

Meeting Minutes
Downtown Development Authority – Regular Meeting
130 S. Lane St. March 11, 2020 6:00 p.m.

Members Present: Scott Croft, Mike Gunter, Shelby Simpson, Heather Marks, Cindy Zanger, Sandy Witt, April Wolfe, Brenda Butler, Bob Valdez, Barb McHenry

Members Absent: Laura Nichols

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

1. Call to Order 6:00 pm.
2. Approval of Minutes – Discussion held.
 - a. Motion - Valdez made a motion to approve the minutes as presented. Simpson second. None opposed, motioned carried.
3. Committee Reports – Review held.
 - a. Design Committee met March 3rd, Event Committee met February 19, and Commerce Committee met February 27.
4. Visitors – Acknowledged.
5. WTOL Advertising – Kristina Inclan presenter.
 - a. Presentation tabled after review for future consideration.
6. Façade Grant Request –Blissfield Martial Arts
 - a. Motion – Marks made a motion to provide funding through the Grant process of payments not to exceed \$4,243.20. A contingency that the sign proposed is allowed by the Village Zoning Administration. Wolfe second. Roll called: Simpson – Yes, McHenry – Yes, Valdez – Yes, Gunter – Yes, Zanger – Yes, Marks – Yes, Witt – Yes, Croft – Yes, Wolfe – Yes, Butler – Yes. Member(s) Absent: Nichols. Motion carried.
7. Mini Park Update – Discussion held.
 - a. Designs presented.
 - b. Initial opinions requested.
 - c. Designs to be sent to the DDA Board via email for response back to Marks.
 - d. Motion – Wolfe made a motion to go forward with the RFQ s (for survey work) on underground utilities. Butler second. Motion carried.
8. Constant Contact Online Marketing Company – Discussion held.
 - a. Motion – Butler made a motion to authorize the purchase of one year’s use of services from Constant Contact not to exceed \$540.00. Simpson second. Roll called: Simpson – Yes, McHenry – Yes, Valdez – Yes, Gunter – Yes, Zanger – Yes, Marks – Yes, Witt – Yes, Croft – Yes, Wolfe – Yes, Butler – Yes. Member(s) Absent: Nichols. Motion carried.
9. Railroad Day – Discussion held.
 - a. Tentative date –May 2nd, 2020.
 - b. Motion – Croft made a motion to authorize initial advertising funds up to \$400.00 for the event. Witt second. Roll called: Simpson – Yes, McHenry – Yes, Valdez – Yes, Gunter – Yes, Zanger – Yes, Marks – Yes, Witt – Yes, Croft – Yes, Wolfe – Yes, Butler – Yes. Member(s) Absent: Nichols. Motion carried.

10. Finders Keepers Vintage Market – Discussion held.
 - a. Two events: May 10, 2020 and October 4, 2020.
 - b. Motion – Butler made a motion to allow hosting the events, pending Village approval. Wolfe second. Croft opposed, motion carried.
11. Visit Lenawee/Issue Media Advertising – Discussion held.
 - a. Motion – Valdez made a motion to allow Marks to move forward and participate with Visit Lenawee for the one free year offer of “Positive Impactful News” articles of Blissfield. Wolfe second. None opposed, motion carried.
12. Potential Hotel Feasibility Study – Discussion held.
 - a. Tabled for further review.
13. Coach Light Plaza Update – Discussion held.
 - a. Subcommittee to meet March 5, 2020.
14. Director’s Report - Review provided.
 - a. Bylaws presented.
15. Unfinished Business
16. Adjournment –
 - a. Marks made a motion to adjourn the DDA Board meeting, Zanger second. None opposed, motion carried.
17. Adjournment at 8:03 p.m.