

*ORTONVILLE DOWNTOWN DEVELOPMENT AUTHORITY*

*MINUTES*

**December 21, 2020 – 7:30 a.m.**

*Zoom Video Conference*

President McClerren called the meeting to order at 7:34 a.m. She noted the meeting was being held electronically via ZOOM per Governor's Executive Order due to Covid-19.

**Roll call:**      **Present:** Amori, Brice, McClerren, Quisenberry, Wills

**Absent:** Rumball, Brauer and Hill (with notice)

**Also Present:** DDA Executive Director Matt Jenkins, and one member of the public.

**Recitation of Mission:** by Quisenberry

**Consent Agenda:**

\***Motion** by **Wills** seconded by **Amori** to accept the Consent Agenda as amended.

**Roll call vote:**

**Aye:** Wills, Amori, Quisenberry, Brice, McClerren

**Nay:** None

**Absent:** Rumball, Brauer and Hill

**Motion carried 5/0**

**Public Comments:**

None

**Disbursements:**

**A. November 2020**

\***Motion** by **Wills** seconded by **Amori** to approve disbursements and pay bills for November 2020 in the amount of **\$1,418.50**.

**Roll call vote:**

**Aye:** Amori, Wills, Quisenberry, Brice, McClerren

**Nay:** None

**Absent:** Rumball, Brauer and Hill

**Motion carried 5/0**

**Business to Come Before the Board:**

**A. National Main Street Center – Recovery Planning Initiative**

**ED Jenkins** updated the board on conversations with Matt Wagner and answers about the time restrictions on the initiative. He explained that the only restriction is that it must be completed during the county's fiscal year. ED Jenkins explained that in speaking with Matt Wagner, the program was tailored to the specific needs and concerns of the board and that tailored program is in front of the board.

**President McClerren** added that given the lack of planning or ability to plan over the past year due to operating in crisis mode, the Recovery Planning being offered should be something that the board strongly consider as it will provide beneficial information and planning processes to assist with getting back on track and moving forward in the uncertain times.

**\*Motion by Amori**, seconded by **Quisenberry** to allocate \$1,000 to MSRPTS.

**Roll call vote:**

**Aye:** Brice, Wills, Amori, Quisenberry, McClerren

**Nay:** None

**Absent:** Rumball, Brauer and Hill

**Motion carried 5/0**

**B. 2020–2021 Budget Adjustments**

**ED Jenkins** stated that in June we discussed budgets, not knowing how the year was going to go, and now that we are halfway through the fiscal year, changes have been made to more accurately reflect the expenditures and revenues that the DDA has experienced.

**\*Motion by Wills**, seconded by **Quisenberry** to approve the budget adjustments made by ED Jenkins for the 2020–2021 fiscal year.

**Roll call vote:**

**Aye:** Wills, Amori, Quisenberry, Brice, McClerren

**Nay:** None

**Absent:** Rumball, Brauer and Hill

**Motion carried 5/0**

**C. 2020 Farmers Market Report**

**ED Jenkins** explained that he requested the farmers market report from the market manager as an exercise to assist in planning and review.

**Market Manager Candace Ingham** reviewed the 2020 market summary, indicating that planning for 2021 will include less about social distancing/pandemic planning because procedures are already in place, and that the focus will be on new and additional vendors, earlier deadlines, and more sponsorships.

#### **D. 2021 Market Manager Contract**

**ED Jenkins** provided the board with the 2021 Market Manager Contract.

**\*Motion by Wills**, seconded by **Amori** to renew the contract farmers market agreement for January 4, 2021 through October 31, 2021 naming Candace Ingham as market manager per the agreement.

#### **Roll call vote:**

**Aye:** Amori, Quisenberry, Brice, Wills, McClerren

**Nay:** None

**Absent:** Rumball, Brauer and Hill

**Motion carried 5/0**

#### **Additional Business & Board Member Comments:**

##### **A. Wayfinding**

**Wills** updated the board on the Wayfinding Committee, explaining that they are actively moving forward with the signage and branding and that the survey has been completed.

##### **B. Christmas Luminaries**

**VC President Brice** reminded the board that it is luminary time again and set up will be on the 23<sup>rd</sup> at 7:30am and the DPW Garage, and distribution will be on the 24<sup>th</sup> starting at 8am. Luminaries will also line the Methodist Church parking lot this year in memory of Ron Sutton and the Village Council, Planning Commission and DDA are all invited to decorate a luminary bag in his memory and those bags will be placed in front of the Mann's house.

##### **C. Retail Challenge**

**ED Jenkins** updated the board on the progress of the retail challenge, explaining that he and Monica Phelps have been working with Eric from the One Stop Shop to talk through the challenge.

**Monica Phelps** addressed the board explaining that she has been pulling documents together piecing hats still relevant and what needs updating with applications, one pagers, the website and wherever else is necessary.

#### **Adjournment**

**\*Motion by Amori**, seconded by **Brice** to adjourn the meeting at 8:39 a.m.

#### **Roll call vote:**

ODDA  
DRAFT Minutes  
December 21, 2020

**Aye:** Brice, Wills, Amori, Quisenberry, McClerren

**Nay:** None

**Absent:** Rumball, Brauer and Hill

**\*Motion carries 5/0.**

Respectfully submitted,

Courtney McClerren

Acting Recording Secretary