



EVART DOWNTOWN DEVELOPMENT AUTHORITY

Tuesday, March 9, 2021 8:00 AM
Via Zoom
MINUTES



1. The meeting was called to order by Bengry at 8:04 a.m. via zoom.
2. Attendance:
Present: Alan Bengry, Lynn Salinas, June-Marie Essner, Shannon Schmidt, Sarah Dvoracek, Jason O'Dell (8:21)
Absent: Molly Cataldo
3. Introduction of Guests: Angela Hunter, John Hunter, Eric Kehoe, Laurie Chase
4. Citizens Comments: None
5. Approval of Agenda – as presented
6. Approval of March 9th, 2021 Meeting Minutes:
Moved by Salinas, supported by Schmidt that the March 9th, 2021 minutes be approved as presented.
Ayes: 5 Nays: 0 Result: Carried
7. Approval of February 23rd, 2021 Special Meeting Minutes:
Moved by Salinas, supported by Schmidt that the February 23rd, 2021 minutes be approved as presented.
Ayes: 5 Nays: 0 Result: Carried
8. Approval of March 1st, 2021 Special Meeting Minutes:
Moved by Salinas, supported by Schmidt that the March 1st, 2021 minutes be approved as presented.
Ayes: 5 Nays: 0 Result: Carried
9. Approval of Vendor List for February 2021
Moved by Dvoracek, supported by Essner that the February Vendor List in the amount of \$5,698.69 for the DDA and \$75 for the Farmers Market be approved.
Ayes: 5 Nays: 0 Results: Carried
10. President's Comments: Bengry & Salinas meeting with LEO regarding unemployment claim.
11. Director's Comments: See Director's Report
12. City Manager's Comments: See City Manager's Report
13. Committee Updates:
Economic Vitality
 - a. Farmers Market (EFM)
 - i. A. Hunter completed the certification class. Of the 300 plus markets in MI, 60 are certified.

- ii. A. Hunter would like to set up a Kid's Corner and offer coupons to spend at the EFM on produce, highlighting a new one each week. Is there a way to get funding for the coupons?
- iii. Vendor Application and Handbook are in process. Working to get the Application to be submitted electronically on the Evert Main Street website.
- iv. Kehoe will work to have the Evert.org Farmers Market page sync with the Evert Main Street Farmers Market page so there is only one place to make updates.
- v. Kehoe is getting a dedicated phone for the EFM for the Manager.
- b. Pop-Up
 - i. February utilities were more than collected in rent. Investigation into the situation happening.
 - ii. EV committee will be touring four buildings to consider for purchase and rehab.

Design

- a. Benches/Bike Racks
- b. Wayfinding Signage
 - i. Waiting for MDOT to make a decision on permits submitted.
 - ii. Kehoe and Wilson looked at business directory sign on the Rails to Trails. In good shape, just needs to be update.

Promotion

- a. Summer Concert Series
 - i. Committee is setting up a meeting. 3-4 volunteers needed to help run events.
 - ii. Dvoracek suggested having a paid position to organize events and contracts with performers. City Council may help with this.
 - iii. The mini-grant from Council of Arts will help with this summer's performers. Kehoe will contact Jake Slater to see when he is available.

Organization

- a. Board Recruiting – Reviewing eligibility of applicants. Recruiting in progress to fill vacancies.
- b. Communication & Outreach

14. Old Business

- a. PayPal Transactions Fees – Dvoracek contacted accountant and received instruction on proper journal entry and recognition of donation submitted via PayPal on the EvertMainStreet.com site.
- b. Market Manger Job Description and Contract – Still waiting attorney review.
- c. Board Appointments Schmidt & O'Dell – No action
- d. Development Plan and Tax Increment Financing Plan – No action

15. New Business:

- a. Evert Downtown Façade & Building Improvement Program Application - No action.

16. Citizens Comments: None

17. Adjournment:

Due to prior commitments the board was without a quorum at 9:08 am and no action was taken on items listed after Old Business item b.

Bengry stated the meeting was adjourned.