

Meeting Minutes
Downtown Development Authority – Regular Meeting
130 S. Lane St. January 8, 2020 6:00 p.m.

Members Present: April Wolfe, Scott Croft, Mike Gunter, Barb McHenry, Shelby Simpson, Heather Marks

Members Absent: Brenda Butler, Laura Nichols, Sandy Witt, Bob Valdez

Village Representative(s) present: Jim Wonacott, Village Administrator.

1. Call to Order 6:08 pm.
2. Approval/Acknowledge of Minutes (December) –
 - a. Motion – Croft motioned to approve minutes, Wolfe second. None opposed, motion carried.
3. Visitors – Beth Borchardt, Joe Fry, Leigh Young, Gwen Dusa, Cindy Zanger
4. Yuletide Recap – Discussion held.
5. Coach Light Plaza Update – Discussion held.
 - a. Motion – Wolfe motioned to have the DDA enter into a Due Diligence Services contract with Black Ravens Architects to coordinate, obtain fee proposals, and attend inspections to assess the existing conditions of Coach Light Plaza. These services will be provided at an hourly rate of \$125.00/per hour, not to exceed \$3,750 (30 hours) plus expenses. Croft second. Roll called: Simpson – Yes, McHenry – Yes, Gunter – Yes, Wolfe – Yes, Marks – Yes, Croft – Yes. Motion carried.
 - b. Motion – Marks motioned to have the DDA enter into a Service contract with Black Raven Architects to provide the following on the Coach Light Plaza property as the DDA continues to evaluate the purchase of the property: Field Work, Schematic Design, Design Development, and Construction Documents at a flat fee not to exceed \$7,000.00. The DDA Director will approve each step prior to any work, with the ability to stop work if the project discontinues. Wolfe second. Roll called: Simpson – Yes, McHenry – Yes, Gunter – Yes, Wolfe – Yes, Marks – Yes, Croft – Yes. Motion carried.
6. Michigan Main Street – Discussion held.
 - a. Leigh Young presided over a review of established DDA “Overarching Goals” and “Measures of Success”
7. Mini Park – Discussion held.
 - a. Motion – Croft motioned to permit the DDA Director to enter into a Service contract with the EDGE Group Inc. to facilitate Pre-Design through Design Development of the Mini Park at a fixed fee amount of \$4,500.00. Wolfe second.

Roll called: Simpson – Yes, McHenry – Yes, Gunter – Yes, Wolfe – Yes, Marks – Yes, Croft – Yes. Motion carried.

8. Board Recommendation – Discussion held.
 - a. Motion – McHenry motioned to recommend to the Blissfield Village Council that Cindy Zanger be placed on the Blissfield DDA Board. Marks second. None opposed, motion carried.
9. 2020 Impact Report – Discussion held.
10. Main Street Conference – Discussion held.
 - a. Motion – Wolfe motioned to authorize the DDA Board to pay for and send up to 5 DDA Board members, (including Marks as DDA Director), to attend the Main Street Conference. Simpson second. Roll called: Simpson – Yes, McHenry – Yes, Gunter – Yes, Wolfe – Yes, Marks – Yes, Croft – Yes. Motion carried.
 - b. Volunteer first come, first selected basis determined for selection to the conference.
11. Director’s Report – Noted in packet.
12. Unfinished Business – None discussed.
13. Announcements –
 - a. Joe Fry announced as the new assuming Village Administrator.
14. Adjournment –
 - a. Croft motioned to adjourn the DDA Board meeting, McHenry second. None opposed, motion carried.
15. Adjournment at 8:54 p.m.