

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
January 14, 2020**

**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  
Lance Lumsden

**Guests:** Greg Palm, Yvonne Holland

**Approval of Agenda:**

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

**Approval of Minutes:**

Ms. Denboer asked for a correction to minutes of October 8, 2019 which referenced "Ms." rather than Mr. Radtke. Motion by Mr. Radtke supported by Ms. Bouwman to approve the minutes of October 8, 2019 with correction. Motion carried.

**Treasurer's Report:**

Ms. Denboer presented the Treasurer's Report for months ending October, November and December 2019. Mr. McDonald provided discussion regarding township forgiveness of \$25,000.00 received from Green Lake Township and considered a debt by DDA. Mr. Radtke stated both the DDA and township benefitted from the Gibbs Study. Mr. Schmidt stated the DDA dollars are from a tax capture. Mr. Radtke agreed stating it is in place to allow increased flexibility to invest in the community.

**Public Comment:**

Greg Palm introduced himself and Yvonne Holland as community crafters. They would like to be more involved and help the community match it's outside reputation.

Members used this time to speak their thoughts on the community:

Mr. Schmidt is grateful a bank has returned and the new members on the Chamber Board

Mr. Radtke new Village Commercial ordinance should decrease the number of businesses converting to homes

Ms. Bouwman announced a new events center will be located in the old InterQuilten Building

Mr. Radtke would like the township Board to embrace growth and change

Mr. Schmidt appreciates all who make Winterlochen a success

Ms. Denboer asked if any fishing tournaments could be held

**Old Business:**

Pop Up Shops

Ms. Bouwman announced plans for Spring opening. New rent of \$750 for six month period rather than commission based. Last year concerns arose regarding sales tax and parking. The set rent will eliminate these.

#### Grants (Trails) Update

Mr. Gray ~~initiated~~ proposed a 50/50 split for costs associated with the trail grant process. The split would be between Interlochen Center for the Arts and Interlochen DDA. Motion by Mr. McDonald supported by Mr. Schmidt ~~to allow for further agreements for an expense~~ request a 50/50 split with Interlochen Center for the Arts and Interlochen DDA. Motion carried.

#### **New Business:**

##### Annual Calendar

Mr. McDonald will work to present an annual calendar at the February meeting.

##### Board Appointments

Ms. Denboer shared information that shows many members have expired terms. Mr. McDonald said they remain until replaced by state statute.

#### **Communications:**

None on this date.

#### **Public Comment:**

None on this date.

#### **Adjournment:**

The Chairman entertained a motion to adjourn at 11:20 a.m., motion by Ms. Bouwman supported by Mr. Radtke to adjourn. Motion carried.

**Next Meeting Date:    February 11, 2020**

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Regular Meeting Minutes  
February 11, 2020**

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

**Roll Call:**

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

**Approval of Agenda:**

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

**Approval of Minutes:**

Motion by Mr. Gray, supported by Mr. Radtke to approve the minutes with the following noted changes:

Grants (Trails) Update

Mr. Gray ~~initiated~~ proposed a 50/50 split for costs associated with the trail grant process. The split would be between Interlochen Center for the Arts and Interlochen DDA. Motion by Mr. McDonald supported by Mr. Schmidt ~~to allow for further agreements for an expense~~ request a 50/50 split with Interlochen Center for the Arts and Interlochen DDA. Motion carried.

Board Appointments

Ms. Denboer shared information that shows many members have expired terms. Mr. McDonald said they remain until replaced by state statute.

Motion carried.

**Treasurer's Report:**

Ms. Denboer provide the following financial summary:

Beginning Balance:	\$ 60,496.37
Income Received (interest)	10.38
Balance January 2020	\$ 60,506.65

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

**Public Comment:**

Greg Palm Googled local community improvement via arts and local crafts. There are agencies than can help. Mr. Palm will supply information and contacts.

**Old Business:**

Pop Up Shops

Yvonne Holland would like to line up artists for the project.

Grant Proposals

The DDA will draft a letter to Trey or Pat for request of 50/50 split for Trail Study.

**New Business:**

Set Annual Calendar

Calendar distributed

**Communications:**

None on this date.

**Public Comment:**

None at this time.

**Adjournment:**

The Chairman entertained a motion to adjourn at 10:55, motion by Mr. Radtke and supported by Mr. McDonald.  
Motion carried.

**Next Meeting Date:    March 10, 2020**

## Draft Minutes

Green Lake Township  
Downtown Development Authority  
Hofbrau, Interlochen, Michigan  
March 20, 2020, 10:00 a.m.

Call to Order- Approximately 10:00 a.m. by Brian McAllister.

Roll Call - Eric Gray, Marvin D. Radtke, Adriann Woodward, Brian McAllister, Pat McDonald, present, and Amanda Denboer present by phone

Public Comment - None

New Business - Radtke indicated that in his discussions with attorneys that they indicated proposed project was legally permissible for the DDA.

Moved Grey, Support Radtke, for DDA to purchase up to \$800.00 worth of gift certificates, \$100.00 from each entity, in \$20.00 increments, from A. Pompinos, Agave, Ciceros, Dilberts, Bradleys, Buds, Maddys, and Hofbrau, and put them into a drawing for "Corona Virus" shutdown affected and needy employees of Agave, Dilberts, Bradleys, Buds, Maddys, and Hofbrau, as submitted by their employers. Passed unanimously

Moved McDonald, support Grey, that any donations be spent equally, as much as possible, on gift certificate providers, unless donation is targeted to specific provider(s). Passed unanimously

Communications - None.

Public Comment - None

Adjournment - Moved McDonald, supported by Radtke, to adjourn, passed.

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Regular Meeting Minutes June 12, 2020  
Meeting via Zoom**

**Call to Order:** 10:04 a.m., Chairman McAllister

**Roll Call:**

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

**Approval of Agenda:**

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

**Approval of Minutes:**

Motion by Mr. Gray, supported by Mr. McDonald to approve the minutes.

**Treasurer's Report:**

Motion by Mr. Radtke to accept Treasure's Report as written, supported by Mr. Gray to accept the Treasurer's report as presented.

Motion carried

**Public Comment:**

None.

**Old Business:**

**2020 Budget**

Motion by Mr. McDonald, supported by Mr. Gray to accept the budget as written, later in meeting became conditioned upon adjustments to be made by Treasurer (due to new information that developed later in meeting) and approved at next meeting.

**Discussion Economic Stimulus**

Ms. Denboer to develop Face Book page for DDA. Discussion on Gift Certificates, Grants and approaching TWP to forgive our debt to assist in these matters.

Discussion Grant/Trails

Motion by Mr. Gray to move forward with obtaining the engineer report even if ICA does not assist financially. Supported by Mr. Radtke.  
Motion carried.

Art Park/Pop Up Shops

Discussion tabled for next meeting.

**New Business:**

None.

**Communications:**

None.

**Public Comment:**

None.

**Adjournment:**

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

**Next Meeting Date: July 7, 2020**

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Regular Meeting Minutes  
July 14, 2020**

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

**Roll Call:**

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

**Approval of Agenda:**

Mr. Radtke asked if line item for Treasurer's Report could be added to agenda. Motion by Mr. Radtke, supported by Ms. Bouwman to approve the agenda with the addition of a Treasurer's Report. Motion carried.

**Public Comment:**

None on this date

**Approval of Minutes:**

Minutes will be provided for approval at next regular meeting.

**Treasurer's Report:**

Ms. Denboer reported month end balance for June 2020 at \$59,238.31. She reminded members that the budget needs to be approved by Green Lake Township Board of Trustees prior to further spending. Mr. Radtke announced \$16,000.00 has been captured by the township for the DDA.

**New Business:**

- a). Stimulus Package: Mr. McDonald reviewed the can and cannot do marketing initiatives available for downtown development opportunities. Members discussed matching grants rather than handing out funds directly. Loans could be made available for repairs/fix-ups, for sale or lease. He asked that the Development Plan be shared with all members, will be sent via email.
- b). New Operating Budget: Will need to be set and approved. Mr. McAllister added this needs to be done to facilitate a stimulus package to district participants.
- c). Local Business Grants:
- d). Township forgiveness of outstanding debt: Mr. Radtke reported the GLT Board approved \$26,000 forgiveness in DDA debt.

**Old Business:**

- a). Art Park: the members agreed the Covid-19 virus will table any potential activity for 2020. Motion by Mr. McDonald, supported by Mr. Radtke to approve a reimbursement of \$514.10 to Laurie Bouwman/Brian



McAllister for Interlochen Art Park signage. Motion carried. Ms. Denboer will reimbursement once new budget is approved.

- b). Trail Grants: Previous discussion inquired of the Interlochen Center for the Arts for a grant to assist with design and/or development. The Covid-19 virus impact on funding will not permit any participation for the near future. The members discussed an initial budget of \$10,000 for a master plan and \$5,000 for grant writing. Will be included in the next budget cycle.

**Communications:**

None on this date.

**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. McDonald. Motion carried.

**Next Meeting Date: August 11, 2020**

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Regular Meeting Minutes  
August 11, 2020  
APPROVED September 8, 2020**

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

**Roll Call:**

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

**Approval of Agenda:**

Mr. McDonald asked to add Election of Officers and Setting of Annual Calendar be added to agenda. Motion by Mr. McDonald, supported by Ms. Bouwman to add Election of Officers and Setting of Annual Calendar to agenda. Motion carried. Chairman McAllister listed these as items e). Election of Officers and f). Setting of Annual Calendar be added to the agenda under New Business.

**Public Comment:**

None on this date

**Approval of Minutes:**

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

**Treasurer's Report:**

Ms. Denboer provided a review of the July 2020 Treasurer's Report with ending balance of \$75,400.54. Mr. Radtke added the two deposits are TIF captures and personal property tax supplement from State of Michigan. Chairman McAllister asked the report be accepted and filed.

**New Business:**

- a). Stimulus Package: Chairman McAllister opened discussion with the development plan noting spending shall be somewhat limited to marketing efforts, including placemaking. Mr. McDonald reminded members that the budget will need to be approved by the Green Lake Township Board prior to any spending. Mr. Radtke announced a name change to M137 was approved by the Green Lake Township Board last evening, Interlochen Parkway M137 is being sent to the county for review to ensure no duplication. After discussion the members agreed this is a good time to discuss branding of the area utilizing the opportunity to work with the State and the County on new road signage, in addition to wayfinding and streetscapes. Chairman McAllister also asked about lighting and Mr. McDonald noted lighting is one of the development plan recommended options for community improvement. Mr. Radtke will contact Cherryland Electric for further information.

- b). New Operating Budget: Mr. Gray suggested allotting \$15,000 for trails and \$26,000 for Community Development. Mr. Gray added the Green Lake Township Board is looking for more better promoting of the area by the DDA. This could include earmarking for road signage, wayfinding and lighting expense. Mr. McDonald would like to add \$8,600 for future TIF capture and \$7,500 for future State supplement. This will reflect a more balanced budget. Mr. Radtke agree with Mr. McDonald and Mr. Gray, stating the new estimated 2020 income should be \$17,289.94. Motion by Mr. Radtke, supported by Mr. McDonald to approve the 2020-2021 Budget with amendments to fund Community Promotion at \$41,000 and add line item "DDA Income Receivable" and fund at \$17,289.24. Motion carried.
- c). Local Business Grants: Tabled, pending legal review.
- d). Logo Design: The members accepted an offer by Mr. Gray to allow the Interlochen Center for the Arts industrial design students an opportunity to present a design. At Mr. Radtke's suggestion an award will be given to the winner should one be selected. Mr. McDonald confirmed the legal name as "Interlochen Downtown Development Association." Chairman McAllister would like the logo on the website and Facebook page as well.
- e). Election of Officers: Motion by Ms. Bouwman to retain the current slate of officers:
  - Brian McAllister: Chairman
  - Eric Gray: Vice Chairman
  - Laurie Bouwman: Secretary
  - Amanda denBoer: TreasurerMotion supported by Mr. McDonald. Roll Call Vote, motion carried unanimously.
- f). Setting Calendar: Motion by Mr. McDonald, supported by Ms. Bouwman to continue meetings of the Interlochen Downtown Development Association be held on the second Tuesday of each month, call to order of 9:30 a.m. Motion carried.

**Old Business:**

- a). Art Park: The members discussed and agreed to promote the park in 2021 and review its viability after that season.
- b). Trail Grants: Mr. Gray tabled this topic until an approved budget is received.

**Communications:**

None on this date.

**Public Comment:**

None at this time.

**Adjournment:**

The Chairman entertained a motion to adjourn at 10:46 a.m., motion by Mr. Radtke and supported by Mr. McDonald. Motion carried.

**Next Meeting Date:**

**September 8, 2020**

**INFORMATIONAL MEETING 1 of 2**

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Regular Meeting Minutes  
September 8, 2020**

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

**Roll Call:**

<b>Members Present:</b>	Brian McAllister, Chair	<b>Members Absent:</b>	Robin Ahart
	Eric Gray, Vice- Chair		Lance Lumsden
	Laurie Bouwman, Secretary		Harold Schmidt
	Adrienne Woodward		
	Marvin Radtke, Jr.		
	Amanda Denboer, Treasurer		

**Approval of Agenda:**

Mr. Gray asked that the topic of Logo be added to the agenda. Motion by Mr. Radtke, supported by Ms. Bouwman to add Logo to agenda. Motion carried. Chairman McAllister listed the items c). Logo, under New Business.

**Public Comment:**

None on this date

**Approval of Minutes:**

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

**Treasurer's Report:**

Ms. Denboer provided a review of the August 2020 Treasurer's Report with ending balance of \$75,410.15. Chairman McAllister asked the report be accepted and filed. Motion by Mr. Radtke, supported by Ms. Bouwman to approve the Treasurer's Report as presented. Motion carried.

**New Business:**

- a). Stimulus Package: placed on hold.
- b). New Operating Budget: budget still requires GLT Board of Trustee approval.
- c). Logo: Mr. Gray stated there will be no graphics classes this year at Interlochen Center for the Arts. If it goes to students for design, a payment/stipend may be required. Members agreed to reach out to local graphics artists for input.

**Old Business:**

- a). Art Park: Tabled
- b). Trail Grants: Mr. Gray tabled this topic until an approved budget is received.

**Communications:**

None on this date.

**Public Comment:**

None at this time.

**Adjournment:**

The Chairman entertained a motion to adjourn at 10:00 a.m., motion by Mr. Radtke and supported by Mr. Gray.  
Motion carried.

**Next Meeting Date: October 13, 2020**  
**INFORMATIONAL MEETING 2 of 2**

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Informational Meeting Minutes  
October 13, 2020**

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

**Roll Call:**

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

**Approval of Agenda:**

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

**Public Comment:**

None on this date

**Approval of Minutes:**

Motion by Ms. Woodward, supported by Ms. Bouwman to approve the minutes, with an amended to "Members Present," removal of Mr. McDonald as he was absent. Motion carried.

**Treasurer's Report:**

Ms. Denboer provided a review of the August 2020 Treasurer's Report with ending balance of \$75,232.30. Amended reports for July and August 2020 were also provided as a check issued has not been cashed. Chairman McAllister asked the report be accepted and filed. Motion by Mr. Radtke, supported by Ms. Bouwman to approve the Treasurer's Report as presented. Motion carried.

**New Business:**

- a). Stimulus Package: placed on hold for budget approval.
- b). New Operating Budget: budget still requires GLT Board of Trustee approval. The members also agreed increased participation and representation from the business community is needed at the DDA level, including Tom's Market. The Road Commission now oversees M137, meaning it's under local control. Now known as Interlochen Parkway (Pkwy) M137. Mr. Gray met with Road Commission Manager, Brad, through an ICA meeting. He seems amenable to understand the road and its safety, good proponent. Mr. Radtke also stated his conversations with manager show an interest to improve safety and get some roadwork done this year. Manager is also in support of a stimulus package with street lighting and beautification. Mr. Radtke added a vision of M137 with sidewalks is a possibility. Ms. Bouwman commented that would be great if it could coincide with trails. Mr. Gray likes the positive direction and having the manager more involved as part of the process. Mr. Gray added that he was told resurfacing would be complete before Memorial Day 2021.

**Old Business:**

- a). Art Park: reminder to pay Ms. Bouwman for signs.
- b). Trail Grants: Mr. Radtke suggested entering into an agreement with Fleis & Vandenbrink. Once plan is completed the State could receive a rough budget allow the DDA to proceed with grants. Support from VASA, Brewer's Trail would be welcome until Master Plan is in place. Mr. Gray commented support from the tart trail may not financial but support is needed. Motion by Mr. Radtke, supported by Ms. Denboer to enter into an agreement with Fleis & Vandenbrink for a trail Master Plan, not to exceed \$10,000.00 for Interlochen trail.

Roll Call Vote:   McAllister, yes                      McDonald, yes  
                          Gray, yes                               Radtke, yes  
                          Bouwman, yes                   Denboer, yes  
                          Woodward, yes

Motion carried.

Mr. Gray reminded the members public meetings will need to be scheduled for input, asked that they begin considering meetings already scheduled in the community and tag on to those meetings for better attendance.

**Communications:**

None on this date.

**Public Comment:**

None at this time.

**Adjournment:**

The Chairman entertained a motion to adjourn at 10:06 a.m., motion by Mr. Radtke and supported by Mr. Gray.  
Motion carried.

**Next Meeting Date:   November 10, 2020**

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Meeting Minutes  
November 10, 2020**

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

**Roll Call:**

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

**Approval of Agenda:**

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

**Public Comment:**

Mr. McDonald provided an overview the recent changes to the township zoning ordinance. The changes, as approved by the Green Lake Township Board of Trustees, eliminated three small zoning districts (office, gateway overlay and planned commercial) and will encourage future business development.

Mr. Radtke shared Daryl Case has accepted the Fire Chief/Fire and EMS Director position with the township emergency services department. His start date is immediate, working between current obligations.

**Approval of Minutes:**

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

**Treasurer's Report:**

Ms. Denboer provided a review of the October 2020 Treasurer's Report noting an ending balance of \$84,993.02. Chairman McAllister asked the report be accepted and filed. Motion by Mr. Radtke, supported by Ms. Bouwman to approve the Treasurer's Report as presented. Motion carried. Mr. Radtke asked that the audited financial reports for the DDA provided to the township, be shared with the DDA members.

**New Business:**

- a). Stimulus Package: The members agreed to rename this topic. Motion by Mr. McDonald supported by Mr. Radtke to begin to reference this subject as Placemaking. Motion carried unanimously. Ms. Bouwman asked if Mr. Radtke had streetlight information. With the covid-19 health restrictions in place, Mr. Radtke responded the utility has limited resources. Mr. Radtke asked about logo development. Mr. Gray said a student at ICA could be hired. Ms. Bouwman asked that the members consider consolidating several local logos. Mr. Radtke asked the members receive that portion of the Gibbs Study that spoke about local identification.



**Old Business:**

- a). Art Park: tabled
- b). Trail Grants: Mr. Gray said signed agreements with Fleis & Vandenbrink have been shared with the members. Ben Kladder of Fleis & Vandenbrink will Zoom into a future meeting for further discussion regarding the Master Plan study.

**Communications:**

None on this date.

**Public Comment:**

Mr. McDonald is hoping to plant wildflower seeds in the dirt left behind after road scraping  
Mr. Radtke said he asked that sidewalk engineering be included in the Interlochen Pkwy/M137 upgrades.  
Ms. Bouwman would like the county to consider a bike lane as well on the upgrades to Interlochen Pkwy/M137.  
Mr. Radtke added the county thinks the road name is too long, but the Board is being insistent.

**Adjournment:**

The Chairman entertained a motion to adjourn at 10:15 a.m., motion by Mr. Radtke and supported by Ms. Bouwman. Motion carried.

**Next Meeting Date: December 8, 2020**

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Special Meeting Minutes  
November 25, 2020**

**Call to Order:** 11:00 a.m., Chairman McAllister

**Roll Call:**

<b>Members Present:</b>	Brian McAllister, Chair Eric Gray, Vice- Chair Laurie Bouwman, Secretary Adrienne Woodward Pat McDonald Amanda Denboer, Treasurer	<b>Members Absent:</b>	Marvin Radtke, Jr.
<b>Guests:</b>	Rory Baker, President, Interlochen Area Chamber of Commerce		

**Approval of Agenda:**

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

**Public Comment:**

Rory Baker, President of the Interlochen Area Chamber of Commerce will present materials related to a Digital Christmas Tree and answer any questions under new business.

**New Business:**

a). Digital Christmas Tree: Mr. Baker is presenting as President of the Interlochen Chamber of Commerce. The proposed new tree is an exciting opportunity to engage the community with a light show accompanied by music, via FM broadcast. Additional add-ons are available at an extra cost. Mr. McAllister hopes the Chamber, DDA and Library can combine their efforts into one central location for a holiday event, rather than spacing throughout the village. Ms. Bouwman would like to encourage other local businesses to light-up their properties as well. Discussion was held regarding storage and electrical. Existing electrical will power this year's presentation but may need to be upgraded in the future to support add-on features. Storage will need to be further discussed, although Mr. Gray thought he may have available storage. Goal is December 5, the traditional tree lighting date. Motion by Ms. Bouwman, supported by Mr. McDonald to approve an amount not to exceed \$5,000.00 for the purchase of a digital Christmas tree and add-on features, noting a \$500.00 contribution to the project from the Interlochen Area Chamber of Commerce.

**Roll Call Vote:**

Bouwman, yeah  
Woodward, yeah  
McDonald, yeah  
Denboer, yeah  
Gray, yeah  
McAllister, yeah

Motion carried. Mr. Baker will forward invoice to Mr. McAllister for approval, Ms. Denboer will then process payment to the Interlochen Area Chamber.

**Communications:**

None on this date.

**Public Comment:**

None

**Adjournment:**

The Chairman entertained a motion to adjourn at 11:35 a.m., motion by Mr. McDonald and supported by Ms. Denboer. Motion carried.

**Next Meeting Date: December 8, 2020**

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
VIA WebEX  
Regular Meeting Minutes  
December 8, 2020**

**Call to Order:** 9:36 a.m., Chairman McAllister

**Roll Call:**

<b>Members Present:</b>	Brian McAllister, Chair Eric Gray, Vice-Chair Laurie Bouwman, Secretary Adrienne Woodward Pat McDonald Amanda Denboer, Treasurer Marvin Radtke, Jr	<b>Members Absent:</b>
<b>Guests:</b>	Rory Baker, President, Interlochen Area Chamber of Commerce	

**Approval of Agenda:**

Motion by Mr. McDonald, supported by Mr. Radtke to amend the agenda under item V. New Business, a). to *Local Economic Placemaking.*, supported by Mr. McDonald to approve the agenda as presented. Roll Call Vote:

Bouwman, aye  
Woodward, aye  
McDonald, aye  
Denboer, aye  
Gray, aye  
McAllister, aye  
Radtke, aye

Motion carried.

Motion by Mr. Radtke, supported by Mr. Gray to approve the agenda with changes as noted above. Roll Call Vote:

Bouwman, aye  
Woodward, aye  
McDonald, aye  
Denboer, aye  
Gray, aye  
McAllister, aye  
Radtke, aye

Motion carried.

**Approval of Minutes:**

Motion by Mr. Radtke, supported by Ms. Denboer to approve the minutes of the meeting of November 10, 2020. Roll Call Vote:

Bouwman, aye  
Woodward, aye  
McDonald, aye  
Denboer, aye

Gray, aye  
McAllister, aye  
Radtke, aye

Motion carried.

**Treasurer's Report:**

Ms. Denboer provided a review of the November 2020 Treasurer's Report with ending balance of \$85,003.50.

Mr. Radtke made a motion to receive and file the November 2020 Treasurer's Statement as presented. Roll Call Vote:

Bouwman, aye  
Woodward, aye  
McDonald, aye  
Denboer, aye  
Gray, aye  
McAllister, aye  
Radtke, aye

Motion carried.

**Public Comment:**

None on this date.

**New Business:**

a). Local Economic Placemaking: Mr. Gray asked if there was anything further the DDA could do to help local businesses, purchase local wreaths for them to display, before the 11<sup>th</sup>. Something to show support. The members divided local businesses and assigned themselves to contact to remind of the event and ask they light-up or decorate for the Christmas holiday before the 11<sup>th</sup>. (\*list attached, item A). Members commented that several businesses have already decorated. Photos to Ms. Denboer for posting to the DDA facebook page.

**Old Business:**

a). Tree Lighting (discussed above). Mr. Gray added that some items have not yet been shipped. Rory Baker, Chamber of Commerce President is going ahead with set up of items shipped. Tom's Market has hired TopLine Electric to decorate the natural tree.

b). Trail Grants: Mr. Gray had a zoom meeting with Fleis & VandenBrink to review action items. Another meeting will be scheduled, hopefully this week to understand the goal and pull information together. Mr. Gray will notify Mr. McAllister when the next meeting is scheduled. Mr. Gray said one issue to be determined is maintenance for the trail. Who will be responsible? Ms. Bouwman thinks it is time to begin getting community support for the project, like was done for the library. Mr. Gray suggested organizations be contacted for support, such as the Green Lake Duck Lake group. Mr. McDonald added representatives from other local trail groups should also be considered for input.

**Communications:**

Mr. Radtke announced Green Lake Township has received recommendation for a DNR grant for the purchase of Camp Sakakawea, "Camp Saki." The amount is expected to be \$569,200. This is a 515 acre parcel with frontage on Bass Lake.

**Public Comment:**

None

**Adjournment:**

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

**Next Meeting Date: January 12, 2021**

**Exhibit A**  
**“Lights-Up” Event**

**Commercial Property Decorating – Contact Assignments**

Pat	Decorate Tree at Office Party Store
Brian	Hofbrau Bouwman Realty Cicero's Hardline
Laurie	Library
Amanda	Ecletic Avenue Bud's
Marv	Mrs. O's Crap Shack Blue Vase
Adrienne	Contact Chamber of Commerce to notify members email