

ORTONVILLE DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

July 20, 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, Hill, McClerren, Quisenberry, Rumball, Wills

Absent: Brauer (with notice)

Also Present: DDA Executive Director Matt Jenkins, Village Manager Dale Stuart, Rick Dery, Anthony Randazzo, Farmers Market Manager Candace Ingham

Recitation of Mission: by Wills

Consent Agenda:

Wills asked if the amount paid for “Streetscapes” is something that is reoccurring or is a one time payment. Executive Director Jenkins indicated that it is the DDA’s share of wages for the DPW for their work on the streetscapes that the DDA is responsible for and is a reoccurring payment.

***Motion** by **Wills** seconded by **Rumball** to accept the Consent Agenda as presented.

All in favor, motion carried

Roll call vote:

Aye: Amori, Brice, Hill, Quisenberry, Rumball, Wills, McClerren

Nay: None

Absent: Brauer

Motion carried 7/0

Public Comments:

None

Disbursements:

A. June 2020

***Motion** by **Wills** seconded by **Quisenberry** to approve disbursements and pay bills for June 2020 in the amount of **\$8,109.90**

Roll call vote:

Aye: Amori, Brice, Hill, Quisenberry, Rumball, Wills, McClerren

Nay: None

Absent: Brauer

Motion carried 7/0

B. 2019–2020 Year End Budget Adjustments

Executive Director Matt Jenkins explained that there were additional unexpected revenues and expenditures that needed to be reconciled for the year end budget.

***Motion by Wills**, seconded by **Brice** to approve the 2019–2020 Year–End Budget Adjustments in the amount of **\$5,943.27**

Roll call vote:

Aye: Amori, Brice, Hill, Quisenberry, Rumball, Wills, McClerren

Nay: None

Absent: Brauer

Business to Come Before the Board:

A. USDA RBDG Agreement

Executive Director Jenkins reviewed the information received from the USDA and guidelines for the grant, and updated the board on the meeting that will take place on Wednesday, July 22, if the board proceeds with the grant execution.

***Motion by Rumball**, seconded by **Hill** to proceed with execution of USDA RBDG grant agreement.

Roll call vote:

Aye: Amori, Brice, Hill, Quisenberry, Rumball, Wills, McClerren

Nay: None

Absent: Brauer

All in favor, Motion carried 7/0

B. Revitalization Grant – Dr. Royann Hassinger

The board received a grant application for replacement of windows of Dr. Royann Hassinger's office at 85 South Street. The application is for \$1,500 towards replacing 4 windows.

***Motion by Rumball**, seconded by **Quisenberry** to approve the Revitalization Grant for Dr. Royann Hassinger in the amount of \$1,500.

Roll call vote:

Aye: Amori, Brice, Hill, Quisenberry, Rumball, Wills, McClerren

Nay: None

Absent: Brauer

All in favor, Motion carried 7/0

C. DDA Appointee – Friends of AMOS Board

President McClerren explained that three of the “at large” seats on the Friends of AMOS board have been filled so the third DDA Appointment should be made. Kelly Quisenberry indicated she would be interested in participating on that board.

***Motion by Rumball**, seconded by **Wills** to appoint Kelly Quisenberry to the Friends of AMOS Board of Directors.

Roll call vote:

Aye: Amori, Brice, Hill, Quisenberry, Rumball, Wills, McClerren

Nay: None

Absent: Brauer

All in favor, Motion carried 7/0

Additional Business & Board Member Comments:

A. Wayfinding Committee:

Wills gave an update on the progression of the wayfinding committee and their use of the Technical Assistance Grant applied for by the DDA through Oakland County.

B. Farmer’s Market:

Market Manager Candace Ingham gave an update on the first two weeks of the Farmers Market and indicated that most vendors have been selling out completely. She continued by expressing how they will continue to move forward.

C. Potential Board Candidates:

Wills indicated that he would like to approach Mr. and Mrs. Moore to gauge their interest in joining the DDA Board of Directors. President McClerren indicated that the council would like to see the DDA advertise for the position more often and more widespread so that should also be done.

D. Website:

Rick Dery indicated that he needs to meet with the new board members (Quisenberry and Rumball) as well as Village Manager Stuart to update the website.

E. Friends of AMOS:

President McClerren updated the board on the progression of the Friends of AMOS having filled a third “at large” seat with Liz Scott. She also explained that the board has indicated their wishes that the planning committee for Witches Night Out continue to move forward with planning, taking executive orders and social distancing into consideration.

Adjournment

*Motion by Amori, seconded by Wills to adjourn the meeting at 8:23 a.m.
All were in favor.

Respectfully submitted,

Courtney McClerren
Acting Recording Secretary