

Meeting Minutes
Downtown Development Authority – Regular Meeting
December 9, 2020 6:00 p.m. at Village Office and Zoom (*)

Members Present: Scott Croft, Heather Marks, Sandy Witt (*), Mike Gunter, Laura Nichols, Bob Valdez (*), Cindy Zanger (*)

Members Absent: Brenda Butler, Barb McHenry

Village Representative(s) present: Joe Frey Village Administrator

1. Call to Order 6:00 pm.
2. Visitors – None
3. Approval of Minutes – Discussion and review held.
 - a. Motion – Nichols made a motion to approve all minutes as presented. Marks second. None opposed, motion carried.
4. Committee Reports – Discussion held. Chairperson(s) provided synopsis.
 - a. Presented reports – Economic Vitality, Design, and Events & Outreach.
 - i. Marks stated that on December 18th, 2020 6:30 p.m. to 8:30 p.m. there will be a “shopping event” downtown with most businesses participating.
5. Coach Light Plaza Update – Discussion and review held.
 - a. Frey stated that a Letter of Intent with an offer was submitted.
 - b. Croft updated the Board that clarity was requested by Sellers through the representative (Mark Goedert) of the Village, but has yet to be received from that representative.
 - c. Frey further updated the DDA Board on new financing information. That information is that the offer is contingent on The State of Michigan bond regulations, (meaning bonds would be sought to finance the purchase). This may include additional due diligence required to receive bonds for the purchase. Frey also reiterated that final financing, as well as final approval from The Blissfield Village Council is also required.
6. Mini Park Update – Discussion and review held.
 - a. Frey encouraged the DDA Board to consider financing the project. Examples and options were presented by Frey.
 - b. No decisions were made at this meeting. Decisions to pay for the project to be further assessed at the next DDA Board meeting.
7. Gift Certificate Sale – Discussion and review held.
 - a. Marks suggested to use the money (\$10,000.00), earmarked for the purchase of the Christmas tree (that was not purchased this year), to be used to fund a DDA Board Gift Certificate Sale. This would be the same as previous sales ran this year.

- b. Motion – Nichols made a motion to approve the use of the funds designated for the Christmas tree from the Design Committee to now be used in funding the DDA Board Gift Certificate Sale. Zanger second. Roll called: Marks – Yes, Witt – Yes, Croft – Yes, Valdez – Yes, Nichols – Yes, Gunter – Yes, Zanger – Yes. Absent – Butler, and McHenry. Motion carried.
8. Student Board Members Update – Discussion and review held.
 - a. DDA Director Marks and Village Administrator Frey reviewed the charter and stated that anyone can be on the DDA Board as long as that entity has an interest or stake in the downtown.
 - b. Marks will be reaching out to Chris Jones of the Blissfield Schools to start the process of seeking a High School Student representative to be on the DDA Board.
9. Approval of 2021 DDA Board Meetings – Discussion and review held.
 - a. Motion – Croft made a motion to approve the DDA Board (and DDA committees) meeting calendar presented by Marks. Zanger second. None opposed, motion carried.
10. Covid Pause – Discussion held.
 - a. Focus of discussion was on a variety of methods to generate funds for the restaurant sector of Blissfield, including business owners and their associates (mainly servers).
 - b. Send ideas and thoughts on what was discussed to Marks.
 - c. A Special Meeting is being discussed to employ a quicker response to the need.
11. Gavel –
 - a. Gavel turned over to Nichols (VP of the DDA) as Gunter had to leave the meeting.
 - b. Time 7:10 p.m.
12. Director’s Report – Presented in DDA Board packet for member review.
13. Unfinished Business – None presented.
14. New Business –
 - a. Michigan Main Street Guide Book to be emailed from Marks to DDA Board members for review and action.
15. Announcements – None provided.
16. Adjournment –
 - a. Croft made a motion to adjourn the DDA Board meeting, Zanger second. None opposed, motion carried.
17. Adjournment at 7:14 p.m.