

EVART DOWNTOWN DEVELOPMENT AUTHORITY

Tuesday, November 13, 2018 8:00 AM
Ewart DDA Office 127 North River Street

Minutes

1. The meeting was called to order by Bengry at 8:25 am in the conference room located at 127 North River Street, Ewart, Michigan 49631
2. Attendance:
Present: Alan Bengry, Ashlyn Melanson (8:25 AM to 8:37 AM), Molly Cataldo, June Marie Essner, Shannon Schmidt, Jason O'Dell (8:37 AM),

Absent: Karen Copeman, Zackary Szakacs, Lynn Salinas
3. Introduction of Guests: Sarah Dvoracek,
4. Citizen Comments: None
5. Approval of Agenda: The agenda was approved as presented.
6. Approval of October 11th, 2018 meeting minutes:
Moved by Essner, supported by Cataldo that the October 11, 2018 minutes be approved as presented.
Ayes: 5 Nays: 0 Result: Carried
7. Approval of Vendor List for amount of \$12,202.39
Moved by Cataldo, supported by Schmidt that the vendors list in the amount of \$12,202.39 be approved as presented.
Ayes: 5 Nays: 0 Result: Carried
8. President's Comments: None
9. Director's comments:
 - a. Tree Cutting: Director Tiedt was approached with a bid to cut trees surrounding DDA building. Decided to not proceed with any tree work. No further action.
 - b. Beer Tent: Allow in District but not hosted by DDA. Suggested that a local club or bar host.
 - c. 2018 Concert Cost Analysis: Report presented to board. Goal to make the Concert Series a sustainable event.
 - d. Fundraising: One annual drive for funds vs. multiple throughout the year. Director Tiedt to draft letter/develop process.
 - e. Audit Results: Audit presented to board. Findings: Recommended that board develop a Credit/Debit Card policy. Resolution was presented, reviewed and approved as written.Moved by Cataldo, supported by Essner that the Ewart Downtown Development Authority Credit Card Policy Resolution be approved as presented.

Ayes: 5

Nays: 0

Result: Carried

- f. Advertising: Director Tiedt in process of evaluating current advertising practices and would like to see a specific budget for advertising in the future.
- g. MI Potash Letter: Marketing firm drafted a letter “from” Director Tiedt that they wanted him to sign and place in local publications. After much discussion the DDA Board opted not to proceed.
- h. Building Sale: Rockgate Realty recommended a \$5,000 reduction in price. Director Tiedt will advise them to proceed.
- i. Sound Trailer and Equipment: Approached by Eagle Village to purchase sound trailer and equipment. Eagle Village offered 2 years free sound and thereafter by contract as needed.

Moved by Schmidt, supported by Cataldo that the sound trailer and equipment be sold to Eagle Village for \$6,000 and the agreement for Eagle Village to provide free sound to the DDA for a period of 2 years.

Ayes: 5

Nays: 0

Result: Carried

- j. Director Tiedt recognized Essner and Schmidt for providing additional assistance at recent events.
- k. National Conference: Director Tiedt to attend.

10. New Business

- a. City Audit Findings
- b. Beer Tent
- c. Events for 2019
- d. Board Table
- e. Sound Equipment
- f. Famers’ Market update and Discussion: finances ran under DDA – June-Marie/Angela to get with Sarah Dvoracek to iron out details.

11. Adjournment

Moved by Cataldo, supported by Schmidt that the meeting be adjourned at 9:51 AM.

Ayes: 5

Nays: 0

Result: Carried