



Downtown Development Authority
January 9th, 2019
5:30 PM
Regular Meeting
Minutes

1. Call to Order: Meeting called to order by Chair Reichert at 5:30 PM

Roll Call

- Present: Angela Reichert, Garth Taylor, Brandi Cardwell, Janet Schuttler, Dave Grosse
- Excused: Carolyn Drier, Colleen Froehlich
- Absent: Don Jackson, Karrie Lintner

Additions/Deletions to the agenda & approval of the agenda

- Chair Reichert request to add New Business item "Advertising." Motion to approve the agenda with changes by Taylor, seconded by Schuttler – Approved

2. PUBLIC COMMENT – N/A

3. Approval of the December 5th, 2019 DDA Meeting Minutes

- Motion to approve the December 5th, 2019 minutes by Taylor, seconded by Schuttler – Approved

Unfinished Business

4. Wurstfest 2019: Chair Reichert presented a scope of service contract from Black Book Connection (Cathi Rogers). Ms. Rogers will be at the February DDA meeting to go over details, present fee options and answer quest.

New Business

5. Farmers Market Manager: Village Manager Mike Greene presented the only DDA Farmers Market Manager RFP Response. Motion to name Katherine Jovanovic the 2019 Farmers Market Manager by Reichert, seconded by Taylor – Approved
6. Advertising: Chair Reichert presented numerous options to advertise downtown Three Oaks over the 2019 travel season. Motion by Taylor not to exceed \$5,000 for advertising over multiple mediums during the 2019 season, seconded by Schuttler – Approved
7. Appointments
- Chairman: Motion by Schuttler to appoint Angela Reichert DDA Chairman, seconded by Cardwell – Approved
 - Vice-Chairman: Motion by Reichert to appoint Janet Schuttler DDA Vice-Chairman, seconded by Taylor – Approved
 - Secretary: Motion by Reichert to appoint Garth Taylor DDA Secretary, seconded by Schuttler – Approved
8. Committee Remarks:
- Chair Reichert noted that the first draft of the Master/DDA Plan Update will be emailed to the DDA by the end of January and will be reviewed at the February Planning Commission Meeting.
 - Village Manager Greene shared cost estimates with the DDA for hard surfacing the pathways in Carver Park. Greene will be in contact with Abonmarche to see if there are any available grants for this type of project.
9. PUBLIC COMMENT
- Derek Sever from Abonmarche introduced himself and noted that Abonmarche would be glad to assist the Village is the grant process for this project.
10. Adjournment
- Motion to adjourn at 6:00 PM by Grosse, seconded by Cardwell – Approved
 - Next regular meeting scheduled for February 6th, 2019

Term Expires: April 2019
Carolyn Drier
Garth Taylor
Don Jackson

Three Oaks Downtown Development Authority
Term Expires: April 2020
Brandi Cardwell
Janet Schuttler
Dave Grosse – Council Liaison

Term Expires: April 2021
Angela Reichert – Chair
Karrie Lintner
Colleen Froehlich