

**Interlochen Downtown Development Authority**  
**Golden Fellowship Hall 9700 Riley Road Interlochen, MI**  
**Meeting Minutes**  
**January 7, 2025**

**Call to Order:** 9:30 a.m., Chairman McAllister

**Roll Call:**

**Members Present:** Brian McAllister  
Laurie Bouwman  
Adriann Woodward  
Eric Gray  
Amanda denboer (via video)  
Carl Fedewa  
Pat McDonald

**Guests:** None on this date

**Approval of Agenda:**

Motion by Ms. Bouwman, supported by Mr. McDonald to approve the agenda as presented. Motion carried unanimously, voice vote.

**Approval of Minutes:**

Motion by Ms. denBoer, supported by Mr. Fedewa to approve the minutes of November 12, 2024 meeting. Motion carried unanimously, voice vote.

**Treasurer's Report:**

Ms. denboer shared balances for December 2024, with the month ending balance of \$220,360.65. Motion by Ms. Bouwman, supported by Mr. Gray to file and record the Treasurer's Reports as presented. Motion carried unanimously, voice vote.

**Public Comment:**

None on this date.

**New Business:**

a). UHY Invoice, \$1,000.00 and Wade Trim Invoice of \$175.68 were approved through a motion by Mr. McDonald and supported by Mr. Fedewa. Motion Carried Unanimously.

**Old Business:**

**a). Trail Grants.**

Mr. Gray provided an update on Wade Trim beginning the grants process. Through the MI Trust Fund a match of at least 25% will be required. The DDA could fund through fund raising, but the township needs to be the lead entity. Mr. McAllister said the county has committed \$250,000; but might be able to provide more. Mr. Gray said ICA might be able to blaze the trail, then debate about woodchip or gravel path. How to close the gap in funding was a round table event.

State Park could provide through their grants, Mr. Gray will speak with their rep again. Mr. McAllister will reach out to the county. Mr. Gray asked if a non-profit needs to be created for fundraising, Mr. McDonald will follow through.

Mr. Gray would like Wade Trim to be moving on the bridge design in order to build out, with details including costs.

**Public Comment:**

**Discussion:**

**Adjournment:**

The Chairman entertained a motion to adjourn at 10:04 a.m. Motion by Mr. McAllister, supported by Mr. Gray to adjourn the meeting at 10:04 a.m.

**Next Meeting Date: February , 2025**

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Meeting Minutes  
February 4, 2025**

**Call to Order:** 9:30 a.m., Chairman McAllister

**Roll Call:**

**Members Present:** Brian McAllister  
Laurie Bouwman  
Adriann Woodward  
Eric Gray  
Amanda denboer (via video)  
Carl Fedewa  
Pat McDonald  
Bill Collin

**Guests:** None on this date

**Approval of Agenda:**

Motion by Mr. Collin, supported by Mr. Gray to approve the agenda as presented. Motion carried unanimously, voice vote.

**Approval of Minutes:**

Motion by Ms. Bouwman, supported by Mr. Fedewa to approve the minutes of January 7, 2025 meeting. Motion carried unanimously, voice vote.

**Treasurer's Report:**

Ms. denboer shared balances for January 2025, with the month ending balance of \$249,213.87. Motion by Mr. Gray, supported by Mr. Fedewa, to accept and file the Treasurer's Reports as presented. Motion carried unanimously, voice vote.

**Public Comment:**

None on this date.

**New Business:**

**a). Outstanding Invoice Review and Approval**

The ICA share of the Wade Trim billing is \$576.87, the same amount is owing from Green Lake Township. Ms. denBoer will send an invoice to each of the organizations requesting payment.

The Shine invoice received from the Chamber is \$2,860.00 but the DDA budget has only \$1,890.00 available, remaining in the line item. Motion by Mr. Collin, supported by Mr. Gray to approve A \$1,000.00 transfer through an amendment to line item "Community Promotions" to the light set-up expense. Motion Carried Unanimously.

**b). Non-profit Application & Requirements**

Discussion was held regarding like trail systems in the region and their ability and shared ideas to fundraise. A timeline was discussed, all agreeing to sooner than later to begin the process of fundraising and build-out. Establishing a non-profit status is highly important for the fundraising activity, which will drive the ability to final design and begin project.

The name "Friends of Interlochen Art to Tart Trail" was discussed. Mr. Collin suggested meeting with both the Betsie Valley Trail and the TART Trail representatives for their input into the name, i.e., use of "TART" in our naming.

Final discussion landed on **Friends of Interlochen Art Trail**.

**c). DDA Website**

Ms. denBoer said the DDA does have a facebook page, but currently no website. It was agreed to look for a website manager.

**Old Business:**

**a). Trail Grants.**

Mr. Gray asked status of Parks and Recreation Plan for the township. Ms. Barck stated it is drafted, just needs to go through committees for review and approval. Mr. Gary added that the fall round of grants will need to be pursued. Mr. McAllister said this will be a key time to begin fundraising to accumulate the necessary dollar match typically required.

**Public Comment:**

Mr. McAllister welcomed Mr. Collin to his first meeting and his input during the discussions.

**Discussion:**

**Adjournment:**

The Chairman entertained a motion to adjourn at 10:43 a.m. Motion by Mr. McAllister, supported by Mr. Collin to adjourn the meeting at 10:43 a.m.

**Next Meeting Date: March 4, 2025**

**Interlochen Downtown Development Authority**  
**Golden Fellowship Hall 9700 Riley Road Interlochen, MI**  
**Meeting Minutes**  
**March 4, 2025**

**Call to Order:** 9:30 a.m., Chairman McAllister

**Roll Call:**

**Members Present:** Brian McAllister  
Adriann Woodward  
Eric Gray  
Amanda denboer  
Pat McDonald  
Bill Collin

**Guests:** Toby Dunne

**Approval of Agenda:**

Motion by Mr. McDonald, supported by Ms. Denboer, to approve the agenda as presented. Motion carried unanimously, voice vote.

**Approval of Minutes:**

Motion by Mr. Collin, supported by Ms. Woodward to approve the minutes of February 4, 2025 – striking Mr. McDonald from the member's present. Motion carried unanimously, voice vote.

**Treasurer's Report:**

Ms. denboer shared month ending balance for February 2025, \$270,565.16. Motion by Mr. Collin, supported by Ms. Woodward, to accept and file the Treasurer's Reports as presented. Motion carried unanimously, voice vote.

**Public Comment:**

Mr. Dunne shared he purchased property in the township and wanted to sit in this meeting to see what is happening with the business community/development.

**New Business:**

**a). Outstanding Invoice Review and Approval**

Ms. denboer shared balance due for February 2025, \$10,875.78 with geotechnical services for the Interlochen Trail, Betsie Creek crossing (bridge) representing \$7,100.00 of the expense. Motion by Mr. Collin, supported by Mr. McDonald, to approve Wade Trim Invoice of \$10,875.78, Motion carried unanimously, voice vote.

**b). DDA Website**

Ms. Woodward provided a proposal from Byte – they currently work with the Village of Kingsley. Mr. Collin wishes to make sure the site is easy to navigate. Ms. Denboer reminded members the website has to link to Facebook and an email address that is monitored. Members agreed to continue to check with other providers and bring the topic back in the near future – Mr. McDonald reminded everyone that this is a necessary feature the DDA has to provide.

Mr. Gray asked if the DDA owns the domain name. Mr. Collin has the ability to look into that and will bring back information at the April meeting.

**c). Final the Non-Profit paperwork:**

Mr. McDonald reviewed the non-profit process, and members agreed the non-profit meetings will occur after the DDA meetings adjourn for convenience. Mr. McDonald will file for certification as a tax-exempt status from feds.

**Old Business:**

**a). Trail Grants.**

Mr. Gray stated a meeting with Chris Cushman, representing the TART trail, was positive. They support the proposed trail and offer as much help as they can. It was also stated that the DDA is in a good spot for the development of a trail. It took TART five years to go from design to reality. It was also stated that grants for design and engineering are not granted often.

Wade Trim does a lot of work on TART trails. Our lead designer, Joe, has a relationship and knowledge and helped TART with their trail.

Mr. Collins suggested waiting until sufficient money has been raised to set sections. TART has 12 people on staff, we would be crazy not to fully engage TART assistant – part of the team. Rail is another option, there is no need for rail on the west side of town.

Mr. Gray commented on engineering for the bridge, TART is now moving to concrete.

Mr. Collins suggested fundraising kick-off in May, before the summer season.

**Public Comment:**

Mr. Dunne said a sign can be placed on this property.

**Discussion:**

**Adjournment:**

The Chairman entertained a motion to adjourn at 10:29 a.m. Motion by Mr. McAllister, supported by Mr. Collin to adjourn the meeting at 10:43 a.m.

**Next Meeting Date: April 1, 2025**

## Draft Minutes

Interlochen Downtown Development Authority  
Golden Fellowship Hall, 9700 Riley Road, Interlochen, Michigan  
Meeting Minutes  
May 6, 2025, at 9:30 a.m.

1. Call to Order- Approximately 9:36 a.m. by Eric Gray.
2. Roll Call - Eric Gray, Adriann Woodward, Pat McDonald, Amanda Denboer, Carl Fedewa, William Collin, present.  
  
Guests: Ray Volkening, Michele Emos, Rory Baker.
3. Approval of Agenda - Collin moved to approve additions of Annual Budget and Light-Up Interlochen to be added to new business, second Fedewa - motion carried.
4. Approval of the Minutes - The proposed minutes were not available, Volkening says he will arrange for them to be at the next meeting.
5. Treasurer's Report - Motion by Collin, support Fedewa, to file the treasurer's report as presented, motion carried
6. Public Comment - Chamber car show is 9/7/2025
7. New Business:
  - a. Motion Collin, support Gray, to authorize payments to Wade Trim for \$2,840.28 and \$1,196.93 invoices, motion carried.
  - b. Annual Budget - Denboer will draft proposed budget for discussion at next meeting.
  - c. Light up Interlochen - Presentation by Rory Baker of the Interlochen Chamber of Commerce. Much discussion followed. Baker indicated the Chamber considered this a bridging situation from last year to next year. The DDA requested a narrative/succession plan that would include a contact list, with the rolls played by each entity, along with copies of the drawings/site plans/pictures described by Baker, and possibly including copies of drop box folders. Baker promised to provide the items to the DDA prior to the next DDA meeting.
8. Old Business: (taken out of order)
  - b. DDA website/ICAT link - Collin said the respective entities needed to own the addresses, that there was no place-holder page yet, and that he requested a quote for the Friends of ICAT. It was suggested that the budget should be for \$2,500.00 for the upcoming year for the DDA website expenses.

a. Trail Grants/Trail Map - Gray reported design is progressing, that Wade Trim met with Egle, and that the bridge must be 5 feet above the high water mark. Two options are being explored for the bridge, a two smaller concrete bridges option, and a wooden boardwalk bridge option. Prices are being explored. Gray hopes to have some more definitive information by the June DDA meeting. Denboer mentioned that boardwalk sections could be sponsored like in Alanson.

c. Street lights - Nothing was discussed.

9. Second public comment - none

10. Adjournment: Motion Gray, second Fedewa, to adjourn at approximately 11:07 a.m., carried.

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Meeting Minutes  
June 3, 2025**

**Call to Order:** 9:30 a.m., Chairman McAllister

**Roll Call:**

**Members Present:** Brian McAllister  
Adriann Woodward  
Eric Gray  
Amanda denboer  
Pat McDonald  
Bill Collin  
Carl Fedewa

**Guests:** Michelle Emaus

**Approval of Agenda:**

Motion by Mr. McDonald to approve the agenda with New Business item, Budget 2025-2026 added, supported by Mr. Gray, to approve the agenda as amended. Motion carried unanimously, voice vote.

**Approval of Minutes:**

Motion by Mr. Collin, supported by Mr. Fedewa to approve the minutes of May 6, 2025, as presented. Motion carried unanimously, voice vote.

**Treasurer's Report:**

Ms. denboer shared month ending balance for May 2025, \$267,792.55. Motion by Mr. Collin, supported by Mr. McDonald, to accept and file the Treasurer's Reports as presented. Motion carried unanimously, voice vote.

**Public Comment:**

None on this date.

**New Business:**

**a). Outstanding Invoice Review and Approval**

Ms. denboer shared balance due for Wade Trim, April 2025, \$4,980.35, for Trail and Boardwalk design and project management. Motion by Mr. Gray, supported by Mr. Fedewa, to approve Wade Trim Invoice of \$4,980.35. Motion carried unanimously, voice vote.

**b). 2025-2026 Budget**

Mr. McDonald opened discussion with the annual average income for the DDA is \$107,000.00. Mr. Collin commented that DDA has a spend philosophy, Mr. McAllister agreed, but added monies need to be directed toward the trail project. The trail is the biggest project right now and Mr. Gray also commented the bridge alone is projected to be \$500,000. Mr. McDonald said the biggest safety feature of the trail is the bridge. Mr. Gray thinks the DDA needs to move an additional \$100,000 to Economic Development. Mr. McDonald would like to

see Economic Development at \$250,000, capital expenditure should be zero for the coming year – he added community promotion could go to \$45,000 – to include set-up and tear-down expense. This leaves \$51,970 remaining balance.

Mr. Gray did a round-table comment session. Mr. Collin stated the Chamber is trying to fund raise, and there is wonder if it is a viable organization.

Ms. Woodward does not believe the light show could continue without DDA dollars.

Mr. Gray would like to cross of the \$15,000 expansion proposed for the light show.

Mr. McDonald said \$52,000 is half of the DDA income for a year.

Mr. Fedewa agrees the light show donations should wind down after this year.

Mr. McAllister stated once you get it right, then come back.

Mr. Fedewa asked if this was a typical budget. Mr. Allister is not sure, this is the first one they have sent.

Ms. Woodward commented that part of the expansion is the purchase of a lift for lights, renting one is expensive.

Mr. Collin added the expansion also includes a wifi system for sync with other businesses.

The “Premier” level sponsorship does not have any more room on the tree.

Ms. denBoer stated the expansion can be down the road, including wifi and electrical upgrades. She is concerned the Green Lake Township Board will say it is too much and could not approve. Mr. Gray asked how much last year, \$27,000. He added the DDA is here to support local businesses. Mr. Fedewa wants the expansion to hold off for at least one more year. Mr. McAllister said it is a cool show as it is. Ms. Woodward said there is breakage, things wear-out and prices for labor & products is going up. Mr. Collin would like to expand, but they need the money to do so. He is not sure if the money will improve the show, and it’s a substantial amount of money. **Motion by Mr. Collin, supported by Mr. McDonald to approve \$42,000 donation to Interlochen Chamber for their lightshow. Mr. Collin asked that 50% of the approved amount, taking into account the Green Lake Township Board of Trustees can amend the amount, may be advanced to the Interlochen Chamber. Motion carried unanimously on voice vote.**

Mr. Gray asked that the Chamber of Commerce send progress reports and expenditures reports to the DDA.

#### Old Business:

##### a). Trail Grants.

Mr. Gray shared the bridge design is progressing. ICA would like a boardwalk bridge rather than concrete, also a cost saving for the project. He will price out both options and look at all other options. Need hard numbers for grants. Mr. Collin would like to do a community event to share the project. Mr. Volkening will contact AJ’s about using diamond dust on the trail and the price to do so.

##### b). DDA Website.

Mr. Gray sent some questions to the members for mock up input on website. Will be on the July agenda.

##### c). Streetlights.

Mr. Gray will start getting bids and Mr. Volkening will look into the sidewalks being installed during the round-about work.

#### Public Comment:

None on this date.

**Discussion:**

Mr. Gray announced ICA has received approval to place a tunnel under J. Maddy Parkway. This will be a safe crossing for students, staff and visitors.

**Adjournment:**

The Chairman entertained a motion to adjourn at 11:05 a.m. Motion by Ms. Woodward, supported by Mr. Fedewa to adjourn the meeting at 10:43 a.m.

**Next Meeting Date: July 1, 2025**

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**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Meeting Minutes  
July 1, 2025**

**Call to Order:** 9:30 a.m., Vice Chairman Gray

**Roll Call:**

**Members Present:** Adriann Woodward  
Eric Gray  
Amanda denboer  
Pat McDonald  
Carl Fedewa

**Guests:** Joseph Slonecki

**Approval of Agenda:**

Motion by Mr. Fedewa, supported by Mr. McDonald to approve the agenda as presented. Motion carried unanimously, voice vote.

**Approval of Minutes:**

Motion by Mr. McDonald, supported by Mr. Fedewa, to approve the minutes of June 3, 2025 meeting, as presented. Motion carried unanimously, voice vote.

**Treasurer's Report:**

Ms. Denboer provided a written report. Motion by Mr. Fedewa, supported by Mr. McDonald, to accept and file the Treasurer's Reports as presented. Motion carried unanimously, voice vote.

**Public Comment:**

None on this date.

**New Business:**

**a. Election of Officers**

Motion by Mr. McDonald, supported by Mr. Gray to retain the current slate of officers. Motion Carried Unanimously.

Chair: Brian McAllister

Vice Chair: Eric Gray

Treasurer: Amanda denboer

Secretary: Laurie Bouwman

**b. Set 2025-2026 Calendar and Informational Meeting Dates**

Motion by Mr. McDonald, supported by Mr. Fedewa, to approve 9:30 a.m. on the 1<sup>st</sup> Tuesday of each month as regular meeting date, with informational meetings scheduled on October 7 and November 4, 2025.

Motion Carried Unanimously, voice vote.

**c. Outstanding Invoice Review and Approval**

Motion by Mr. Gray, supported by Mr. Fedewa to approve \$4,961.39 payment to Wade Trim for project management. Mr. Gray commented that this amount includes wetland evaluation. Motion Carried Unanimously, voice vote.

**Old Business:**

**a. Trail Development**

Mr. Gray introduced Joseph Slonecki, representing Wade Trim. Mr. Slonecki has completed a wetland assessment in order to determine bridge placement. Once the structure and design is agreed to, a price can be developed. The members discussed various grant funding opportunities, which will be revisited once final design is determined. Wade Trim could provide a rendering for grant submissions.

**b. Website**

Mr. Gray will share the BETA site with the members for comment

**c. Street Lights**

No discussion on this date.

**d. Light-Up Interlochen**

Review of invoice addendum. An ask of \$25,911.11 was received. At this time only \$21,000.00 will be paid, and invoices must go to DDA Treasurer for payment. Motion by Mr. Gray, supported by Ms. Woodward to approve \$21,000.00 disbursement to Light Up Interlochen. Motion Carried Unanimously, voice vote.

**Public Comment:**

None on this date.

**Discussion:**

None on this date.

**Adjournment:**

Motion by Mr. Gray, supported by Mr. McDonald, to adjourn the meeting at 10:45 a.m. Motion Carried Unanimously, voice vote.

**Next Meeting Date: August 5, 2025**

**Interlochen Downtown Development Authority**  
**Golden Fellowship Hall 9700 Riley Road Interlochen, MI**  
**Meeting Minutes**  
**August 5, 2025**

**Call to Order:** 9:36 a.m., Acting Chairman, Bill Collin

**Roll Call:**

**Members Present:** Adriann Woodward  
Roy Volkening  
Amanda denboer  
Pat McDonald  
Carl Fedewa  
Bill Collin

**Guests:** Michelle Emaus

**Approval of Agenda:**

McDonald would like to amend the agenda to remove "Street Lights" from Old Business. Motion by McDonald, supported by Fedewa, to approve the agenda with amendment noted above. Motion carried unanimously, voice vote.

**Approval of Minutes:**

Motion by McDonald, supported by Mr. Fedewa, to approve the minutes of the July 1, 2025 meeting, as presented. Motion carried unanimously, voice vote.

McDonald will contact Bouwman to ask for an official letter of resignation.

**Treasurer's Report:**

Denboer provided a written report. Ending balance for July 30, 2025 is \$237,030.87. Payment was made to Wade Trim and Interlochen Chamber of Commerce. Motion by McDonald, supported by Collin, to approve and place on file the July 30, 2025 Treasurer's Report. Motion carried unanimously, voice vote.

**Public Comment:**

None on this date.

**New Business:**

**a. Outstanding Invoice Review and Approval**

Motion by Collin, supported by Fedewa to approve payment to Wade Trim in the amount of \$434.75.

Motion Carried Unanimously, voice vote.

**Old Business:**

**a. Trail Development**

McDonald met with Joe from Wade Trim to talk about the trail from the airport to Vegabond. Various trail coverings were discussed. It was suggested not to put in temporary covering, could raise the cost later to remove before final layer applied. McDonald will follow-up with bids and material type.

b. Website

Collin asked if a phone number should be included. Discussion among members was not to have a dedicated phone, but communicate through social media. Collin asked the members to thoroughly review the website and suggestions will be Gray will share the BETA site with the members for comment

e. ~~Street Lights~~

No discussion on this date.

**Public Comment:**

None on this date.

**Discussion:**

Woodward stated Rory (Interlochen Chamber of Commerce) needs the next draw to continue the Light Up Interlochen set up. Denboer thought the next payment was scheduled to go out in September or October. McDonald said the DDA needs a summary expense sheet like the last one. Fedewa agreed and once presented to the DDA members and approved, notice can be given when the funds are available. Collin asked Woodward if she feels the need is immediate and will it cause a delay in the set-up. She thought it might, Collin will schedule a special meeting if needed.

**Adjournment:**

Motion by McDonald, supported by Woodward, to adjourn the meeting at 9:57 a.m. Motion Carried Unanimously, voice vote.

**Next Meeting Date: September 2, 2025**

**Interlochen Downtown Development Authority  
Golden Fellowship Hall 9700 Riley Road Interlochen, MI  
Meeting Minutes  
September 2, 2025**

**Call to Order:** 9:32 a.m.

**Roll Call:**

**Members Present:** Adriann Woodward  
Roy Volkening  
Pat McDonald  
Bill Collin

**Guests:** Michelle Emaus

**Approval of Agenda:**

Motion by Collin, supported by McDonald, to approve the agenda as presented. Motion Carried Unanimously, voice vote.

**Approval of Minutes:**

Motion by McDonald, supported by Collin, to approve the minutes of the August 5, 2025 meeting as presented. Motion carried unanimously, voice vote.

McDonald will contact Bouwman to ask for an official letter of resignation.

**Treasurer's Report:**

Motion by Collin, supported by McDonald to approve the August 2025 Treasurer's Report as presented, with ending balance of \$251,372.18, expenses include on payment to Wade Trim in the amount of \$437.73. Motion carried unanimously, voice vote.

**Public Comment:**

Michelle Emaus Bush Road, Interlochen  
Would like to see how Chamber of Commerce allocated last payment.

**New Business:**

**a. Outstanding Invoice Review and Approval**

Motion by Collin, supported by Gray to approve payment to Wade Trim in the amount of \$740.76. Motion Carried Unanimously, voice vote.

Motion by Gray, supported by McDonald, to authorize payment of \$6,800.00 to Interlochen Chamber. Motion Carried Unanimously, voice vote.

**Old Business:**

**a. Trail Development**

McDonald spoke with Joe Johnson, Johnson Outdoors, no bid has been received yet from for filter cloth base. A width of McDonald met with Joe from Wade Trim to talk about the trail from the airport to Vegabond. Various local companies have been contacted as well for additional quote amounts.

**b. Website**

The website can be used to receive donations for FICAT. There is no website specific to the FICAT, Pat will forward to designer.

**Public Comment:**

None on this date.

**Discussion:**

Gray wanted to let DDA members know of a tentative mid-October date for the new tunnel.

**Adjournment:**

Motion by McDonald, supported by Woodward, to adjourn the meeting at 10:22 a.m. Motion Carried Unanimously, voice vote.

**Next Meeting Date: October 7, 2025**