

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Rescheduled Regular Meeting Minutes
January 22, 2019**

Call to Order: 9:30 a.m., Chairman McAllister

Roll Call:

Members Present:	Brian McAllister, Chair	Members Absent: Amanda Denboer, Treasurer
	Eric Gray, Vice- Chair	Robin Ahart
	Laurie Bouwman, Secretary	Harold Schmidt
	Pat McDonald	
	Marvin Radtke, Jr.	
	Lance Lumsden	

Approval of Agenda:

Mr. McDonald asked the following be added and addressed under new business:

Development Plan to State of Michigan by March 31, 2019

Website Management – new ruling imposed by State of Michigan

Recording of Minutes

Motion by Ms. Bouwman, supported by Mr. Radtke to approve the agenda with additions as noted above.

Motion carried.

Approval of Minutes:

Motion by Mr. McDonald, supported by Ms. Bouwman to approve minutes as presented. Motion carried.

Treasurer's Report:

In the absence of the Treasurer, Mr. Radtke provided the following financial summary:

Beginning Balance: \$ 45,748.26

November Deposits 7.52

December Deposits 7.77

Balance December 31, 2018 \$ 45,763.55

Mr. Radtke added additional funding should be received after Winter 2018 tax close.

Mr. McDonald shared with the members new statute requiring posting of financial information monthly, choice of venue. Mr. Radtke noted the new State if Michigan Treasurer is holding local governments more accountable.

Motion by Mr. McDonald, supported by Mr. Radtke to accept the Treasurer's report as presented. Motion carried.

Public Comment: None on this date

Old Business:

Pop Up Shops

Ms. Bouwman has been in contact with a nationally recognized artist who has agreed to provide the DDA an outline of requirements generally expected by artists for this type of exhibition.

Mr. McAllister would like to see a launch date for the shops, tentatively Memorial Day. The members discussed a community wide event.

Mr. Gray has also received feedback from Interlochen Center for the Arts staff on Pop Up Shop utilization. The members discussed a set fee versus commission-based rent.

Grant Proposals

Ms. Bouwman inquired of Mr. Gray if Interlochen Center for the Arts had progressed any further with a proposal for a potential walkway. Mr. Radtke and Mr. McDonald both commented on the need to review the townships zoning requirements, in particular the table of uses for each district. The members then discussed the many state, regional and local sources available for funding walkways, sidewalks, bridges, business incubators and façade improvements. Mr. Radtke noted that many grants require some type of match and all require reporting/administration after receipt.

Ms. Bouwman added a property may be on the market soon and the potential for a park or art park may exist. The members also discussed business incubator potential. A motion by Mr. McDonald was made supported by Mr. Gray to pursue a request to the Green Lake Township Board to support funding a reasonable price for the purchase of the northwest corner of Riley Road and M137. The motion stalled and it was recommended a subcommittee be established to investigate the property more thoroughly. Chairman McAllister appointed Mr. McDonald, Mr. Gray and Mr. Lumsden to the subcommittee. The appointment was supported by Mr. Radtke and seconded by Mr. Gray. Carried.

New Business:

Mini-Grants

Mr. McDonald would like to explore these further rather than large endeavors.

Ms. Bouwman asked where would the members find grants like this.

Mr. Radtke shared that grant writers are available but again most grants need some type of match and administration.

Development Plan

Mr. McDonald stated the DDA is responsible to submit a Development Plan to the state by the end of March. Motion by Mr. Radtke, supported by Mr. McAllister to review before submission, the Interlochen Downtown Development Plan to make sure the budget and master meet expectations and said review shall be placed on the agenda for the February 12, 2019 meeting. Motion carried.

Website Management

The members agreed to allow Mary Jo Barck to post relevant information to website. This information is to include but not be limited to; minutes, budget, audit, development plan, and staff contact information. The information will no longer be posted to the Green Lake Township website.

Bylaws Review

The members agreed to review and bring comment and recommendation to the February 2019 meeting.

Communications:

Mr. Radtke recently met with a representative of Materne who wish to become more involved in the community.

Public Comment: None at this time.

Adjournment:

The Chairman entertained a motion to adjourn at 11:19, motion by Mr. Radtke and supported by Mr. McDonald. Motion carried.

Next Meeting Date: February 12, 2019

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Rescheduled Regular Meeting Minutes
February 12, 2019**

Call to Order: 9:30 a.m., Chairman McAllister

Roll Call:

Members Present:	Brian McAllister, Chair	Amanda Denboer, Treasurer
	Eric Gray, Vice- Chair	Members Absent: Robin Ahart
	Laurie Bouwman, Secretary	Harold Schmidt
	Pat McDonald	Also Present: Chris Hintz
	Marvin Radtke, Jr.	
	Lance Lumsden	

Approval of Agenda:

Motion by Mr. Radtke, supported by Ms. Denboer to approve the agenda as presented. Motion carried.

Approval of Minutes:

Motion by Ms. Bouwman, supported by Mr. McDonald to approve minutes as presented. Motion carried.

Treasurer's Report:

Beginning Balance:	\$ 45,763.55
Income Received	7.77
Balance January 31, 2019	\$ 45,771.32

Mr. Radtke, supported by Ms. Bouwman to accept the Treasurer's report as presented. Motion carried.

Public Comment: None on this date

Old Business:

Pop Up Shops

Ms. Bouwman has been in contact with a nationally recognized artist who has agreed to provide the DDA an outline of requirements generally expected by artists for this type of exhibition. The members reviewed the conquests as presented by the artist.

- Cost. \$750 per season, per artist. It is anticipated that multiple artists would rent each shop, to include interior wall space at Bouwman Realty. Utilities and insurance expense would be included in the per season. Artists would determine days of operation.
- Number of Artists. The members felt 10-20 for the immediate future viable, hoping to grow near 40
- Length. Season would run from Memorial Day through the end of September, weather permitting.
- Days of Operation. Type of artist would determine days of operation, professional versus hobby artists.
- Transaction Fee. This type of fee is generally expected and accepted by the artistic community. 10% was initially discussed.

Mr. Radtke stated a foot traffic study would have to be maintained under the incubator model for future growth of the project.

The members agreed that Chairman McAllister will share discussion with consultant for feedback and report findings at March 12, 2019 meeting.

Mini-Grants

Mr. Gray informed the members that he was approached by an engineering firm of a business development concept whereby the firm writes the grant and the grantee advances the project to the firm. After discussion Mr. Gray was asked if he might contact one, preferably two firms who may wish to present to the members. It is hoped this can be scheduled for the March 12, 2019 meeting date.

Development Plan

Mr. McDonald stated the Development Plan is ready to submit as is. The plan is a formality to ensure that DDA's are operating transparently in their jurisdictions. Motion by Mr. Radtke, supported by Ms. Denboer to authorize Mr. McDonald to verify and prepare all necessary requirements for final review and signature at the March 12, 2019 meeting. Motion carried.

Bylaws Review

The members agreed to change the 2/3 majority to a majority of those in attendance. Final version will be brought to the March 12, 2019 meeting for final review and signature.

New Business:

Real Estate

Mr. McDonald announced Green Lake Township Board of Trustees agreed to purchase property located on M137 in the village corridor. Terms include full structural inspection.

Communications:

Access to the website has been given to Ms. Barck, recording secretary and future meeting, financial and organizational/business changes will be posted accordingly. Mr. McDonald added the DDA has until the end of 2019 to comply with the new standard.

Public Comment: None at this time.

Adjournment:

The Chairman entertained a motion to adjourn at 10:45 a.m., motion by Mr. Radtke and supported by Ms. Bouwman. Motion carried.

Next Meeting Date: March 12, 2019

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Rescheduled Regular Meeting Minutes
March 12, 2019**

Call to Order: 9:30 a.m., Chairman McAllister

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice- Chair
Laurie Bouwman, Secretary
Marvin Radtke, Jr.
Lance Lumsden

Members Absent: Amanda Denboer
Robin Ahart
Harold Schmidt
Pat McDonald

Order of Business: The members agreed through discussion and a motion by Mr. Radtke, supported by Mr. Gray to recommend Lisa Leedy, Director of AES to an appointment on the Board of Directors of Networks Northwest. Motion carried. Chairman McAllister signed his hand to a letter acknowledging the recommendation. Ms. Leedy thanked the members for their support.

Approval of Agenda:

Mr. Gray asked to amend the agenda to include presentations on grant and engineering processes for trail and sidewalk development from Prein&Newhof and Fleis&Vandenbrink. Motion by Ms. Bouwman, supported by Mr. Lumsden to approve the agenda with the addition noted above. Motion carried.

Approval of Minutes:

Motion by Ms. Bouwman, supported by Mr. Lumsden to approve minutes as presented. Motion carried.

Treasurer's Report:

Ms. Denboer was not available on this date.

Public Comment: None on this date

Old Business:

Pop Up Shops

Mr. McAllister announced the art consultant will in Interlochen to review the site in the next week. Electric service and bathroom configuration need to be developed. The members were asked to begin brainstorming a name for the shops. Interlochen Collective, 4 Corners Art, Nest Selective Art, Village Arts, and many more were suggested. Members should forward thoughts to Mr. McAllister.

Mini-Grants

Discussion postponed.

Development Plan

In Mr. McDonald's absence motion by Mr. Radtke, supported by Ms. Bouwman to authorize Chairman McAllister to review and sign the Development Plan as amended by Mr. McDonald. Motion carried. Mr. Radtke added the plan must be to the state by the end of March.

Bylaws Review

Postponed.

New Business:

Special Presentation(s): Mr. Gray coordinated presentations from Prien&Newhof and Fleis&Vandenbrink to review process and pricing for grant assistance and engineering/development of a local trail (non-motorized walkway). Both parties presented the process for their firms writing and/or assisting in development and provided an overview of the various agencies which provide funding for walkways and sidewalks. After allowing time for discussion of each presentation, a motion was made by Mr. Radtke and supported by Mr. McAllister to authorize Mr. Gray to engage Fleis&Vandenbrink on behalf of the Interlochen DDA to pursue grant opportunities for non-motorized walkway development from a point beginning at Interlochen Center for the Arts and concluding at Bud's Cafe (Phase I) of the long-term project. Motion carried. Future extension to Interlochen Corners (M137 and US31), also to be known as Phase II, will be considered as funding becomes available

Real Estate

Ms. Bouwman reported the township has withdrawn their offer to purchase corner property due to the inspection report.

Communications:

None on this date.

Public Comment: None at this time.

Adjournment:

The Chairman entertained a motion to adjourn at 11:47 a.m., motion by Mr. Radtke and supported by Ms. Bouwman. Motion carried.

Next Meeting Date: April 9, 2019

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Rescheduled Regular Meeting Minutes
April 9, 2019**

Call to Order: 9:30 a.m., Chairman McAllister

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice- Chair
Laurie Bouwman, Secretary
Marvin Radtke, Jr.
Lance Lumsden
Pat McDonald

Members Absent: Amanda Denboer
Robin Ahart
Harold Schmidt

Approval of Agenda:

Motion by Mr. Radtke, supported by Ms. Bouwman to approve the agenda as presented. Motion carried.

Approval of Minutes:

Motion by Ms. Bouwman, supported by Mr. Radtke to approve minutes as presented. Motion carried.

Treasurer's Report:

Ms. Denboer was not available on this date. A written report was submitted.

Public Comment: None on this date

Old Business:

Pop Up Shops

Mr. McAllister provided an update on rental of the units. After a recent meeting with the consultant it was stated that a commission-based fee schedule for use is generally utilized. The members present agreed to begin negotiations with a 70/30 offer. Ms. Bouwman asked if a festival kick-off was still being planned. Mr. McAllister thought the third week of June in conjunction with the Interlochen Center for the Arts summer kick-off. Motion by Mr. McDonald, supported by Ms. Bouwman to proceed toward establishing the fine art shops and coordinate a commission-based fee for rental. Motion carried.

Mini-Grants

Discussion under new business for proposed trail.

Development Plan

Mr. McDonald shared the Development Plan has been submitted

Bylaws Review

Bylaws are being reviewed and reworked. Mr. McDonald hopes to bring a draft to a meeting in the near future.

New Business:

Guest: Mr. Gray introduced Ben Kladder of Fleis & Vandenbrink. Mr. Kladder would like to begin the trail development process engaging members, the community and stakeholders to develop a master plan addressing current and future community trail needs. It was suggested to develop the plan with identifiable phases and an ultimate goal, i.e., linking to TART trail. Mr. McDonald suggested students at ICA be polled to determine their support of the project. Mr. Gray commented the students and staff could be asked to use the trail rather than

137. Mr. Kladder also would like to see the master plan contain a budget and expectations from each group to help in achieving the goal. Fleis & Vandenbrink could assist in development and public meetings and will provide a proposal for the service.

Communications:

Mr. Radtke announced a grant for purchase of Camp Saki has been submitted and the township has received a 40% grant match from Rotary Charities.

Public Comment: None at this time.

Adjournment:

The Chairman entertained a motion to adjourn at 10:33 a.m., motion by Mr. Radtke and supported by Mr. Gray. Motion carried.

Next Meeting Date: May 14, 2019

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Rescheduled Regular Meeting Minutes
May 14, 2019**

Call to Order: 9:33 a.m., Chairman McAllister

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice- Chair
Laurie Bouwman, Secretary
Marvin Radtke, Jr.
Amanda Denboer

Members Absent:
Robin Ahart
Harold Schmidt
Lance Lumsden
Pat McDonald

Approval of Agenda:

Motion by Mr. Radtke, supported by Ms. Bouwman to approve the agenda as presented. Motion carried.

Approval of Minutes:

Motion by Ms. Bouwman, supported by Ms. Denboer to approve minutes as presented. Motion carried.

Treasurer's Report:

Ms. Denboer presented the report. Motion by Mr. Radtke, supported by Mr. Gray to accept the report. Motion carried.

Public Comment: None on this date

Old Business:

Pop Up Shops

Three occupants have requested use of the buildings. Bouwman Realty will allow use of their restroom.

Mini-Grants

Mr. Gray is expecting a report of Ben Kladder's findings. Letters of Support will be needed.

Development Plan

Mr. McDonald shared the Development Plan has been submitted and it is assumed to be approved.

Bylaws Review

Motion by Ms. Bouwman, supported by Mr. Radtke to postpone review to allow additional time for review.
Motion carried.

New Business:

Grant Process Communications: Ms. Bouwman moves with support from Mr. McAllister to appoint Mr. Gray as liaison to Fleis and Vandenbrink for grants and trails.

Communications:

None on this date.

Public Comment: None at this time.

Adjournment:

The Chairman entertained a motion to adjourn at 10:18 a.m., motion by Ms. Bouwman and supported by Mr. Gray to adjourn. Motion carried.

Next Meeting Date: June 11, 2019

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Rescheduled Regular Meeting Minutes
June 11, 2019**

Call to Order: 9:30 a.m., Vice Chair, Eric Gray

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice- Chair
Laurie Bouwman, Secretary
Marvin Radtke, Jr.
Amanda Denboer
Pat McDonald

Members Absent: Robin Ahart
Harold Schmidt
Lance Lumsden

Order of Business: Motion by Mr. Radtke, supported by Ms. Denboer to approve the attendance of Mr. McAllister and Ms. Bouwman via phone conference. Motion carried.

Approval of Agenda:

Motion by Mr. Radtke, supported by Mr. McDonald approve the agenda as presented. Motion carried.

Approval of Minutes:

Motion by Mr. Radtke, supported by Ms. Denboer to approve minutes as presented. Motion carried.

Treasurer's Report:

Ms. Denboer presented the Treasurer's Report, ending balance for May 2019 is \$50,943.54. Motion by Mr. Radtke, supported by Mr. McDonald to accept the report. Motion carried.

Public Comment:

Mr. Radtke introduced Alycia Reiten, the newly hired Green Lake Township Zoning Administrator. The members welcomed Ms. Reiten.

Old Business:

Pop Up Shops

Seven artists have requested use of the buildings. The design of a sign for the property was discussed. restroom.

Mini-Grants

Mr. Gray is expecting a report of Ben Kladder's findings. Letters of Support will be needed.

Bylaws Review

Motion by Mr. Radtke, supported by Ms. Bouwman, to approve the Bylaws as presented. Motion carried.

New Business:

None on this date.

Communications:

None on this date.

Public Comment:

Mr. Radtke stated the Green Lake Township Board has approved funding for a CPO. Interlochen Center for the Arts has graciously supported funding one-half of the expense.

Mr. McDonald reported, the new Traverse Area Catholic Credit Union is open for business and Blue Vase Books is expanding their workforce.

Mr. Radtke has received communication from a pharmacy of their desire to expand to the area, more details as they become public.

Mr. Radtke stated Materne will expand its service line adding 27 new jobs by the end of the summer.

Adjournment:

The Chairman entertained a motion to adjourn at 10:20 a.m., motion by Ms. Bouwman and supported by Mr. Gray to adjourn. Motion carried.

Next Meeting Date: July 9, 2019

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
August 13, 2019**

Call to Order: 9:30 a.m., Chairman McAllister

Roll Call:

Members Present:	Brian McAllister, Chair	Members Absent:	Robin Ahart
	Eric Gray, Vice- Chair		Harold Schmidt
	Laurie Bouwman, Secretary		Lance Lumsden
	Amanda Denboer		Marvin D. Radtke, Jr.
	Pat McDonald		

Approval of Agenda:

Motion by Mr. McDonald, supported by Ms. Bouwman to add agenda items b). 2019-2020 Budget and c). Donation to Chamber Fall Festival. Motion carried.

Approval of Minutes:

Motion by Ms. Bouwman, supported by Ms. Denboer to approve minutes as presented. Motion carried.

Treasurer's Report:

Ms. Denboer presented the Treasurer's Report, ending balance for July 2019 is \$50,960.56. Motion by Ms. Bouwman, supported by Mr. Gray to accept the report. Motion carried.

Public Comment:

None on this date.

Old Business:

Pop Up Shops

Mr. McAllister reported 4 artists are installed, 2 at Bouwman Realty, 2 additional local artist/crafters have expressed interest in shops. Ms. Bouwman asked for approval of signage, Interlochen Art Park. Will revisit when cost estimate received. Landscaping was discussed Ms. Denboer stated there is \$200.00 in the budget for landscaping.

Mini-Grants

No update on this date.

Grants (Trails) Update

Mr. Gray shared information received on behalf of the DDA from Fleis & Vandenbrink. Their estimated fee for initial trail system design/community meeting/master plan review is \$10,000.00. This does not include approximately \$2000 to \$3000 for each grant submissions. Motion by Mr. McDonald, to expend up to \$2,500.00 from EDC line item of DDA Budget conditioned upon a \$7,500.00 match from the township to pay Fleis & Vandenbrink to develop a Master Plan for Trail System as presented, motion supported by Ms. Bouwman. Motion carried.

New Business:District Project

Mr. McDonald presented a photo of a corridor property in need of general maintenance and painting. Discussion was held about supporting a DDA beautification project. Discussion only.

Budget

Motion by Mr. McDonald supported by Mr. Gray to approve the 2019/2020 Budget as presented. Motion carried.

Chamber Donation

Motion by Mr. McDonald supported by Ms. Bouwman to approve two Chamber of Commerce Fall Festival donations. The first in the amount of \$1300.00 to flow through the township and the second in the amount of \$500.00 to be expensed to Community Promotions for trophies and performers. Motion carried.

Communications:

None on this date.

Public Comment:

None on this date.

Adjournment:

The Chairman entertained a motion to adjourn at 10:30 a.m., motion by Mr. McDonald supported by Mr. Gray to adjourn. Motion carried.

Next Meeting Date: September 10, 2019

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
September 10, 2019**

Call to Order: 9:30 a.m., Chairman McAllister

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice- Chair
Laurie Bouwman, Secretary
Amanda Denboer
Pat McDonald
Harold Schmidt
Marvin D. Radtke, Jr.

Members Absent: Robin Ahart

Approval of Agenda:

Motion by Mr. Radtke, supported by Ms. Bouwman to add New Business agenda items c). 2019-2020 Budget Amendment and Ratification and remove Old Business item b). Mini-Grant Pursuits. Motion carried.

Approval of Minutes:

Motion by Ms. Radtke to approve the minutes with correction to Chamber Donation, amend "to flow through the township DDA." Motion supported by Mr. Schmidt to approve the minutes with the amended language. Motion carried.

Treasurer's Report:

Ms. Denboer presented the Treasurer's Report, ending balance for August 2019 is \$49,169.22. Motion by Mr. Radtke, supported by Mr. Gray to accept the report. Motion carried.

Public Comment:

None on this date.

Old Business:

Pop Up Shops

Mr. McAllister announced a soft opening to be held Friday, September 13 from 4:00 pm to 8:00 pm for the artists in the Bouwman Realty building and they were hoping to contact two or three vendors for the pop-ups. Mr. Radtke reminded those present that this project was initiated as a business incubator allowing small business an opportunity to market and advertise for growth. Ms. Bouwman requested insurance, both property and liability be in place before opening. Mr. Radtke contacted agent with ParPlan and insurance was contracted. Mr. Radtke shared future coverage would need to be bid and expensed by the DDA and be required of the lessee. It was agreed the rent for this year would be nominal. Mr. McDonald agreed to draft a commission agreement to cover rents and have to the Bouwmans in time for the opening. Mr. Radtke will look into the expense for installation of a temporary light pole for next year. Payment for sales should be handled by the artists. Lastly a \$200 budget was established for food and beverage for the opening night event. Motion by Mr. Gray, supported by Ms. Bouwman to approve \$200.00 for food and beverages for the September 13, 2019 opening of the Interlochen Art Park. Motion carried.

Mini-Grants

No update on this date. Topic eliminated.

Grants (Trails) Update

Mr. Gray has received a \$10,000 proposal from Fleis & Vandenbrink for the engineering expense. The members agreed that a bid process should be established, at least three requests for bid should be requested from like firms. The members did discuss one has already been received, Prien & Newhof presented in March of 2019.

New Business:

Set Informational Meetings

Motion by Mr. Radtke supported by Ms. Bouwman to set October 8 and November 12, 2019 as informational meetings. Motion carried.

Web Site Status

Website will be updated. Issues related to its active status have been corrected.

2019-2020 Budget Amendment and Ratification

Motion by Mr. Radtke supported by Mr. McDonald to approve the 2019-2020 Budget as amended and ratify as the set budget for the remainder of the fiscal year. Motion carried.

Communications:

None on this date.

Public Comment:

None on this date.

Adjournment:

The Chairman entertained a motion to adjourn at 11:10 a.m., motion by Mr. Radtke supported by Ms. Bouwman to adjourn. Motion carried.

Next Meeting Date: October 8, 2019, 2019

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
October 8, 2019**

Call to Order: 9:30 a.m., Chairman McAllister

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice- Chair
Laurie Bouwman, Secretary
Amanda Denboer
Pat McDonald

Members Absent: Robin Ahart
Marvin D. Radtke, Jr.
Harold Schmidt

Approval of Agenda:

Mr. McDonald asked that Informational Meeting Dates be added to agenda for approval. Motion by Mr. Gray, supported by Ms. Bouwman to add New Business agenda items c). Informational Meeting Dates. Motion carried.

Approval of Minutes:

Motion by Ms. Bouwman, supported by Mr. Gray to approve the minutes with correction to amend agenda approval to Mr. Radtke. Motion carried.

Treasurer's Report:

Ms. Denboer presented the Treasurer's Report, ending balance for September 30, 2019 is \$50,477.48 Motion by Mr. McDonald, supported by Mr. McDonald to accept the report. Motion carried.

Public Comment:

None on this date.

Old Business:

Pop Up Shops

Mr. McAllister announced the soft opening held Friday, September 13 a success. Approximately 150-200 attended. Discussion was held regarding payment options for 2020. Mr. Gray also discussed concern about parking and the members will review options. Electric, additional building and potential 2020 exhibitors and arts and crafts instructors will all be discussed over the winter months.

Grants (Trails) Update

Mr. Gray inquired about the bid process for the grant project. New RFP for area engineers to be developed if needed. Mr. McDonald suggested a one-third split between Green Lake Township, DDA and Interlochen Center for the Arts for the initial grants and engineering expenses.

New Business:

Set Informational Meetings

Motion by Mr. Radtke supported by Ms. Bouwman to set November 12, 2019 and December 10, 2019 as informational meetings. Motion carried.

Web Site Status

Website will be updated. Issues related to its active status have been corrected.

Annual Calendar

Ms. Denboer requested the members set a “tickler” calendar to remind the body of upcoming reporting and events. The members agreed such a calendar should be developed.

Communications:

None on this date.

Public Comment:

None on this date.

Adjournment:

The Chairman entertained a motion to adjourn at 10:28 a.m., motion by Mr. McDonald, supported by Ms. Bouwman to adjourn. Motion carried.

Next Meeting Date: November 12, 2019

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
November 12, 2019**

Call to Order: No Quorum

Roll Call:

Members Present: Eric Gray, Vice-Chair
Amanda Denboer

Members Absent: Robin Ahart
Marvin D. Radtke, Jr.
Laurie Bouwman, Secretary
Harold Schmidt
Pat McDonald

Approval of Agenda:

Mr. Gray canceled the meeting due to lack of a quorum. Mr. Paul Biondo attended as a guest and was notified all Agenda, Minutes and Reports will be made available to him by contacting the Green Lake Township offices.

Approval of Minutes:

Treasurer's Report:

Public Comment:

Old Business:

Pop Up Shops

Grants (Trails) Update

New Business:

Set Informational Meetings

Web Site Status

Annual Calendar

Communications:

None on this date.

Public Comment:

None on this date.

Adjournment:

Next Meeting Date: December 10, 2019

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
December 10, 2019**

Call to Order: No Quorum

Members Present: Eric Gray, Vice-Chair
Amanda Denboer
Pat McDonald

Members Absent: Robin Ahart
Marvin D. Radtke, Jr.
Laurie Bouwman, Secretary
Harold Schmidt

Approval of Agenda:

Mr. Gray canceled the meeting due to lack of a quorum. Mr. Paul Biondo attended as a guest and was notified all Agenda, Minutes and Reports will be made available to him by contacting the Green Lake Township offices.

Approval of Minutes:

Treasurer's Report:

Public Comment:

Old Business:

Pop Up Shops

Grants (Trails) Update

New Business:

Set Informational Meetings

Web Site Status

Annual Calendar

Communications:

None on this date.

Public Comment:

None on this date.

Adjournment:

Next Meeting Date: January 14, 2020