

**ELK RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
AUGUST 12, 2021  
THIS WAS A HYBRID MEETING**

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

**PRESENT:** Chase Bonhag, Matt Doran, Jim Janisse, Becky Lancaster, Christine Petersen, Doug Van Cura, Kathy Wittbrodt, Jim Witte.

**EXCUSED:** Kelsey Duda.

**ABSENT:** Katy Caddy.

**ALSO PRESENT:** Village Manager Bryan Gruesbeck, DDA Administrative Assistant Kaitlyn Szczypka, and DDA Contractor Elise Crafts (via Zoom).

**IN-PERSON CITIZEN ATTENDANCE:** 1

**VIRTUAL CITIZEN ATTENDANCE:** 2

**AGENDA APPROVAL:**

**MOTION** by **JANISSE**, **SECOND** by **PERTERSEN** to approve Agenda as presented. Unanimous ayes, nays none. **MOTION CARRIED.**

**CONFLICT OF INTEREST:**

None.

**CONSENT CALENDAR:**

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

**PUBLIC COMMENT:** No citizens commented.

**UNFINISHED BUSINESS:**

**DDA Engagement Plan – Phase 2**

DDA Contractor Elise State Craft updated the board on the next phase of the engagement project, including the proposed budget and project description.

**MOTION** by **PETERSEN**, **SECOND** by **VAN CURA**, to spend no more than \$7,380.00 on phase 2 of the DDA Engagement Plan out of the professional services line item of the DDA budget.

Roll Call Vote: Ayes – Petersen, Witte, Lancaster, Bonhag, Wittbrodt, Van Cura, Doran, Janisse; Nays – None; Excused – Duda; Absent – Caddy. **MOTION CARRIED.**

### **Ames Street**

Village Manager Gruesbeck made contact with State agency that handles safety grants for pedestrians and road travel. Scheduling meetings with C2AE to revisit next steps. Looking into funding options for all three phases of the 1.5 million project.

### **Trail Town**

PETERSEN doing presentation for Village Council to ask for approval. In version 8 of the application. Planning on submitting at the first two weeks of September.

### **Village Events**

WITTE reported on Village events.

### **Purchase of Firepits and Chairs**

Fire pits are ready to go, chairs have not been delivered yet.

**MOTION by WITTBRODT, SECOND by PETERSEN**, to spend no more than \$600.00 from the Small Business Equipment fund for branding plate, a one-time fee to mark Village property.

Roll Call Vote: Ayes – Witte, Lancaster, Bonhag, Wittbrodt, Van Cura, Doran, Janisse, Petersen; Nays – None; Excused – Janisse; Absent – Caddy, Wittbrodt. **MOTION CARRIED.**

### **Patronicity Funds**

WITTE reported funds have been distributed.

### **DiscoverElkrapids.com**

WITTE updated board on this matter.

### **13 Ways Project**

DDA checks have been cut for the 13 Ways Community Project. Doug Griffiths will be in town soon.

### **OMA Presentation**

Village Clerk and DDA Administrative Assistant Szczyпка gave a presentation on the Open Meetings Act to the DDA members.

**BOARD COMMENTS:** Received.

### **UPCOMING EVENTS:**

**REGULAR MEETING:** Wednesday September 8, 2021, at 6:30 P.M., at the Government Center, 315 Bridge St, Elk Rapids, MI 49629.

**MOTION by PETERSEN, SECOND by LANCASTER** to adjourn.

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

**MEETING ADJOURNED** at 7:23 P.M.