



EVART DOWNTOWN DEVELOPMENT AUTHORITY

Tuesday, February 9th, 2021 8:00 AM
Via Zoom
MINUTES



1. The meeting was called to order by Bengry at 8:01 a.m. via zoom.
2. Attendance:
Present: Alan Bengry, Shannon Schmidt, Lynn Salinas, June-Marie Essner, Molly Cataldo, Jason O'Dell, Sarah Dvoracek
3. Introduction of Guests: Angela Hunter, John Hunter, Eric Kehoe
4. Citizens Comments: None
5. Approval of Agenda – as presented
6. Approval of February 9th, 2021 Meeting Minutes:
Moved by Cataldo, supported by O'Dell that the February 9th, 2021 minutes be approved as presented.
Ayes: 7 Nays: 0 Result: Carried
7. Approval of Vendor List for January 2021
Moved by Cataldo, supported by O'Dell that the December Vendor List in the amount of \$3757.31 for the DDA and \$0 for the Farmers Market be approved.
Ayes: 7 Nays: 0 Results: Carried
8. President's Comments: None
9. Director's Comments: See Director's Report
10. City Manager's Comments: See City Manager's Report
11. Committee Updates:

Economic Vitality

a. Farmers Market

- i. Evert Farmers Market (EFM) Manager Job Description and Contract. Essner reported on the hard and dedicated work of four members on the committee working to write the EFM Manager job description and contract. Discussion followed regarding entertainment at the market and clarification that entertainment would be handled as a guest vendor and the EFM Manager would not be in charge of organizing that aspect. If the EFM Manager felt the need to request road closure, that is not prohibited. The promotions committee may schedule an event during the market, but again that would not be the EFM Manager's responsibility.
- ii. A dedicated phone for the EFM was discussed. Kehoe will look into the particulars for adding an additional line on the DDA current phone contract.

- b. Pop-Up - February 1 a new pop-up vendor started for the month. Application and review processes for future pop-up vendors is still in process.

Design

- a. Benches/Bike Racks - Bike rack project for FSU students is up next. Cost to DDA will be materials.
- b. Wayfinding Signage – Dvoracek met with MDOT and is in the processes of submitting permits.

Promotion

- a. Summer Concert Series – Committee is being formed. Cataldo and Hunter volunteered to be on the committee with Schmidt. Kehoe applied for a mini-grant from Council of Arts. Awaiting decision.

Organization

- a. Board Recruiting – Reviewing eligibility of applicants. Recruiting in progress to fill vacancies.

12. Old Business:

13. New Business:

- a. PayPal Transactions Fees – tabled for next meeting
- b. Board Appointments Schmidt & O’Dell – asked if they would like to serve through 2025. If so they will let the board know in writing and be recommend for appointment from city council.
- c. Match on Main – Kehoe explained the process for applying for the grant. The board can recommend up to 2 nominees each year. 2021 applications are due to the Board by February 26th 2021, and the recommendation of nominees to MMS are due March 5th, 2021. The Economic Vitality Committee will review and recommend the nominees to MMS.
- d. Consideration of entering closed session under section 8(C) of the open meetings act
 Moved by Salinas, supported by O’Dell to go into closed session under section 8(C) of the open meetings act: Roll Call Caltaldo Y, Salinas Y, O’Dell Y, Bengry Y, Schmidt Y, Dvoracek Y, Essner Y
 Ayes: 7 Nays: 0 Result: Carried
 Moved by Cataldo, supported by Salinas to come out of closed session at 9:38 am
 Roll Call Caltaldo Y, Salinas Y, O’Dell Y, Bengry Y, Schmidt Y, Dvoracek Y, Essner Y
 Ayes: 7 Nays: 0 Result: Carried
- e. Moved by Salinas and supported by Cataldo to approve the director’s evaluation and appoint executive team to work on Director’s Contract.
 Ayes: 7 Nays: 0 Result: Carried

14. Citizens Comments: None

15. Adjournment:

Moved by Salinas, supported by Schmidt that the meeting be adjourned at 9:45a.m.
 Ayes: 7 Nays: 0 Result: Carried

Minutes submitted by June-Marie Essner, Secretary