

DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, MAY 12, 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 (April 14, 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. VILLAGE EVENTS**
- D. ENGAGEMENT PLAN**
- E. PURCHASE OF CHAIRS AND FIRE PITS**
- F. COVID-19 SUPPLIES**
- G. PATRONICITY FUNDS**
- H. DISCOVERELKRAPIDS.COM**
- I. MARKETING EFFORTS FOR GREAT LAKES EQUESTRIAN**

6. NEW BUSINESS

- A. MDA DISCUSSION**
- B. JULY/AUGUST MEETING SCHEDULE**

7. CORRESPONDENCE

8. BOARD COMMENTS

9. UPCOMING MEETING DATES AND OTHER EVENTS:

REGULAR DDA MEETING – Wednesday, June 9, 2021 at 6:30 P.M., place TBD.

10. MOTION TO ADJOURN

DDA MAY ZOOM INSTRUCTIONS

You are invited to a Zoom webinar.

When: May 12, 2021 06:30 PM Eastern Time (US and Canada)

Topic: May DDA Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85606458499?pwd=OU5Nc1dMdUVmRVFraXZMMTNkZ0xVUT09>

Passcode: 343470

Or One tap mobile:

US: +16465588656, 85606458499# or +13017158592, 85606458499#

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: 856 0645 8499

International numbers available: <https://us02web.zoom.us/j/85606458499>

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2021	ACTIVITY FOR MONTH 05/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 791 - DDA TIFA DISTRICT						
Revenues						
Dept 000						
791-000-672-000	INTEREST	200.00	0.00	0.00	200.00	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	39,507.76	0.00	860.24	97.87
791-000-691-113	TOWNSHIP TIFA TAX D2	6,985.00	6,806.77	0.00	178.23	97.45
791-000-691-200	LIBRARY TIFA TAX D2	2,729.00	2,666.57	0.00	62.43	97.71
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	4,050.83	0.00	(1,154.83)	139.88
791-000-693-200	LIBRARY TIFA TAX D3	1,132.00	1,586.78	0.00	(454.78)	140.17
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	54,618.71	0.00	243,351.29	18.33
TOTAL REVENUES		297,970.00	54,618.71	0.00	243,351.29	18.33
Expenditures						
Dept 791 - DDA TIFA DISTRICT						
791-791-757-000	SUPPLIES	1,500.00	0.00	0.00	1,500.00	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	255.89	0.00	34,744.11	0.73
791-791-818-500	SOFTWARE	1,250.00	1,281.93	0.00	(31.93)	102.55
791-791-819-000	DDA SMALL BUSINESS RELIEF FUND	1,700.00	0.00	0.00	1,700.00	0.00
791-791-864-000	TRAINING/CONFERENCES	700.00	50.00	0.00	650.00	7.14
791-791-884-000	ECONOMIC DEVELOPMENT	11,300.00	0.00	0.00	11,300.00	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
791-791-900-000	PRINTING & PUBLICATION	1,000.00	216.00	0.00	784.00	21.60
791-791-954-100	STATE EMERGENCY RECOVERY EFFORT	0.00	232.92	0.00	(232.92)	100.00
791-791-956-000	MISCELLANEOUS	1,100.00	200.00	0.00	900.00	18.18
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.	3,110.00	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
791-791-976-350	SMALL EQUIPMENT	8,000.00	0.00	0.00	8,000.00	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	4,458.75	0.00	4,459.25	50.00
Total Dept 791 - DDA TIFA DISTRICT		150,822.00	6,695.49	0.00	144,126.51	4.44
TOTAL EXPENDITURES		150,822.00	6,695.49	0.00	144,126.51	4.44
Fund 791 - DDA TIFA DISTRICT:						
TOTAL REVENUES		297,970.00	54,618.71	0.00	243,351.29	18.33
TOTAL EXPENDITURES		150,822.00	6,695.49	0.00	144,126.51	4.44
NET OF REVENUES & EXPENDITURES		147,148.00	47,923.22	0.00	99,224.78	32.57

PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2021	ACTIVITY FOR MONTH 05/31/2021	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES - FUND 791		297,970.00	54,618.71	0.00	243,351.29	18.33
TOTAL EXPENDITURES - FUND 791		150,822.00	6,695.49	0.00	144,126.51	4.44
NET OF REVENUES & EXPENDITURES		147,148.00	47,923.22	0.00	99,224.78	32.57

INVOICE #2021-26

STATECRAFT

Mailing address:

571 Bellows Avenue

Frankfort, MI 49635

(231) 313-7116 | elise@statecraftmi.com

May 3, 2021

BILL TO

Kaitlyn Szczyпка, Administrative Assistant

Elk Rapids Downtown Development Authority

(702) 353-2925

FOR

Strategic Planning & Board Development

March and April 2021 Activities

Details

Meetings & Communications

AMOUNT

HOURS

\$630.00

7

Deliverables Development

\$337.50

3.75

SUBTOTAL \$967.50

TAX RATE 0.00%

OTHER \$0.00

TOTAL \$967.50

Thank you for your business.

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

INVOICE

DATE

5/3/2021

APRIL 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	APRIL REGULAR MEETING	\$100	\$100
7	APRIL WORK - phone meetings, emails, assigned tasks, etc.	\$20/HOUR	\$140
N/A	APRIL Adobe Acrobat monthly subscription	\$15.89	\$15.89
Total			255.89