.00	0.00	0.00	0.00	0.00
Total Dept 791 - DDA TIFA DISTRICT		139,622.00	0.00	0.00	139,622.00	0.00
TOTAL EXPENDITURES		139,622.00	0.00	0.00	139,622.00	0.00
Fund 791 - DDA TIFA DISTRICT:						
TOTAL REVENUES		297,970.00	0.00	0.00	297,970.00	0.00
TOTAL EXPENDITURES		139,622.00	0.00	0.00	139,622.00	0.00
NET OF REVENUES & EXPENDITURES		158,348.00	0.00	0.00	158,348.00	0.00

INVOICE #2021-09

STATECRAFT

New mailing address:

571 Bellows Avenue
Frankfort, MI 49635
(231) 313-7116 | elise@statecraftmi.com

March 6, 2021

BILL TO

Christine Petersen, Secretary
Elk Rapids Downtown Development Authority
(702) 353-2925

FOR

Strategic Planning & Board Development

Details	AMOUNT	HOURS
Meetings & Communications	\$225.00	2.5
Deliverables Development	\$45.00	0.5
	SUBTOTAL	\$270.00
	TAX RATE	0.00%
	OTHER	\$0.00
	TOTAL	\$270.00

Thank you for your business.

If you have any questions concerning this invoice, please contact Elise at elise@statecraftmi.com.

INVOICE

DATE

3/3/2021

FEB. DDA INVOICE**KAITLYN SZCZYPKA**

4046 Grass Lake Road

Bellaire, MI 49615

269.270.5835

kait.szczypka@gmail.com

ELK RAPIDS DDA

315 Bridge Street,

Elk Rapids, MI 49629

HOURS	WORK	UNIT PRICE	LINE TOTAL
N/A	FEBRUARY REGULAR MEETING- minutes	\$100	\$100
9	FEBRUARY WORK - phone meetings, emails, training, contract creation, etc.	\$20/HOUR	\$180
N/A	FEBRUARY Adobe Acrobat monthly subscription	\$15.89	\$15.89
Total			295.89

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MODERN ADIRONDACK

SKU#: AD420

Modern Adirondack Chair

★★★★★ [225 Reviews](#) [29 Questions / 29 Answers](#) [50 Comments](#)

A modern back style and sleek profile paired with the comfort of a contoured seat and waterfall front make the Modern Adirondack Chair the perfect complement to any outdoor space.

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MODERN ADIRONDACK

SKU#: AD420

Modern Adirondack Chair

★★★★★ [225 Reviews](#) [29 Questions / 29 Answers](#) [50 Comments](#)

A modern back style and sleek profile paired with the comfort of a contoured seat and waterfall front make the Modern Adirondack Chair the perfect complement to any outdoor space.

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\$269.00



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\$153.17



[View Q&A](#)

Trex Outdoor Furniture Seaport Pacific Blue Plastic Frame Stationary Adirondack Chair(s) with Slat Seat

Item #2489844 Model #TXAD400PB

- Chair features comfortably contoured seat and waterfall front
- Frame constructed of genuine POLYWOOD® lumber that withstands extreme weather conditions
- Durable HDPE lumber gives the look of painted wood without the maintenance

Frame Color/Finish
Pacific Blue >

- 1 +
Qty

Add to Cart

Longer wait time than usual (30+ days)



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Pickup Estimated: **Mon, Mar 22, 2021**



\$153.17



[View Q&A](#)

Trex Outdoor Furniture Seaport Aruba Plastic Frame Stationary Adirondack Chair(s) with Slat Seat

Item #2489849 Model #TXAD400AR

- Chair features comfortably contoured seat and waterfall front
- Frame constructed of genuine POLYWOOD® lumber that withstands extreme weather conditions
- Durable HDPE lumber gives the look of painted wood without the maintenance

Frame Color/Finish
Aruba >

- 1 +
Qty

Add to Cart

Longer wait time than usual (30+ days)



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MORE LINKS

[Trex Outdoor Furniture Seaport Pacific Blue Plastic Frame Stationary Adirondack Chair\(s\) with Slat Seat in the Patio Chairs department at Lowes.com](#)

[allen + roth by POLYWOOD Oakport White Plastic Frame Stationary Adirondack Chair\(s\) with Slat Seat in the Patio Chairs department at Lowes.com](#)

WOODEN BOAT SHOW

JUNE 11 & 12
SUPPORTING ELK RAPIDS HARBOR DAYS



2021 SPONSORSHIP LEVELS

CAPTAIN (\$1,000 +)	FIRST MATE (\$500 +)	DECK HAND (\$250 +)
<p>Choose to sponsor one of the following -</p> <ul style="list-style-type: none"> ➤ Boat Bag for entrants filled with show T-Shirt and logo items from your business and more. ➤ Breakfast for entrants ➤ Lunch for entrants 	<p>Sponsor the “Artist in Action”. The piece they create will be given away during the prize drawing held at Upper Harbor Green Space Saturday afternoon.</p>	<p>Sponsor the awards presented to the entrants for <i>People’s Choice, Queen’s Choice, Great Lakes Boat Building School’s Choice and Veuve Clicquot’s Choice.</i></p>
<p>Included in all news, radio and print advertising.</p>	<p>Recognized as the chosen event sponsor at the event, in the program guide description of the event, and on the schedule of events.</p>	<p>Recognized as the chosen event sponsor at the event, in the program guide description of the event, and on the schedule of events.</p>
<p>Listed on the main page of the Harbor Days website with direct link to your website.</p>	<p>Listed on the “Sponsors” page on the Harbor Days website.</p>	<p>Listed on the “Sponsors” page on the Harbor Days website.</p>
<p>Recognized on social media.</p>	<p>Recognized on social media.</p>	<p>Recognized on social media.</p>
<p>1/2 page ad in the official Program Guide.</p>	<p>1/4 page ad in the official Program Guide.</p>	<p>1/8 page ad in the official Program Guide.</p>
<p>Listed as a sponsor in the Program Guide.</p>	<p>Listed as a sponsor in the Program Guide.</p>	<p>Listed as a sponsor in the Program Guide.</p>
<p>Listed in all thank you acknowledgments.</p>	<p>Listed in all thank you acknowledgements.</p>	<p>Listed in all thank you acknowledgements.</p>

DEADLINES & LOGISTICS

*An official company logo in a pdf or jpeg format is required. Submit to exdir@elkrapidsharbordays.org.

*Sponsorship commitment, logo and ad information must be received by March 31, 2021 with payment enclosed please.

*Mail sponsorship form and payment to Elk Rapids Harbor Days Association, PO Box 801, Elk Rapids, MI 49629.

*Forms received without payment will be invoiced by Elk Rapids Harbor Days Association with payment due upon receipt.

*For questions or more information, contact Harbor Days 231.342.1058 or at exdir@elkrapidsharbordays.org.

WOODEN BOAT SHOW

JUNE 11 & 12
SUPPORTING ELK RAPIDS HARBOR DAYS



2021 SPONSORSHIP FORM

Business Name:	
Contact Person:	
Address:	
Email:	
Phone:	

SPONSORSHIP LEVELS AND PRICING

	DECKHAND	\$250+
	FIRST MATE	\$500 +
	CAPTAIN	\$1,000 +

AMOUNT: _____ **CHOSEN EVENT/ACTIVITY:** _____

DEADLINES, PRINTING REQUIREMENTS AND PAYMENT

•	Deadline for commitment is March 12, 2021.
•	Please email an official company logo as a JPEG or PDF to exdir@elkrapidsharbordays.org.
•	Mail completed form and payment to Elk Rapids Harbor Days Association, P.O. Box 801, Elk Rapids, MI 49629
•	Form received without payment will be invoiced by Elk Rapids Harbor Days and due upon receipt.
•	If you have any questions, please call 231-342-1058 or email exdir@elkrapidsharbordays.org.



2021 PROGRAM ADVERTISING FORM

Program Guide is distributed throughout the community and an online copy is available at elkrapidsharbordays.org.

Business Name:	
Contact Person:	
Address:	
Email:	
Phone:	

ADVERTISEMENT SIZE AND PRICING

	1/8 PAGE	\$25
	1/4 PAGE	\$50
	1/2 PAGE	\$100
	FULL PAGE	\$250

DEADLINES, PRINTING REQUIREMENTS AND PAYMENT

	Deadline for submission is March 31, 2021
	All artwork must be sent as a JPEG or PDF to exdir@elkrapidsharbordays.org
	Mail completed form and payment to Elk Rapids Harbor Days Association, P.O. Box 801, Elk Rapids, MI 49629
	Form received without payment will be invoiced by Elk Rapids Harbor Days and due upon receipt.
	Please make a copy of this form for your records.
	If you have any questions, please call 231-342-1058 or email exdir@elkrapidsharbordays.org