

President Bailey called the meeting to order at 7:37 a.m.

Roll Call:

Present: Bailey, Brauer, Brice, McClerren, Wills, Amori (7:57)

Absent: Hill (with notice)

Also Attending: Executive Director, Matt Jenkins; Village Manager, Dale Stuart; Council Trustee, Pat George; Market Manager, Candace Ingham; Committee Member, Rick Dery and Village Clerk, Liz Edwards

Recitation of Mission: by McClerren

Consent Agenda:

***Motion** by **Brauer**, supported by **Brice** to approve the Consent Agenda as presented. Included were Agenda, Minutes of September 16, 2019, Treasurer's Report of September 30, 2019, Audit Draft Report, Witches Night Out Profit & Loss Statement, Operations Report and Village Board Vacancies Announcement.

All in favor, motion carried 5/0¹

¹Amori arrived 7:57

Disbursements:

Questions were answered on line item Sherman Publications in the amount of 308.84.

***Motion** by **Brauer**, supported by **Brice** to approve Disbursements for September and pay expenditures in the amount of \$6,294.05.

Roll call vote:

Aye: McClerren, Wills, Bailey, Brauer, Brice

Nay: None

Absent: Amori (arrived 7:57), Hill

Motion carried 5/0

Business to Come Before the Board:

A. MSOC Refresh Workshop Report

Director Brauer indicated there was a section of the workshop relating to TIF and reporting requirements. Reporting requirements largely centered on TIF revenues and plan of expending them. There were suggestions on creating a simple plan and posting to website. Public hearing requirements were also noted. Brauer will forward presentation materials to the board.

Village President Brice noted it was suggested to have a board member section on the website with descriptions.

E.D. Jenkins indicated the session on updating the TIF Plan was informative. The exercise once opened becomes a public exercise. It was last updated in 2014 and approved by DDA and Village Council and is out of line with revenues. Next steps are for the Organization Committee to meet and report back to the board.

B. Farmers Market End-of-Season Report

Ortonville DDA Mission: Dedicated to promoting economic revitalization, supporting local businesses, and preserving the natural and historic heritage of the Village of Ortonville by using the 4-point Main Street Approach.

Market Manager Ingham indicated the start of the Farmers Market went better than anticipated. Extra spaces were granted and by the season end there were a total of eight vendors. Facebook followers were tripled and provided excellent feedback.

Ingham stated goals for the first two years will be dedicated to making the Market. Three to five-year goals will include expanding the market and market traffic. She also indicated her plan to ask three volunteers to become more involved expanding the committee. She will be updating the 2019 Project Brief and create a 2020 Project Brief.

C. Christmas in the Village Committee:

Volunteers to work on the committee were: Wills, Dery and McClerren. There was discussion on ways to get local businesses involved with the event. E.D. Jenkins noted WNO Passports and drawing.

D. Committee Refresh

There was discussion on the need to refresh committees and membership. Committees should be *volunteer* driven and *board* advised. McClerren indicated she would invite Planning Commissioner Nivelt to the Design Committee and Market Manager Ingham indicated her interest in the Promotions Committee.

E. Friends of AMOS Board Make-up

E.D. Jenkins indicated the Auditors assessment is the board make-up of Friends of AMOS is the same as the DDA, they are the same board. Jenkins recommended amending Friends of AMOS By-laws to allow general public to serve on the board with four at-large board members from the DDA.

F. Red Barn Property

E.D. Jenkins sought input on formalizing the DDA's interest in this property. He indicated if there is interest the board should identify a pathway and move on it. There was discussion noting it is consistent with the DDA purpose of assisting in the revitalization of the downtown and if it should fall to the DDA or Friends of AMOS. It was the consensus of the board confirming interest in the purchase of the Red Barn property as a priority project. The Organization Committee will prepare a Project Brief.

*Village President Brice left the meeting at 9:35 a.m.

G. Executive Director Evaluation

The board was in agreement that E.D. Jenkins is the DDA's biggest asset. They thanked him for everything he's done to support the DDA.

***Motion by McClerren**, supported by **Wills** to approve a 30% performance-based increase and 3% cost of living increase for a total of 6% wage increase for DDA Executive Director Matt Jenkins retro-active to fiscal year beginning July 1, 2019.

Roll call vote:

Aye: Amori, Bailey, Brauer, McClerren, Wills

Nay: None

Absent: Brice (out at 9:35), Hill

Motion carried 5/0

Additional Business & Board Member Comments:

E.D. Jenkins indicated materials provided and a meeting with International Bankcard Services, providers of Merchant Services for Oxford Bank to explore the feasibility of credit card services that could be shared with the Village. He noted there wouldn't be enough volume to support the cost and he doesn't recommend moving in that direction at this time.

Director Wills stated his concern with signage in and around the Village, noted his attendance at the Village Council meeting in September to express his concern and wants to make sure Council does not drop approved projects as he is concerned businesses cannot wait 10 or 15 years for approved projects to be implemented.

Adjournment:

***Motion by Amori**, supported by **Brauer** to adjourn the meeting at 9:59 a.m.

All in favor, motion carried 5/0²

² Brice leaving at 9:35

Respectfully submitted,

K. Liz Edwards
Village Clerk