

Meeting Minutes
Downtown Development Authority – Regular Meeting
130 S. Lane St. July 8, 2020 6:00 p.m. In person and held via Zoom Internet

Members Present: Scott Croft (*), Shelby Simpson, Heather Marks, Laura Nichols (*) (#), Sandy Witt, Mike Gunter, Barb McHenry, Brenda Butler, Bob Valdez (#), Cindy Zanger

(*) Via Zoom, (#) Left early

Members Absent: April Wolfe

Village Representative(s) present: Joe Frey, Village Administrator

1. Call to Order 6:02 pm.
2. Approval of Minutes – Discussion and review held.
 - a. Motion – Butler made a motion to approve the minutes presented. Valdez second. None opposed, motion carried.
3. Acknowledge receipt of Minutes –
 - a. Motion - Butler made a motion to accept the minutes presented. McHenry second. None opposed, motion carried
4. Committee Reports – Discussion held. Chairperson(s) provided synopsis.
 - a. Presented reports – Economic Restructuring (formerly Commerce), Design, and Events & Outreach.
5. Visitors –
 - a. Ray Jones present.
6. Application(s) for Grant program – Discussion and review held.
 - a. Lisa’s Brunch Box– Discussion and review held on Grant request.
 - i. Motion – Croft made a motion to have the DDA Board approve a \$1,500.00 grant for Lisa’s Brunch Box. Laura second. Roll called: Gunter – Yes, Marks – Yes, McHenry – Yes, Nichols – Yes, Simpson – Yes, Witt – Yes, Butler – Yes, Croft – Yes, Valdez – Yes, Zanger – Yes. Absent – Wolfe. Motion carried.
 - b. Larry’s Body Shop– Discussion and review held on Grant request.
 - i. Motion – Butler made a motion to have the DDA Board approve a \$1,500.00 grant for Larry’s Body Shop. Witt second. Roll called: Gunter – Yes, Marks – Yes, McHenry – Yes, Nichols – Yes, Simpson – Yes, Witt – Yes, Butler – Yes, Croft – Yes, Valdez – Yes, Zanger – Yes. Absent – Wolfe. Motion carried.
 - c. Starling Lounge/Aleconnor LLC - Discussion and review held on Loan request.
 - i. Motion - Croft made a motion to have the DDA Board approve a \$10,000.00 loan for Starling Lounge/Aleconnor LLC. Simpson second. Roll called: Gunter – Yes, Marks – Yes, McHenry – Yes, Nichols – Yes, Simpson – Yes, Witt – Yes, Butler – Yes, Croft – Yes, Valdez – Abstain, Zanger – Yes. Absent – Wolfe. Motion carried.
7. Façade Grant Request - Starling Lounge/Aleconnor LLC
 - i. Motion – Butler made a motion to provide \$1,709.50 to Starling Lounge/Aleconnor LLC for the purchase and placement of an awning to be placed at the business address. McHenry second. Roll called: Gunter – Yes, Marks – Yes, McHenry – Yes, Nichols – Yes, Simpson – Yes, Witt – Yes, Butler – Yes, Croft – Yes, Valdez – Abstain, Zanger – Yes. Absent – Wolfe. Motion carried.
8. Gift Card Program – Discussion and review held.
 - a. Roll out of a second event.
 - b. The Blissfield Rotary Club sponsoring this event with \$5,000.00.

9. Coach Light update – Discussion and review held.
 - i. Motion – Marks made a motion to pay the billing of \$7,087.50 in invoices due. Brenda second. Both supported an amendment to the motion authorizing the payment of \$87.50. The previous \$7,000,00 was authorized by a motion on January 8, 2020. Roll called: Gunter – Yes, Marks – Yes, McHenry – Yes, Nichols – Yes, Simpson – Yes, Witt – Yes, Butler – Yes, Croft – Yes, Zanger – Yes. Absent – Wolfe and Valdez. Motion carried.
10. 2020/2021 DDA Budget – Discussion and review held.
 - a. Grant and Loan program continuation discussed.
 - b. Downtown bathroom facility discussed.
 - i. Motion – Marks made a motion to recommend the proposed 2020/2021 DDA budget to the Village Council. Butler second. Roll called: Gunter – Yes, Marks – Yes, McHenry – Yes, Nichols – Yes, Simpson – Yes, Witt – Yes, Butler – Yes, Croft – Yes, Zanger – Yes. Absent – Wolfe and Valdez. Motion carried.
11. Event Sponsorship Funding – Discussion and review held.
 - a. Corporate Sponsorship shift from regular funding practice.
 - b. A two (2) year program.
12. Mini Park update – Discussion and review held.
 - a. Ray Jones provided input.
 - b. Phases discussed.
 - c. Total anticipated (estimated) cost, \$114,457.55.
 - d. Funding options discussed.
 - e. Bathroom facility inclusion discussed.
 - i. Motion – Nichols made a motion to go forward with the initial design of the mini-park. Butler second. None opposed. Motion carried.
13. Wayfinding update – Discussion and review held.
14. Michigan Economic Development Association – Discussion and review held.
 - a. Motion – Butler made a motion to have Marks continue the membership in the MEDA for the period of one year. McHenry second. Roll called: Gunter – Yes, Marks – Yes, McHenry – Yes, Simpson – Yes, Witt – Yes, Butler – Yes, Croft – Yes, Zanger – Yes. Absent – Wolfe, Nichols, and Valdez. Motion carried.
15. Downtown DDA Fence – Discussion and review held.
 - a. Positive comments shared and provided to Witt for her implementation of the project.
 - i. Motion – Butler mad a motion to authorize payment to Karen Wagoner for expenses incurred, (\$526.45) for the fence project. McHenry second. Roll called: Gunter – Yes, Marks – Yes, McHenry – Yes, Simpson – Yes, Witt – Yes, Butler – Yes, Croft – Yes, Zanger – Yes. Absent – Wolfe, Nichols, and Valdez. Motion carried.
16. DDA Director’s Report – Reviewed.
17. Unfinished Business – None discussed.
18. New Business – None discussed.
19. Announcements – None provided.
20. Adjournment –
 - a. Butler made a motion to adjourn the DDA Board meeting, Marks second. None opposed, motion carried.
21. Adjournment at 7:50 p.m.