

Meeting Minutes  
Downtown Development Authority – Regular Meeting  
130 S. Lane St. December 11, 2019 6:00 p.m.

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

Members Absent: Heather Marks

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

1. Call to Order 6:00 pm.
2. Approval/Acknowledge of Minutes (November) (\*) –
  - a. Motion - Butler motioned to approve minutes, Wolfe second. None opposed, motion carried. (\*Commerce Committee to present amended minutes at the January 2020 DDA Board meeting.)
3. Visitors - None present.
4. Bi-Annual Informational Meeting Per PA 57 - Discussion held.
5. Committee Reports – Commerce met 12/03/2019. Design committee did not meet. Outreach committee met on 11/20/2019.
6. 2020 DDA Calendar – Discussion held.
  - a. Motion – Valdez motioned to approve the 2020 DDA Regular Meeting Calendar placed in the DDA Board packet. McHenry second. None opposed, motion carried.
7. Façade Grant – Discussion held.
  - a. Motion – McHenry motioned that the Blissfield DDA make the payment of \$5000.00 to Stephen and Candy Rothfuss for their second yearly payment for the total grant approved amount of \$13,467.50. Witt second. Roll called: Butler – yes, Wolfe – yes, Gunter – yes, Valdez – yes, McHenry – yes, Witt – yes, Simpson – yes, Nichols – yes, Croft – yes, Marks – absent. Motion carried.
8. Michigan Main Street – Leigh Young has rescheduled to be present at the DDA Board meeting scheduled January 8<sup>th</sup>, 2020.
9. Wayfinding Signs Proposal – Discussion held.
  - a. Motion – Nichols motioned for the DDA Board to approve and pay half the cost (\$19,388.50 of the \$38,777.00), in conjunction with the Village of Blissfield, and award the Wayfinding signs Project Consultant Services contract to Poggemeyer Design Group based on their September 19, 2019 proposal, for their not-to-exceed total cost of \$38,777.00. McHenry second. Roll called: Butler – yes, Wolfe – yes, Gunter – yes, Valdez – yes, McHenry – yes, Witt – yes, Simpson – yes, Nichols – yes, Croft – yes, Marks – absent. Motion carried.
10. Commerce Committee Membership –

- a. Motion – Butler motioned to accept the recommendation of the Commerce Committee to place Wolfe and Simpson onto the Commerce Committee as members. McHenry second, none opposed, motion carried.
11. Coach Light Plaza – Discussion held.
- a. Motion – Wolfe motioned to approve the payment of \$1,500.00 to a Bowling Alley Consultant for the review and estimate of expense in revitalizing the old Rich Lanes Bowling Alley. This to be completed in concurrence in the evaluation of the possible purchase of the Coach Light Plaza now underway. Simpson second. Roll called: Butler – yes, Wolfe – yes, Gunter – yes, Valdez – yes, McHenry – yes, Witt – yes, Simpson – yes, Nichols – yes, Marks – absent, Croft – abstain. Motion carried.
12. Director’s Report – Discussion held.
13. Village of Blissfield DDA Director status update – Wonacott informed the DDA Board that current Director Mark’s was approved by the Village of Blissfield Council to be moved to a full time Village associate.
14. Unfinished Business – Discussion held on:
- a. TIF
  - b. Downtown water fountain
  - c. Wassail event
15. Announcements –
- a. Cakes and Shakes closing.
    - i. Steam Inn Coffee Shop to move in to Cakes and Shakes building.
16. Adjournment –
- a. McHenry motioned to adjourn the DDA Board meeting, Butler second. None opposed, motion carried.
17. Adjournment at 6:45 p.m.