

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Informational Meeting Minutes
January 3, 2023**

Call to Order: 9:35 a.m., Chairman McAllister

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice-Chair
Laurie Bouwman
Adriann Woodward
Pat McDonald

Members Absent: Marvin D. Radtke, Jr.

Guests: None on this date

Approval of Agenda:

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

Approval of Minutes:

Mr. Gray shared the spelling of Kasey Mahony, Interlochen State Park for the minutes. Also, Ms. Woodward corrected the spelling of her first name to Adriann. Motion by Ms. Bouwman, supported by Mr. McDonald to approve the minutes as amended. Motion carried.

Treasurer's Report:

Motion by Mr. McDonald supported by Mr. Gray to approve an place on file the Treasurer's Report. Motion carried.

Public Comment:

Chairman McAllister shared the Grand Traverse County Commissioners have approved \$75,000 from the ARPA funding received to support the Green Lake Pickleball Courts.

Mr. McDonald asked about the property currently for sale on J. Maddy Parkway where the sculptor once was. Inside is like a museum, is it something the DDA would be interested in or one of the statutes. Members discussed with Ms. Woodward stating one sold recently for \$12,000 or more. Mr. McDonald will reach out to the family.

New Business:

None.

Old Business:

a). **Trail Grants.** Mr. Gray said the SPARKS Grant was not submitted due to a formality of needing a Resolution from the Township. Discussion with Wade Trim and State representative made clear the State cannot fund it through their budget. Will need a completed phasing design to dig into larger State funding. Mr. Gray will continue to collect more information through the State.

Mr. McDonald asked the status of the Master Plan, the Recreational Plan is being completed as part of the project. He also asked if the easement sent to Interlochen Center for the Arts has been signed.

Public Comment:

Chairman McAllister will follow up with Ms. denBoer on her status with the DDA.

Chairman McAllister will also follow up on the shed moving project.

Adjournment:

The Chairman entertained a motion to adjourn at 10:23 a.m., motion by Mr. Gray, supported by Mr. McDonald. Motion carried.

Next Meeting Date: February 7, 2023

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Informational Meeting Minutes
February 7, 2023**

Call to Order: 9:35 a.m., Chairman McAllister

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice-Chair
Marv Radtke
Adriann Woodward
Pat McDonald
Amanda denboer

Members Absent: Laurie Bouwman

Guests: None on this date

Approval of Agenda:

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

Approval of Minutes:

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

Treasurer's Report:

Motion by Mr. Radtke, supported by Mr. Gray to approve and place on file the Treasurer's Report, ending balance of \$178,407. Motion carried.

Public Comment:

Mr. Radtke gave a status update on the Gruzinka property and statues. He has been in contact with the family about acquiring the statues for permanent display in the township, specifically the business corridor. The family are currently asking \$100,000 for all 14 statues. Mr. Radtke feels the township might be willing to match the amount the DDA can allocate for the statues. Motion by Mr. McDonald, supported by Mr. Radtke to approve an amount not to exceed \$45,000.00 (for the DDA portion of the potential buy). Motion carried.

New Business:

a). Payment Authorization to Wade Trim (trail project). Motion by Mr. Radtke, supported by Mr. Gray to approve invoices from Wade Trim in the amount of \$4,429.80. Motion carried. Mr. Gray said reminded the members \$6,000.00 was the original expense approved.

Old Business:

a). Trail Grants. Mr. Gray asked if an updated township resolution in support of the project has been completed. Mr. Radtke is still waiting for the written resolution from Wade Trim and will present to the Board after receipt. Next SPARKS grant submission is March 30. If not yet received grant application could be submitted in June. Mr. Gray is still working with the State of Michigan for state park access. A decent map will be needed before they commit to

the project through a Letter of Understanding. Funding for the project was discussed, with banks, credit union, bonding and private financing discussed. Mr. Radtke will meet with Doug DeYoung, Consumer's Energy, to talk about the electric pole setbacks required and how this might be reduced.

Public Comment:

None.

Adjournment:

The Chairman entertained a motion to adjourn at 10:24 a.m., motion by Mr. Radtke, supported by Mr. Gray.
Motion carried.

Next Meeting Date: March 7, 2023

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Meeting Minutes
March 7, 2023**

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

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice-Chair
Marv Radtke
Adriann Woodward
Pat McDonald
Amanda denboer

Members Absent: Laurie Bouwman

Guests: None on this date

Approval of Agenda:

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

Approval of Minutes:

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

Treasurer's Report:

Motion by Ms. Woodward, supported by Mr. McDonald to approve and place on file the Treasurer's Report, ending balance of \$190,148.07. Motion carried.

Public Comment:

None.

New Business:

a). Payment Authorization to Wade Trim (trail project). Motion by Mr. Gray, supported by Mr. McDonald to approve invoice from Wade Trim in the amount of \$398.40. Motion carried.

b). Year-to-Date Budget Review. Members reviewed current expenses related to budgeted amounts. Mr. McDonald asked that any changes or amendments be sent to Mary Jo for updating. The 2023-2024 Budget will be reviewed again in April and sent to the Green Lake Township Board in May.

c). Authorize payment of \$42,500.00 to Green Lake Township for half-share price of Birdlip Bay sculpture purchase. Mr. Radtke shared that negotiations on behalf of both the township and DDA brought the original asking price of \$100,000.00 down to \$85,000.00. The price included drawings and models. Motion by Mr. Radtke, supported by Ms. denboer to approve a reimbursement of \$42,500.00 to Green Lake Township for the purchase of Birdlip Bay sculptures. Motion carried. Mr. McDonald will draft a one year/one dollar lease for businesses to use the sculptures.

Old Business:

a). Trail Grants. Mr. Gray will email Wade Trim and State of Michigan asking for drawings, easements and land application updates. Mr. McDonald shared a new map of future trail. Mr. Radtke will inquire from Interlochen Center for the Arts if funding might be available, the state is proposing \$16,000 towards trail design/engineering – originally expected to be \$42,000.

Mr. Radtke said the township is going forward with developing the trailhead at Memorial Park. Most of the work will be done through volunteers and their equipment.

Mr. McDonald asked if Mr. Radtke had any updates from Consumers Energy on the request to utilize more of the land then their easements currently allow.

Mr. McAllister asked where we are at with SPARKS grant. Mr. McDonald said application due at end of the month, although two more cycles are anticipated for May and June. A resolution drafted by Wade Trim will need to go to the March 2023 Board of Trustee meeting in order to meet the March 30 deadline. The resolution currently states support of project only. Mr. Gray will follow up with Casey at the State of Michigan on lease agreement for trail.

Mr. McAllister is hosting Senator Damoose on the 20th of March to talk about the trails and support needed for the project.

Public Comment:

None.

Adjournment:

The Chairman entertained a motion to adjourn at 10:24 a.m., motion by Mr. Radtke, supported by Ms. denboer. Motion carried.

Next Meeting Date: April 4, 2023

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Meeting Minutes
June 6, 2023**

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

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice-Chair
Marv Radtke
Adriann Woodward
Pat McDonald
Amanda denboer

Members Absent: Laurie Bouwman

Guests: None on this date

Approval of Agenda:

Motion by Mr. McDonald, supported by Mr. Radtke, to approve the agenda with additional agenda items:

- c). Reimbursement to Township for Clerical Support
- d). Statue Committee Volunteers
- e). Non-profit formation

Motion carried.

Approval of Minutes:

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

Treasurer's Report:

Motion by Mr. Radtke, supported by Mr. Gray to approve and place on file the Treasurer's Report as presented, with an ending balance of \$153,399.98. Motion carried.

Public Comment:

None.

New Business:

a). Budget Review and Approval. Mr. McDonald reminded the members the budget can always be amended if needed. Mr. Radtke made a motion to approve and recommend to the Green Lake Township Board the 2023-2024 DDA budget as presented, supported by Mr. McDonald. Motion Carried.

b). Wade Trim Invoice/Statement. Ms. Denboer has verified the \$398.40 charge has been paid. The only outstanding amount for payment is \$216.60. Motion by Mr. Radtke, supported by Mr. Gray to authorize a \$216.60 charge against Professional Services and paid to Wade Trim. Motion Carried.

c). Reimbursement to Township for Clerical Support. Mr. Radtke presented a motion for approval of up to \$300.00 for the annual clerical support expense item, supported by Mr. Gray. Motion Carried.

d). Statue Committee: Mr. McDonald would like to volunteers to sit on a committee to decide locations of the recently acquired statues. Mr. McAllister and Ms. Woodward agreed to represent the DDA – the two other individuals represent the GLT Board. Mr. McDonald will prepare a one-year lease agreement for an amount of \$1.00 annually for those businesses chosen to receive a statue. Mr. Radtke added that the statues will need to be anchored once placed.

e). Non-profit Formation. Mr. McDonald would like to form a non-profit fundraising organization to benefit the proposed trail system. Members agreed a non-profit would generate more interest in donations and agreed to “Friends of Interlochen Trails” as the name. Motion by Mr. Radtke, supported by Ms. Woodward to approve development of a non-profit organization for the trail project. Motion carried.

Old Business:

a). Trail Grants. Mr. McDonald asked the members if they would like to pause the grant process for one year. Mr. Radtke added the request is not even a 10 in the ranking system, but the DDA should receive for use the language and data to utilize for future grant opportunities.

Mr. Gray and ICA representatives met with Mr. Roth and Mr. Damoose to review potential opportunities for the school. He believes a comment was made that may benefit the trail system. Mr. Radtke will follow-up with Mr. Roth.

Mr. Gray asked if Wade Trim could be asked to include the proposed ICA Tunnel under J Maddy Parkway, as it could be utilized by those using the trail system. Motion by Mr. McDonald, supported by Mr. Radtke to authorize up to \$3,500.00 for the addition of a tunnel to the existing trail phasing design by Wade Trim. Motion carried.

Public Comment:

None.

Adjournment:

The Chairman entertained a motion to adjourn at 10:14 a.m., motion by Mr. McDonald, supported by Mr. Radtke to adjourn at 10:14 a.m. Motion carried.

Next Meeting Date: July 11, 2023

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Meeting Minutes
July 11, 2023**

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

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice-Chair
Marv Radtke
Adriann Woodward
Pat McDonald
Laurie Bouwman
Kate Brooks
Carl Fedewa

Members Absent: Amanda denboer

Guests: None on this date

Chairman McAllister welcomed new members, Carl Fedewa and Kate Brooks. Each member shared their bio and interests in becoming a DDA member.

Approval of Agenda:

Motion by Mr. Radtke, supported by Mr. McDonald, to approve the agenda with additional agenda item under New Business:

b). Sculpture Placement

Motion carried.

Approval of Minutes:

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

Treasurer's Report:

Motion by Mr. Radtke, supported by Ms. Bouwman to approve the Treasurer's Report for filing. Motion carried.

Public Comment:

None.

New Business:

a). **Election of Officers, fiscal year 2023-2024.** Mr. Radtke nominated the existing slate to continue in their roles, supported by Mr. McDonald.

Chairman: Brian McAllister
Vice-Chairman: Eric Gray
Secretary: Laurie Bouwman
Treasurer: Amanda denboer

Motion carried.

b). Sculpture Placement: Mr. McDonald provided a draft agreement for those DDA businesses who wish to place a sculpture on their property. Members reviewed agreement. Mr. Radtke was asked about insurance and he replied the sculptures are covered under the townships existing plan.

Old Business:

a). Trail Grants. Mr. Gray said there was little activity on the project. He did share the background of the trail project to new members and told them to feel free to ask any of the membership further questions as they come up. Mr. McDonald said he had a proposed agreement from the State Park for the trail project which requires Township Board approval. Mr. Radtke will send to township attorney for review prior to going to the Board.

Public Comment:

Mr. Radtke reported the Pickleball is being asphalted and Exercise Circuit concrete is being poured today. Hopes are for a mid to late September opening. He would like to place woodchips on the trail portion initiated at Memorial Park.

Mr. Radtke reminded everyone of the MDOT meeting next Tuesday evening at the Library.

Adjournment:

The Chairman entertained a motion to adjourn at 10:07 a.m., motion by Mr. McDonald, supported by Mr. Radtke to adjourn at 10:07a.m. Motion carried.

Next Meeting Date: August 1, 2023

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Meeting Minutes
September 5, 2023**

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

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice-Chair
Laurie Bouwman
Kate Brooks
Carl Fedewa
Marv Radtke
Adriann Woodward
Pat McDonald

Members Absent: Amanda denBoer

Guests: None on this date

Approval of Agenda:

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

Approval of Minutes:

Motion by Ms. Bouwman, supported by Mr. Radtke to approve the minutes as presented. Motion carried unanimously, voice vote.

Treasurer's Report:

Motion by Mr. Radtke, supported by Mr. Gray to approve and place on file the Treasurer's Report as presented, with an August 2023 ending balance of \$156,798.46. Motion carried unanimously, voice vote.

Public Comment:

None.

New Business:

a). Reimbursement to Green Lake Township, Sculpture Identification Plaques. Mr. Radtke shared all sculptures have been placed throughout the community, receiving all positive comments. The members then discussed moving the sculptures out of the road right-of-way for winter snowplowing. Ms. Bouwman asked if any of the other sculptures placed on lease out of the area will be available to the DDA/Green Lake Township. Mr. Radtke will follow-up with family. **Motion by Mr. Gray, supported by Ms. Bouwman to approve \$113.16 as DDA portion of naming plaques. Motion carried unanimously, voice vote.**

b). Wade Trim Invoice/Statement. Two new billing statements have been sent by Wade Trim. Ms. Barck was asked to verify amount actually owed and report the amount to Ms. denBoer for payment. **Motion by Mr. Radtke, supported by Mr. McDonald to approve payment not to exceed \$250.00 to Wade Trim for services related to trail development. Motion carried unanimously, voice vote.**

c). Interlochen Chamber of Commerce \$15,000.00 Request for Annual Light Show. Ms. Woodward provided explanation that the funds requested will be utilized to complete electrical service across the road (J. Maddy Parkway) for additional light display. Mr. Radtke asked if Mr. Olsen, property owner had been contacted for approval, Ms. Woodward said he has granted permission. Mr. Radtke asked what has the Chamber put in? Ms. Woodward replied the Chamber has spent nearly all of the \$89,000.00 grant received last year, adding additional features to the display. Mr. Radtke also made mention the sheds need to be empty to move, Ms. Woodward said “Rory” said to just move them with their contents. Mr. Radtke will have Rory speak with Johnson Outdoors directly to coordinate move. Ms. Woodward said the show will begin on the first Saturday this year, Friday’s too difficult for families. **Motion by Mr. Gray, supported by Mr. Fedewa to approve an expense of \$15,000.00 payable to the Interlochen Chamber of Commerce for 2024 holiday light show upgrades. Motion carried unanimously, voice vote.**

Old Business:

a). Trail Grants. Mr. McDonald reported the agreement has been signed and sent off to DNR for their signature, he has done a couple of follow-up emails.

Mr. Radtke said insurance been placed through township’s provider.

Mr. Radtke would like to get the first portion from Memorial Park to Vegabond cleared and put an application of woodchips to delineate trail.

Ms. Bouwman asked realistically when will the trail be done? Mr. Gray said it will take some funding, about \$120,000 from the DDA, Township, ICA and State Park all contributing toward design. Grants call for “shovel ready” projects and we are not there yet.

Public Comment:

Mr. Radtke announced Pickleball Open House is Wednesday, September 6, 2023 started at 4:30p. The Memorial Park Exercise Court is now complete as well. Johnson Outdoors donated equipment for several weeks. Apple Fence also donated labor in putting up fence as well as donating top of the line nets for play. The township was denied a recent grant application for Camp Saki, the State of Michigan did not fully fund the grant program this year. Mr. Radtke has spoke with Representative Roth about future support.

Ms. Woodward said the Chamber Car Show is this Saturday.

Ms. Brooks announced they are into seasonal hours, open weekend through the end of September.

Adjournment:

The Chairman entertained a motion to adjourn at 10:22 a.m., motion by Mr. McDonald, supported by Mr. Radtke to adjourn at 10:22 a.m. Motion carried.

Next Meeting Date: October 3, 2023

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Meeting Minutes
October 2, 2023**

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

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice-Chair
Laurie Bouwman
Carl Fedewa
Marv Radtke
Adriann Woodward
Pat McDonald

Members Absent: Amanda denBoer

Guests: None on this date

Approval of Agenda:

Motion by Ms. Bouwman, supported by McDonald to approve the agenda as presented. Motion carried unanimously, voice vote.

Approval of Minutes:

Motion by Ms. Bouwman, supported by Mr. Fedewa to approve the minutes as presented. Motion carried unanimously, voice vote.

Treasurer's Report:

Motion by Mr. Gray, supported by Ms. Bouwman to approve and place on file the Treasurer's Report as presented, with a September 2023 ending balance of \$169,767.43. Motion carried unanimously, voice vote.

Public Comment:

None.

New Business:

None.

Old Business:

a). **Trail Grants.** Mr. McDonald stated the DNR has signed the lease for use of State Park property for trail. Mr. Gray said before going further we need a design to present – of the entire project shown in phases. Mr. Gray also said the county had originally said they would provide some site work for easements. Wade Trim to do design work.

Mr. McDonald said the design work is expected to be at least \$125,000. He asked that the following organizations be contacted to contribute to the cost:

ICA
State Park
DDA
Township
County

Public Comment:

Mr. McAllister said the county is now considering requests to fund parks and lights. Mr. Radtke will forward a financial support request to Mr. McAllister for presentation in October.

Adjournment:

The Chairman entertained a motion to adjourn at 10:10 a.m., motion by Mr. McDonald, supported by Mr. Radtke to adjourn at 10:102 a.m. Motion carried.

Next Meeting Date: November 7, 2023

**Interlochen Downtown Development Authority
Golden Fellowship Hall 9700 Riley Road Interlochen, MI
Meeting Minutes
November 7, 2023**

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

Roll Call:

Members Present: Brian McAllister, Chair
Eric Gray, Vice-Chair
Laurie Bouwman
Carl Fedewa
Marv Radtke
Adriann Woodward
Pat McDonald
Kate Brooks

Members Absent: Amanda denBoer

Guests: None on this date

Approval of Agenda:

Motion by Ms. Bouwman, supported by McDonald to approve the agenda as presented. Motion carried unanimously, voice vote.

Approval of Minutes:

Motion by Ms. Bouwman, supported by Mr. Fedewa to approve the minutes as presented. Motion carried unanimously, voice vote.

Treasurer's Report:

Motion by Mr. Radtke, supported by Mr. Fedewa to approve and place on file the Treasurer's Report as presented, with an October 2023 ending balance of \$171,654.78. Motion carried unanimously, voice vote.

Public Comment:

None.

New Business:

Wade Trim Bill for Grant Services: Motion by Ms. Bouwman, supported by Mr. Gray to approve an amount not to exceed \$503.50 for Wade Trim services. Motion carried unanimously, voice vote.

Old Business:

a). Trail Grants. Members will contact Grant Traverse County Road Commission with trail engineered rendering – query if right of way can be used for a portion of trail.

Public Comment:

None.

Adjournment:

The Chairman entertained a motion to adjourn at 10:31 a.m., motion by Mr. Gray, supported by Mr. McDonald to adjourn at 10:31 a.m. Motion carried.

Next Meeting Date: December 5, 2023

Draft Minutes

Interlochen Downtown Development Authority
Golden Fellowship Hall, 9700 Riley Road, Interlochen, Michigan
Meeting Minutes
December 5, 2023, at 9:30 a.m.

Call to Order- Approximately 9:33 a.m. by Brian McAllister.

Roll Call - Eric Gray, Adriann Woodward, Brian McAllister, Pat McDonald, Amanda Denboer, Kate Brooks, Carl Fedewa, Laurie Bouwman, present.

Member absent - Marv Radtke

Approval of Agenda - Bouwman moved to approve as presented, second Fedewa - motion carried.

Approval of the Minutes - moved Bouwman, support Gray, to approve proposed minutes as presented - carried

Treasurer's Report - Motion by Bouwman, support Woodward, to file the treasurer's report as presented, motion carried

Public Comment - None

New Business - Grey made presentation concerning Wade Trim's \$98,000 proposal. Motion Grey, support Fedewa, to authorize up to \$10,000.00 in payments to Wade Trim for design services and for meeting with the Road Commission to try and nail down conditional approval of tentative design, motion carried.

Old Business:

a.) Trail Grants-Updates/Stockholder Meetings - McAllister reports county may contribute funding later in process.

Bouwman brought up township water system potential with regard to sidewalk/trail, village signage, and old consultant reports. McDonald to try and obtain and distribute copies of old reports to DDA members.

Woodward brought up street lights. McAllister to consult with Radtke and possibly Cherryland Electric concerning the possibilities.

Grey to set up meeting with Wade Trim and Road Commission.

Woodward updated concerning Light Up Interlochen.

Adjournment: McAllister adjourned at approximately 10:15 a.m.