

DDA Minutes September 10, 2019

5 pm call to order by John Burmeister

Attending: John Burmeister, Pat Lion, Patsy Ramsey, Linda Anderson, Kim Neuens

Absent: Tom Kettelwell, Jerry Donovan [NOTE: only DDA members should be listed]

Amendments to the the August 13, 2019 Minutes were made; July and August 2019 Meeting Minutes were tabled until the October 8th meeting.

Discussion was held regarding the recording of Minutes in a timely manner, perhaps pay Jenny as the DDA Administrator to do the minutes. Pam Aalderink, City Clerk, must approve Jenny's work. Use of an Intern was also discussed, perhaps a local high school student interested in Government could be found.

Public Communication:

Beach to Bayou Dog Parade on Saturday September 13, 2019 was presented as a fundraiser for Wishbone .

A Certificate of Appreciation was read and presented to Renee Waddell for the Derby Day Event in May.

Financial:

Treasurer Patsy Ramsey referred everyone to the DDA year-to-date (YTD) Income Statement for the fiscal year ending August 31, 2019. YTD Revenues for the totaled \$14,587.58, which included \$7,498.79 for the month of August, with \$2,489.29 of Tax Increment Recapture and \$5,009.50 in revenues mostly related to the August social, of which \$2,725 was for the auction of the Adirondack chairs. YTD Expenses totaled \$2,626.07, which included \$1,686.97 for the month of August, with administrative expenses of \$397.50, expenses totaling \$836.03 for the August social, \$36 for the Google GSuite, and \$417.44 for the July 4th float. Copies of all bills paid in August were included in the DDA packet. YTD Net Income was \$11,961.51. No bills were submitted for DDA approval.

It was decided to discontinue Google Cloud G Suite. John Burmeister will ask Jenny to cancel monthly charge.

Unfinished Business

1. Administrative Help and financial support: Burmeister reiterated that DDA funds can be used for administrative assistance, which will help with communication.
2. MACACA GRANT: Burmeister mentioned that the State of Michigan has no funding currently for the street performers grant for which we applied.
3. Streetscape Funds: Research is still being conducted to determine how much has been repaid to the City, and no repayment schedule has been found. It was suggested that the prior Treasurer Bob Drexler be contacted to see if he knows any more about the loan repayment or how/it it was recorded.
4. Interurban Pick-Up Sign movement to Beery Field: It was noted that sign had been moved from in front of the Police Station. More discussion on creating the Water Taxi sign and where it should be placed for the next summer season. John Burmeister is to check with the City Manager about any changes.

5. Openings on the Board: Jerry Donovan has resigned from the Events Chair position. Kim Neuens was asked to assume the position. John Burmeister has some ideas of people to ask to be on the Board. The City may run an advertisement asking for people to apply for available positions in which the DDA positions will be included.

New Business: none

Committee Reports

- A. Executive: A demand letter was to be sent to the owner of Kismet requesting full repayment of the \$5,000.00 loan. The City attorney reviewed the document.
Adirondack Chair Recap: 15 chairs were auctioned at the August Social for a total of \$2,725.00 of which all has been paid; it averages out \$182.00 per chair. Bill Underdown of Century 21 Affiliated has indicated his interest to once again sponsor the event.
Sponsorships for Summer Socials: It was suggested that Sponsorships solicitation begins at the beginning of the year. The current Sponsorship Forms includes the relevant information to help set expectations for sponsors and DDA.
- B. Public Relations: No Meeting
- C. Events:
 1. Rock the Walk- Elementary School 4th year will walk through downtown Douglas on September 27th at 1:30; not an event sponsored by the DDA.
 2. Scary Berry will be from 1-3 before the children's parade in Saugatuck
 3. Fall Decorations-\$200.00 is in the approved Budget for Fall Decorations. It was decided to decorate in a natural, generic way. A Painting of the Pumpkins Day was suggested perhaps with the High School Art Teacher or the Adult Art Club in charge.
 4. Holiday: Kim suggested projections onto windows with City Projectors; Neal Seabert may know where they are currently located.
- D. Economic Development/Sign
The contract with MC Smith was discussed with the City Manager reviewing the contract. No meeting has been scheduled yet although the committee is aware that this is a #1 priority.
Business Incentive Program: the question of who would pay any legal fees connected to the grant was raised as there is nothing in the contract that spells it out. It was suggested that we should consider revising the program documents to include such language.
- E. Technology:
The confusion between the City and the DDA websites was noted. It was also mentioned that pictures of Petter Gallery, which is not in the Downtown District, should be removed.

Adjourned: 6:45 pm