

## Meeting Minutes

### Downtown Development Authority – Regular Meeting

130 S. Lane St. February 13, 2019 6:00 p.m.

Members Present: Brenda Butler, Mike Gunter, Barb McHenry, Sandy Witt, April Wolfe, Scott Croft

Members Absent: Bob Valdez

Village Representative(s) present: Jim Wonacott, Village Administrator. April Welch, ED Director.

1. Call to Order 6 pm.
2. Approval of Minutes – Croft motioned to approve minutes, Witt second. None opposed, motion carried.
3. Committee Reports – Commerce, did not meet in January. Design committee met on 2/15/19. Outreach committee met on 1/17/19. Gunter motion to approve the minutes for the Outreach committee, Croft second. None opposed, motion carried.
4. ED Director probationary Period – Discussion on the previous “No” vote stated at a recent Village Council meeting of DDA President McHenry was question and discussed by the DDA Board members. During the question and discussion support of confidence in the performance of ED Director Welch was verbally stated by Butler, Welch, Gunter, Witt, and Croft. Village Administrator Wonacott explained the evaluation process. Wonacott also committed to reaching out to the DDA Board for input on the evaluation review of the ED Director a month prior to the official evaluation review. Wonacott noting that this was a courtesy and not a requirement to provide. It was also stated during the discussion that any DDA member that has concern of the performance of the ED Director does and can always request to discuss at any DDA Board meeting.
5. Main Street Conference – Motion to approve a budget amendment in the amount of \$2000.00, to allow 2 (number) of Board members to go to the Main Street Conference was made by Butler, second by Wolfe. None opposed, one abstain (Wolfe), motion carried.
6. Façade Grant/Three Bridges Boutique – Motion to approve Façade grant application provided by Three Bridges Boutique (103 S. Lane Street) in the amount of \$1,130.00 to replace the store front awning was made by Croft, second by Gunter. None opposed, motion carried.
7. Façade Grant/JEQ Real Estate – Motion to approve payment of \$4,298.50 to JEQ Real Estate for completed work in the façade grant for storefront window replacement at 103 S. Lane Street was made by Wolfe, second by Witt. None opposed, motion carried.
8. DDA Event Work Plans – Motion to require all work plans to be turned in to ED Director Welch by April 28<sup>th</sup>, 2019 made by Croft, second by Wolfe. None opposed, motion carried.
9. Heather Marks Letter of Interest – Motion to recommend Heather Marks to the Village Council for consideration/placement on the DDA Board made by Witt, second by Butler. None opposed, motion carried.
10. Director’s Report – Presented by Welch.
11. Unfinished Business – The following were discussed:
  - Self Assessment review - The Self Assessment review will be tabled for March.
  - Strategic implementation of the Main Street organizational aspects revisited. A short discussion was held on publically sharing/showing the value of having the DDA in Blissfield.
  - Yuletide meeting – There are three individuals willing to co-chair. Those individuals believe and request that the event remain under the oversight of the DDA.
12. Announcements – None provided.
13. Adjournment – A motion to adjourn the DDA Board meeting at 7:34 pm was made by Gunter, second by Croft. None opposed, motion carried.