



**Downtown Development Authority
October 3rd, 2018
5:30 PM
Regular Meeting
Minutes**

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

Roll Call

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

Additions/Deletions to the agenda & approval of the agenda

- Motion to approve the agenda with the addition of Chamberlain Plaque, Farmers Market, and Board Vacancies by Newquist, seconded by Schuttler – Approved

2. PUBLIC COMMENT – N/A

3. Approval of the October 3rd, 2018 DDA Meeting Minutes

- Motion to approve October 3rd, 2018 Minutes by Newquist, seconded by Schuttler – Approved

Unfinished Business

4. DDA Bylaws: Tabled
5. DDA Website: Subcommittee met and will have all necessary changes ready to be added to the site by end of the calendar year.
6. DDA Plan Update: McKenna will be presenting an update to the Master/DDA Plan November 13th at 7:00 PM.
7. Chamberlain Path – Plaque: Debbie Drier-Weber presented the final draft and design for the plaque.
8. Farmers Market: Motion to RFP the 2019 Farmer Market Manger by Grosse, seconded by Schuttler – Approved

New Business

9. 2019 Advertising: Subcommittee was formed with Reichert and Cardwell to begin work on future DDA advertising efforts.
10. Holiday Poster Request: Motion to not spend more than \$100.00 on holiday parade/events posters by Grosse, seconded by Cardwell – Approved
11. Edible Michiana Advertisement: Motion to spend \$700 in conjunction with the Three Oaks Merchants on an Edible Michiana Advertisement by Newquist, seconded by Cardwell – Approved
12. Façade Program: Tabled to be discussed in the future.
13. Board Vacancies: DDA was notified that Newquist will be stepping down from DDA due to her recent Village Council election victory and advertisements will be placed seeking individuals interested in service on the DDA.

14. Committee Remarks – N/A

15. PUBLIC COMMENT – N/A

16. Adjournment

- Motion to adjourn at 6:17 PM by Grosse, seconded by Cardwell - Approved
- Next regular meeting scheduled for December 5th, 2018