



Downtown Development Authority
April 3, 2019 5:30 PM Regular Meeting
MINUTES

CALL TO ORDER 5:30 pm PRESENT: Dave Grosse Karrie Lintner Angela Reichert Janet Schuttler Garth Taylor
ATTENDING: Mike Green ABSEN T w/ notice: Dreier Froelich
Angela reported that Brandi Cardwell resigned from DDA.

1. Agenda approved unanimously
2. March 6th, 2019 DDA Meeting Minutes approved unanimously
3. PUBLIC COMMENT ... none
4. Treasurer's Report ... Available balance is \$59,572.46 ... outstanding approved expenses of about \$9000 for Master Plan update and about \$5000 for advertising
5. Downtown Development Authority ... There are 2 expirations and 2 Vacancies ... D Grosse will announce nominations April 4
6. Master Plan Update ... Several minor language changes and typos; standardize nomenclature for "Chamberlain Path" (i.e, not "Park," or "Pocket Park.") Budget for Farmers Market , Wurstfest is under the category Downton Events and Activities
7. Advertising Update ... Approved expenditures/design for Harbor Country Guide (1/2 page); Water's Edge (1/2 page); Edible Michiana (\$500 for back page map of Three Oaks Village). Angela will contact The Beacher for rates for print and online edition. Angela will contact Edible Michiana to have P added to the Village map to show public parking places.
8. Wurstfest Update ... Approved the letter to area merchants to solicit sponsorships. Several regional microbreweries are showing interest in participating, which means there is a need to make more space available. Approved the concept of expanding one block further north on Elm St.
9. Farmers Market ... Vendors meeting took place on March 23. 14 participated, the response to the plan to hold the market on Oak St. is positive. It is expected there will be 15-20 vendors in total this year. Dave Grosse will set the process in motion to get a port-a-potty installed near the Oak St. site.
10. USDA Grant Application ... for \$99,950 was submitted. Notification date is June 2019. Proposed project to upgrade Chamberlain Path would be completed by the end of 2019.
11. Three Oaks Merchant Stroll ... First one is scheduled for May 11. Approved payment of \$400 for music to be provided at different times and locations during the day.
12. Three Oaks Merchant Meeting ... Nothing to report
13. Fiscal Year 2019-20 Budget ... Budget for Oct 1, 2019 thru September 30, 2020 is to be provided to Mike Green at the next DDA meeting (May 1).
14. PUBLIC COMMENT ... none
15. Adjournment ... 6:15 pm ... Next regular meeting scheduled for May 1st, 2019

Term Expires: April 2019
Carolyn Drier
Garth Taylor – Secretary
Don Jackson

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

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

AGENDA Additions/Deletions: none Approve Agenda : Grosse motion, Taylor second, pass

16. **Public Comment:** none

17. **Approve Minutes** of January 9th, 2019: Schuttler motion, Lintner second, pass

18. **Adjournment:** 6:36 pm Grosse motion, Taylor second

NEXT REGULAR MEETING scheduled for **March 6, 2019**

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