



**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA**

WEDNESDAY FEBRUARY 8, 2023, 5:00 PM

GOVERNMENT CENTER, 315 BRIDGE STREET, ELK RAPIDS, MI 49269

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

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

2. AGENDA APPROVAL: The Agenda may be modified at this point if approved by the DDA. If the DDA does not wish to modify the Agenda, members may vote to approve the Agenda as presented.

3. 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?

4. CITIZEN COMMENTS: Any citizen attending the meeting in-person who wishes to address the DDA on a matter not listed on this agenda may speak at this time. Virtual participants are invited to speak on any matter they may choose at this time. Persons addressing the DDA are asked to state their name, address and, if applicable, their affiliation. The Chair should recognize the citizen before speaking. A three-minute limitation applies unless extended by the Chair. In-person attendees 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. CONSENT CALENDAR: 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 from there 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

1. Regular DDA Meeting – January 11, 2023

B. TREASURER REPORT

C. PAYMENT OF DDA STAFF INVOICES

6. MONTHLY UPDATES:

A. AMES STREET

B. VILLAGE EVENTS

C. HOUSING TASK FORCE

D. 13 WAYS COMMUNITY PROJECT

E. VILLAGE COUNCIL

F. SUBCOMMITTEE UPDATES

1. Discoverelkrapids.com website – Christine & John
2. DDA Communication – Becky, John & Christine
3. Economic Development – Doug, Jim, Barbara, & Janet

7. UNFINISHED BUSINESS (for Board discussion):

A. NONE.

8. NEW BUSINESS:

A. BOARD DEVELOPMENT OPPORTUNITIES

9. BOARD COMMENTS

10. CORRESPONDENCE

11. CITIZEN COMMENTS: Any citizen attending the meeting in-person or virtually who wishes to address the DDA on any matter may speak at this time. Persons addressing the DDA are asked to state their name, address and, if applicable, their affiliation. The Chair should recognize the citizen before speaking. A three-minute limitation applies unless extended by the Chair.

12. UPCOMING MEETING DATES AND OTHER EVENTS:

- **REGULAR DDA MEETING** – Wednesday March 8, 2023, at 6:00 p.m., Government Center, 315 Bridge Street, Elk Rapids, MI 49629.

13. MOTION TO ADJOURN

DDA FEBRUARY ZOOM INSTRUCTIONS

You are invited to a Zoom webinar.

When: Feb 8, 2023 06:00 PM Eastern Time (US and Canada)

Topic: FEB 2023 DDA

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89654022323?pwd=eTJBK2tIRDMzYmc5bzc2bW95bGlwQT09>

Passcode: 827862

Or One tap mobile :

US: +13052241968,,89654022323# or +13092053325,,89654022323#

Or Telephone:

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

US: +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 9128 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 896 5402 2323

International numbers available: <https://us02web.zoom.us/j/89654022323>



**ELK RAPIDS DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
WEDNESDAY JANUARY 11, 2023
THIS WAS A HYBRID MEETING**

THE DDA MEETS THE SECOND WEDNESDAY OF THE MONTH

CALLED TO ORDER at 6:00 P.M.

PRESENT: Chair Doug VanCura, Vice Chair Christine Petersen, Secretary Becky Lancaster, Jackie Bos, Sandy Ehlers, Barbara Matthews, John Petrovich, Janet Rentsch, Village President Karen Simpson, Susan Sweet.

EXCUSED: None.

STAFF: Village Manager Bryan Gruesbeck and Clerk / DDA Administrative Assistant Kaitlyn Szczyпка

IN-PERSON CITIZEN ATTENDANCE:

VIRTUAL CITIZEN ATTENDANCE:

AGENDA APPROVAL:

MOTION by **EHLERS**, **SECOND** by **PETERSEN** to approve the agenda as presented. All present voted yes. **MOTION CARRIED.**

CONFLICT OF INTEREST: None.

CITIZEN COMMENT: One citizen commented.

CONSENT CALENDAR:

MOTION by **PETERSEN**, **SECOND** by **MATTHEWS** to approve consent calendar as presented. All present voted yes. **MOTION CARRIED.**

NORTHERN LAKES ECONOMIC ALLIANCE PRESENTATION: Received.

MONTHLY UPDATES: Received.

- A. AMES STREET** – Village Manager Gruesbeck mentioned that there is a meeting being scheduled with Gosling Czubak to meet on the boardwalk improvement on Ames Street to connect the east and west sides of town.
- B. TRAIL TOWN** – No updates.
- C. VILLAGE EVENTS** – President Simpson mentioned some upcoming events.

D. HOUSING TASK FORCE – Village Manager Gruesbeck said that there is a geotechnical report for the property of the Bridge Street Housing Project. The three proposals that the Village has received have been notified about the report in case they need to make changes to their proposals.

E. 13 WAYS COMMUNITY PROJECT – Van Cura updated the board that there are conversations on how to use the strategic vision document and then using this vision for tactical planning.

F. VILLAGE COUNCIL – President Simpson said that the budget process is happening.

G. SUBCOMMITTEE UPDATES

- 1. Discoverelkrapids.com website** – Petersen & Petrovich – will be receiving a marketing report soon.
- 2. DDA Communication** – Lancaster, Janisse, Christine, & John – continued with the current format, moving to a different format moving forward. Possibly add topics and resources, such as NLEA.
- 3. Economic Development** – VanCura, Simpson, Rentsch, & Matthews – The subcommittee has not met since the holidays. There are some conversations on what to include in the economic development strategy.

UNFINISHED BUSINESS:

- A. STRATEGIC PLAN REVIEW** – Petersen and Rentsch have worked on the plan. Elise Crafts of Statecraft will review the plan.
- B. ACME HORSE SHOW** – Sweet said that she had met with the Chamber
- C. PUBLIC RESTROOMS RESPONSE** – The Cedar Street restroom are open through the winter.

NEW BUSINESS:

- A. 2023-2024 PLANNING** – Van Cura presented a document to start planning for the upcoming fiscal year.

MOTION by **PETERSEN**, **SECOND** by **EHLERS** to have a work session on the February 8, 2023 after the regular meeting to discuss priorities on strategic initiatives for the 2023-2024 fiscal year. All present voted yes. **MOTION CARRIED.**

BOARD COMMENTS: Received.

CORRESPONDENCE: Received.

CITIZEN COMMENT: No citizens commented.

UPCOMING EVENTS:

- REGULAR DDA MEETING:** Wednesday February 8, 2023, at 6:00 P.M., at the Government Center, 315 Bridge St, Elk Rapids, MI 49629.

MEETING ADJOURNED: **MOTION** by **PETERSEN**, **SECOND** by **MATTHEWS** to adjourn at 7:43 p.m. All present voted yes. **MOTION CARRIED.**

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/2023	AVAILABLE BALANCE
Fund 791 - DDA TIFA DISTRICT					
Revenues					
Dept 000					
791-000-671-700	DONATIONS	0.00	5,000.00	0.00	(5,000.00)
791-000-672-000	INTEREST	250.00	503.49	0.00	(253.49)
791-000-690-700	FROM/101/204/228/DDA TIFA D2	73,964.00	73,784.26	0.00	179.74
791-000-691-100	COUNTY TIFA TAX D2	40,693.00	39,476.62	0.00	1,216.38
791-000-691-113	TOWNSHIP TIFA TAX D2	7,011.00	7,719.23	0.00	(708.23)
791-000-691-200	LIBRARY TIFA TAX D2	2,747.00	2,924.57	0.00	(177.57)
791-000-692-300	FROM/101/204/228/DDA TIFA D3	56,463.00	76,496.25	0.00	(20,033.25)
791-000-693-000	TOWNSHIP TIFA TAX D3	4,173.00	5,891.61	0.00	(1,718.61)
791-000-693-200	LIBRARY TIFA TAX D3	1,635.00	2,231.95	0.00	(596.95)
791-000-699-000	PRIOR YR/ENDING CASH BALANCE	258,000.00	0.00	0.00	258,000.00
Total Dept 000		444,936.00	214,027.98	0.00	230,908.02
TOTAL REVENUES		444,936.00	214,027.98	0.00	230,908.02
Expenditures					
Dept 791 - DDA TIFA DISTRICT					
791-791-757-000	SUPPLIES	250.00	184.88	0.00	65.12
791-791-803-000	AUDITOR	915.00	915.00	0.00	0.00
791-791-804-100	PROFESSIONAL SERVICES	40,000.00	8,915.00	0.00	31,085.00
791-791-818-500	SOFTWARE	1,850.00	2,191.41	23.50	(341.41)
791-791-864-000	TRAINING/CONFERENCES	700.00	150.00	0.00	550.00
791-791-884-000	ECONOMIC DEVELOPMENT	35,000.00	0.00	0.00	35,000.00
791-791-885-200	INFRASTRUCTURE	10,000.00	0.00	0.00	10,000.00
791-791-885-300	MARKETING	10,000.00	6,000.00	0.00	4,000.00
791-791-900-000	PRINTING & PUBLICATION	1,000.00	0.00	0.00	1,000.00
791-791-956-000	MISCELLANEOUS	1,100.00	0.00	0.00	1,100.00
791-791-960-500	TO/GEN/101/ADMIN	1,000.00	1,000.00	0.00	0.00
791-791-966-500	TOWNSHIP REIMBURSEMENT - TAX	745.00	1,819.02	0.00	(1,074.02)
791-791-966-510	LIBRARY REIMBURSEMENT - TAX	282.00	689.20	0.00	(407.20)
791-791-968-530	TO/GEN/101/REIMBURSEMENT TAX	4,332.00	10,664.36	0.00	(6,332.36)
791-791-968-540	TO/MUNI STR/204/REIMBURSEMENT TA	1,689.00	4,265.08	0.00	(2,576.08)
791-791-968-550	TO/WASTE COLLECT/228/REIMBURSEM	749.00	1,991.12	0.00	(1,242.12)
791-791-976-350	SMALL EQUIPMENT	8,000.00	8,000.00	0.00	0.00
791-791-992-000	DEBT/PRIN/LAKE/LOOMIS	50,000.00	50,000.00	0.00	0.00
791-791-992-100	DEBT/INT/LAKE/LOOMIS	6,960.00	6,960.00	0.00	0.00
Total Dept 791 - DDA TIFA DISTRICT		174,572.00	103,745.07	23.50	70,826.93
TOTAL EXPENDITURES		174,572.00	103,745.07	23.50	70,826.93
Fund 791 - DDA TIFA DISTRICT:					
TOTAL REVENUES		444,936.00	214,027.98	0.00	230,908.02
TOTAL EXPENDITURES		174,572.00	103,745.07	23.50	70,826.93
NET OF REVENUES & EXPENDITURES		270,364.00	110,282.91	(23.50)	160,081.09

INVOICE

DATE
2/1/2022

JANUARY 2023
DDA INVOICE

KAITLYN SZCZYPKA
kszczycka@elkrapids.org

ELK RAPIDS DDA
315 Bridge Street,
Elk Rapids, MI 49629

HOURS	WORK	UNIT PRICE	LINE TOTAL
N/A	JANUARY REGULAR MEETING	\$100	\$100
12	JANUARY WORK – phone meetings, emails, assigned tasks, packet preparation, put together January newsletter & distributed, training research and memo), etc.	\$20/HOUR	\$240
N/A	JANUARY Adobe Acrobat – monthly subscription	\$15.89	\$15.89

Total



Village of Elk Rapids

315 Bridge Street
P.O. Box 398
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Fax: 231-264-6676
elkrapids.org

MEMORANDUM

TO: Downtown Development Authority Board of Directors

FROM: Kaitlyn Szczypka, Village Clerk | DDA Administrative Assistant

DATE: February 8, 2023

RE: Board Development Opportunities

BACKGROUND: DDA Chair Doug Van Cura requested that a list of training opportunities be compiled for members to consider. There are various organizations that want to help local leaders build economic development opportunities through educational resources and training. These organizations also have newsletters, blogs, and additional resources that can give helpful tips throughout the year should DDA members decide to subscribe to them.

The proposed budget for training for DDA members during the 2023-2024 fiscal year is \$8,000 out of line item 791-791-864-000 (Training and Conferences). This estimate is based on 8-10 members attending various economic development training opportunities.

Here is a list of different organizations who offer educational opportunities on economic development and other relevant subjects:

- **Michigan Chamber of Commerce (MCC):** There are several webinars and in-person events that DDA members and businesses could take advantage of through the MCC.
 - Here are the webinars available from the MCC: <https://www.michamber.com/member-resources/training-education/>
 - **Chamber Day | May 3, 2023**
 - This event is organized by MCC to help members learn about state policies that directly effect the business, economic, and political environments of our communities. More info here: https://www.michamber.com/signature_events/2023chamberday/
 - More events can be found here: <https://www.michamber.com/signature-events/>



- **Michigan Economic Development Corporation (MEDC):** according to their website, “The mission of the MEDC is to achieve long-term economic prosperity for Michiganders by investing in communities, enabling the growth of good jobs and promoting Michigan’s strong image worldwide. MEDC’s strategic focus aims to position Michigan at the leading edge of economic development in the nation.”
 - **Michigan Main Streets Training Series (MMS):** This series helps communities develop a main street program. For more information, go here: <https://www.miplace.org/programs/michigan-main-street/>
 - **Redevelopment Ready Communities (RRC):** This program helps community leaders learn best practices to prepare them to become RRC certified.
 - **2023 RRC Virtual Academy for Local Officials | May 18, 2023 – June 22, 2023**
 - Register here: <https://medc.cvent.com/c/calendar/87e43bf8-6b03-4ff4-9d2c-f09faf59ec4c>
 - I would encourage all DDA members who have not taken this course to do so.
- **Michigan State University Extension (MSUE):** MSUE is a great resource if you would like a tailored on-site learning experience. In the past, MSUE has worked with Village staff to put on trainings that are specific to the needs of our community and officials. To organize an event in Elk Rapids, work with Village staff to coordinate between MSUE contacts.
- **Networks Northwest:** This organization is the regional planning agency and offers several trainings for government leaders interested in aiding economic development.
 - For a full list of educational opportunities, follow this link: <https://www.networksnorthwest.org/news-events/events/>
- **Northern Lakes Economic Alliance:** NLEA is an organization that focuses on public-private partnerships to boost local economic viability in Antrim, Charlevoix, Cheboygan, & Emmet Counties. Like MSUE, they are able to come in with tailored training and programming to help DDA members learn about different opportunities and to make connections.
 - **Northern Lakes Economic Symposium and Showcase Event | May 22, 2023 from 8:00a-5:30p at Boyne Mountain.**
 - For more information on NLEA, check out their website: <https://www.northernlakes.net/>
- **Traverse Connect:** This organization merged with the Traverse City Area Chamber of Commerce in 2019. Traverse Connect is focused on “serving all businesses with a comprehensive suite of programs and services.”
 - **Annual Economic Summit:** Traverse Connect hosts an annual economic summit, the last one being in 2021. Keep an eye out for details on this event.

Some other organizations to keep on your radar for collaboration or training opportunities might be:

- Paddle Antrim
- Traverse Area Regional Transportation (TART) Trails

RECOMMENDED ACTION: Consider the offerings and decide how to send DDA Board Members to different opportunities.

