

Meeting Minutes
Downtown Development Authority – Regular Meeting
130 S. Lane St. August 14, 2019 6:00 p.m.

Members Present: Brenda Butler, Sandy Witt, April Wolfe, Scott Croft, Shelby Simpson, Bob Valdez, Laura Nichols, Mike Gunter, Barb McHenry

Members Absent: Heather Marks (* Interim DDA Director)

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

1. Call to Order 6 pm.
2. Approval of Minutes (July) – Butler motioned to approve minutes, Valdez second. None opposed, motion carried.
3. Bi-Annual Informational Meeting Per PA 57 – Gunter provided the goal, direction, and the budget(s) for 2018-19/2019-20 of the DDA to the Board and the persons in the gallery.
4. Visitors –
 - a. Joe Bennett of Friends Communication presented an advertisement proposal to the Board. Discussion occurred. Further evaluation of the proposal and other options to be undertaken.
 - b. Karen Waggoner of the Lenawee Barn Quit Trail presented her current project and future projects on placing Barn Quilts strategically in the area in an effort to promote the art and increase visitors into our area.
5. Motion – Nichols motioned to provide \$500.00 to Karen Waggoner for purchase of materials to be used in the Barn Quilt art project to be applied to the building located at 117 W. Adrian this upcoming August 31-September 15. Wolfe second. Roll called: all Yes, none opposed, motion carried.
6. Committee Reports – Commerce, met 07/25/2019. Design committee did not meet in July. Outreach committee met on 07/17/2019.
7. Downtown Parking – A discussion of the downtown parking configuration was held. To be further evaluated as to any need to re-configure the angle parking.
8. Approval of Committee Minutes – Croft motioned to approve minutes, Simpson second. None opposed, motion carried.
9. Re-Appointment of DDA Board Secretary – Due to schedule constraints, Simpson requested the Board elect a new secretary.
 - a. Wolfe motioned to nominate Croft for Secretary of the DDA Board, Witt second. None opposed, motioned carried.
10. Mini Park meeting – Ideas for the park area sought. Pictures and information to be sent to Marks.
11. Wayfinding Sign Update – Wonacott is meeting with companies and receiving proposals.
12. Required Director Training – Marks is attending.
13. Main Street Program/DDA Director Position –
 - a. Note that the Village Council Committee will be meeting 8/19/19 to discuss whether to remain in the Main Street Program, and the future of the DDA Director position.
 - b. Discussion held on the benefits, (pro and con), of the Main Street Program.
 - c. Discussion held on value of the DDA Director being Full Time compared to Part Time.
 - d. Discussion held on the DDA Director position responsibilities.
14. Motion – Wolfe motion to look into the future TIF monies for funding of the DDA and the DDA Director. Butler second. None opposed, motion carried.

15. Motion – McHenry motioned to recommend to the Village of Blissfield Council that the Village of Blissfield continue to be a member of the Main Street Program. Witt second. None opposed, motion carried.
16. Motion – Nichols motion to recommend to the Village of Blissfield Council that the DDA Director position be a Full Time position. McHenry second. None opposed, motion carried.
17. Discussion – Wonacott advised the DDA Board on the practice of the Village of Blissfield and its “promote within” policy. Wonacott informed the DDA Board of the Main Street Program’s recommendation to have an open posting for the DDA Director position.
18. Motion – Croft motioned that the DDA Board endorse the Interim Director, Marks, for strong consideration of the Village of Blissfield Council to be placed as Full Time DDA Director of the Village of Blissfield.
19. Bus Trip – Discussion held on a future bus trip comprised of Village of Blissfield DDA Board members, local Business Owners, and Village of Blissfield Officials to visit other Main Street Programs in the State. The trip will be an opportunity to discuss with local DDA representatives the notable wins and challenges they have incurred in their areas. The trip will also be an opportunity to bring back ideas to implement. Dates to be evaluated for the trip.
20. Director’s Report
21. Unfinished Business –
 - a. Downtown bathrooms to be placed on the September agenda.
 - b. Advertisement direction to be placed on the September agenda.
22. Announcements – Gunter complimented the DDA Board, and pledged a focused agenda.
23. Adjournment – Croft motioned to adjourn the DDA Board meeting, McHenry second. None opposed, motion carried.
24. Adjournment at 8:08 p.m.