

**Minutes**  
**Interlochen Downtown Development Authority**  
**Township Hall 9394 10th St, Interlochen, MI**  
**Regular Meeting – 10/3/2017, 10:00 a.m.**

**Call to Order** by Vice President Eric Gray

**Roll Call**-Eric Gray, Pat McDonald, Amanda Denboer, Marv Radtke, Harold Schmidt, Laurie Bouwman  
Lisa Leedy

**Approval of Agenda**-Motion by Radtke supported by Denboer to approve the agenda as presented. Motion carries unanimously.

**Treasurer's Report**-Motion by Bouwman supported by Schmidt to accept the treasurer's report as presented. Motion carries unanimously.

**Citizen Comment**-None

**New Business-**

**Annual Report**-Motion by Radtke supported by Bouwman to receive and file the annual report presented. Motion unanimously carries.

**Election of Officers**-Motion by Bouwman supported by McDonald to appoint officers as follows: Brian McAllister-President, Eric Gray-Vice President, Laurie Bouwman-Secretary, Amanda Denboer-treasurer. Motion unanimously carries.

**Meeting Calendar**-Motion by Radtke supported by Denboer to approve the annual meeting calendar as presented. Motion unanimously carries.

**Bank Depositories**- Motion by Radtke supported by Bouwman to set the bank depositories to Chemical, Chase, 4Front and Honor State bank. Roll call: Bouwman-Y, Denboer-Y, Schmidt-Y, McDonald-Y, Radtke-Y, Gray-Y.  
Unanimously carries.

**Bank Account**- Motion by Bouwman supported by McDonald to authorize the Treasurer and President to open a bank account at one of our depositories. Roll call: Bouwman-Y, Denboer-Y, Schmidt-Y, McDonald-Y, Radtke-Y, Gray-Y.  
Unanimously carries.

**Signers-** Motion by Bouwman supported by Radtke to authorize the Treasurer and President as approved signers on the bank accounts. Roll call: Radtke-Y, Gray-Y, Bouwman-Y, Denboer-Y, Schmidt-Y, McDonald-Y. Unanimously carries.

**Staff-** Motion by Bouwman supported by McDonald to authorize Leedy to continue as staff under the budgeted compensation and invoice quarterly as a contract employee once bank accounts are set up. Discussion: Leedy to present an agreement for approval. Roll call: Schmidt-Y, McDonald-Y, Bouwman-Y, Denboer-Y, Radtke-Y, Gray-Y. Unanimously carries.

**Checks-** Motion by McDonald supported by Bouwman to authorize the Treasurer to order and purchase checks. Roll call: Schmidt-Y, McDonald-Y, Radtke-Y, Gray-Y, Bouwman-Y, Denboer-Y,. Unanimously carries.

**Letter-** Motion by McDonald supported by Bouwman to authorize the President to author a letter to request the township release the DDA audited funds shown in the audit fund balance, by check made out to DDA once EIN number is established. Discussion: This can be our opening deposit. Roll call: Denboer-Y, Schmidt-Y, McDonald-Y, Radtke-Y, Gray-Y, Bouwman-Y. Unanimously carries.

**Mini Buildings-** Concensus was unanimous to move forward on this project for spring.

**Communications-** Supervisor Radtke provided an overview of the ballot initiative and reminded all of the Women's club Chicken Dinner.

**Citizen Comment-** None

**Adjournment** -Motion by Radtke supported by McDonald to adjourn at 11:22am. Motion carries unanimously.

Respectfully submitted,

Lisa Leedy