

## MINUTES

### Interlochen Downtown Development Authority

Township Hall 9394 10th St, Interlochen, MI

**Regular Meeting – 04/03/2018, 10:00 a.m.**

**DDA Board Members:** Brian McAllister-Chair, Eric Gray-Vice Chair, Laurie Bouwman-Secretary, Amanda Denboer-Treasurer, Harold Schmidt, Pat McDonald, Marv Radtke, Robin Ahart

**Call to Order** at 10:07 by Vice-Chairman Eric Gray

**Roll Call-** Present: Eric Gray, Amanda Denboer, Harold Schmidt, Pat McDonald, Marv Radtke

**Excused:** Brian McAllister, Laurie Bouwman, Robin Ahart

**Approval of Agenda** Radtke moved to approve with additional items, supported by DenBoer. Unanimously carried.

**Minutes 02/18** McDonald moved postpone minutes approval pending Supervisor's laptop service call status, supported by Radtke. Unanimously carried.

**Citizen Comment-**None

**Old Business-** Budget Updates - Receive and file Will be treasurer's report moving forward.

Treasurer DenBoer ordered checks and had them sent via mail to the Township. Radtke will follow-up on where they are.

Radtke moved to have DenBoer open an Interlochen Post office box in the DDA's name. Schmidt supported. Unanimously carried.

**Bank Account-**Treasurer DenBoer opened one bank account at 4Front Credit Union. She did not order a debit card but the board can decide if we need one later. Consensus was for checks only for now. Leedy noted we would need a policy if we started using a debit card.

Little Pop-Up Shop Project- McDonald Moved to allow the little pop-up shop committee to order sheds not to exceed \$8000. Supported by Radtke. Unanimously carried.

McDonald moved to appoint Brian McAllister, Laurie Bouwman and Lisa Leedy a committee to decide the specific cabins chosen, to be placed on the Bouwman Realty property, supported by Gray. Unanimously carried.

## **New Business**

Agenda-McDonald stated we need to have a procedure to add agenda items. Leedy stated we would need to develop bylaws in a future meeting that could include the procedural requirements.

Minutes- distribution deadlines could be incorporated into policies

Bank Records-distribute copies of statements, expenses and income

Loan Repayment-McDonald requested the current re-payment plan be located. Radtke will see if the Clerk can locate. *Leedy had asked the Clerk's office for all prior/historic DDA records however not all could be located based on the storage methods used by the township.*

Contractors-postponed to next meeting

Record Storage-McDonald asked how we are handling this. Radtke noted we can address this in bylaws but currently are located in Supervisor's office, which is secured.

Future Meetings, McDonald suggested monthly meetings for now until winter, and change schedule to 9:30am. Radtke moved to modify the meeting schedule to accommodate monthly meetings from April to September, supported by Gray. Unanimously carried.

Leedy will provide work plan for board to entertain AES contract for next meeting

Radtke moved to enter into a 1 month contract with AES for \$750 supported by McDonald to prepare sample bylaws, pop-up shop

info and minutes. Discussion: McDonald requested the packet including bylaws, reports, draft budget early. Unanimously carried.

**Communications** -Schmidt reported Norma's Tomales is moving into a building in Ric's Plaza, Radtke reported a retail store will be opening in a M137 building very soon. Radtke and Leedy are working on development opportunities within the DDA district to try and fill some buildings. The Trust Fund acquisition grant was submitted by April 1 deadline for the 515 acre purchase of the former Camp Saki property.

**Citizen Comment-** None

**Adjournment-** Radtke moved to adjourn at 11:19am, supported by Gray. Unanimously carried.

Next Meeting will be May 1 at 9:30am

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lisa Leedy', written in a cursive style.

Lisa Leedy