

ORTONVILLE DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

June 14, 2021 – 7:30am

President McClerren called the meeting to order at 7:35 a.m.

Roll call: **Present:** Amori, Brice, Quisenberry, Wills, McClerren
 Absent: Hill (with notice), Rumball (with notice)

Also Present: DDA Executive Director Matt Jenkins, Village Manager Ryan Madis, Village Clerk Jenna Palmer, and one member of the public.

Recitation of Mission: by Quisenberry

Consent Agenda:

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

Roll call vote:

Aye: Brice, Quisenberry, Wills, Amori, McClerren

Nay: None

Absent: Hill, Rumball

Motion carried 5/0

Public Comments:

None

Disbursements:

A. May 2021

***Motion** by **Amori** seconded by **Wills** to approve disbursements and pay bills for May 2021 in the amount of **\$4,837.36**.

Roll call vote:

Aye: Quisenberry, Wills, Amori, Brice, McClerren

Nay: None

Absent: Hill, Rumball

Motion carried 5/0

Board Member & Committee Updates:

Amori updated the board on Heritage Garden. He stated it has been cleaned up, grass has been planted, and a questionnaire for the community vision is in the works.

Wills updated the board on the USDA loan program and Wayfinding. He will be fine tuning the loan application tomorrow morning. The goal is to have a simple yet thorough form. Three recipients/applicants are anticipated. Wayfinding met with Craig Breder from ASI Signage and went over priority sign

arrangements, including the yellow temporary signs. The subcommittee expects to hear back from ASI in 30–60 days.

Jenkins stated that it is not known yet if the contract will be put out to bid or if ASI will be used, but ASI's recent work can be seen in downtown Clarkston. Regarding the USDA revolving loan program, an extension was received until July 2024. There are 2 projects that could consume the \$80,000 in funds.

Brice updated the board on the Redevelopment Ready Communities. The council turned in a resolution, authorizing the Village to participate in the program. The committee will be meeting on July 13th to evaluate who's going to tackle specific items to meet the requirements.

Rumball absent but President McClerren stated he is working on extending the light pole banners down Mill Street and South Street.

Hill absent but President McClerren reminded the board that she is working on Wayfinding as well as programming for the Plant Swap Stand.

President McClerren updated the board on the Food Truck Rally taking place downtown this Thursday from 4–9 p.m. The BGYA and Parks & Rec Movie Night at the park will follow. A grant was received for E-Commerce, next steps will be worked on. The Fireworks is an active project. Farmers' Market starts this Saturday. The Spring Market pulled in \$1300 from the raffle. The DDA will be hosting it's third food truck event downtown in late July, potentially the 22nd. They have procured 9 BBQ trucks for the BBQ Takeover event. Votes will be cast for a fan favorite.

Jenkins update the board on the Retail Challenge which had a soft launch over the last week. The DDA is receiving assistance from Small Business Development Centers (SBDC) and Oakland County Economic Development. Workshops are available to businesses for building your business plan and marketing pitch. The Citizen published information on the challenge this past Saturday, June 12th and the Clarkston News will be publishing information on the challenge. The goal is to have a handful of applicants by July 5th. Development of the mobile application Distrix is ongoing. It was utilized for the Spring Market and will be used for the Farmers' Market and Eats in the Streets.

Madis stated the Village Council has a meeting this evening along with a public hearing for the 2021–2022 fiscal year budget. Fireworks will be a topic of discussion. The Redevelopment Ready Communities Committee met last week with Elizabeth King of the MEDC.

Business to Come Before the Board:

A. Mainstreet Oakland County Initiatives

1. Local Business Outreach 5–8 Small Businesses

Oakland County's One Stop Shop Business Center has been dissolved as they continue to restructure their small business support program with more focus on economic development and strategic

planning. They have requested that the DDA identify 5–8 of Ortonville’s most important businesses that could benefit from a little help from small business professionals. Board members were asked to email input to the director today.

2. Local Business Connect Program

Oakland County has asked if Ortonville would host a two-hour workshop covering the new Small Business Recovery and Reinvention programming presented by Michigan’s Small Business Development Center and a local digital marketing company. The target date is July 21st. Potential locations, anticipated attendance, and the time of the day for the workshop were discussed. It was the consensus of the board to pursue the idea.

B. Revitalization Grants

***Motion** by **Quisenberry** seconded by **Wills** to allow Paul to abstain from the vote.

All in favor, motion carried

1. Hamilton’s Feed & Fuel

Hamilton’s of Ortonville submitted an application for the Revitalization Grant Program with a project cost totaling \$7,800. Project scope: siding replacement on all exterior facades with aluminum cladding. Project completion is estimated to be the end of June.

***Motion** by **Brice** seconded by **Quisenberry** to support the revitalization grant program application for Hamilton’s of Ortonville with \$2,000 grant with the finding of facts to include historical relevance, preservation and scope of project.

Roll call vote:

Aye: Wills, Brice, Quisenberry, McClerren

Nay: None

Abstain: Amori

Absent: Hill, Rumball

Motion carried 4/0

Quisenberry left at 9:06 a.m.

2. 5th & Pinned

Jessica Davis submitted an application for the Revitalization Grant Program for her business 5th and Pinned with a project cost totaling \$6,000. It is not known for certain yet if she will lease the building at 4 N Ortonville Road, Suite A. The President suggested tabling the topic.

***Motion** by **Amori** seconded by **Wills** to postpone the sign revitalization grant program for Jessica Davis.

All in favor, motion carried

C. DDA Board Candidate Profiles

Two board candidate profiles were reviewed. The president informed the board that Rumball is in support of both candidates. Leann Claxton was present at the meeting. Wills spoke to David Wilson's qualifications and McClerren spoke to Leann Claxton's qualifications.

***Motion by Wills** seconded by **Amori** to recommend to the Village President, for appointment to the DDA, the acceptance of David Wilson as a candidate for the DDA board.

All in favor, motion carried

***Motion by McClerren** seconded by **Brice** to recommend to the Village President, Leann Claxton, for appointment to the DDA board.

All in favor, motion carried

Additional Business & Board Member Comments:

1. Community Heart & Soul Coaches Training

Jenkins has been asked to participate in the Community Heart & Soul Coach Training Program. It is a contracted paid position. be a coach, contracted paid position. Bob Donahue is the coordinator for the state which is a new position. Training starts next month. The cost to the community was discussed.

Wills requested an update on the fireworks fundraising from Friends of AMOS. The \$12,000 goal has been exceeded, but the amount does not include porta johns. He provided a reminder for the Circus sponsored by the Ortonville Lion's club for Saturday July 3rd and July 4th.

Brice gave kudos to those that worked hard to raise money for the fireworks.

McClerren drew everyone's attention to the calendar included on the agenda which does not include the BBQ Takeover, pending approval. The Farmers' Market kicks off this week, show your support for the crew. It is most likely too early in the year to expect much produce. Hamilton's is hosting a walk-in vaccine clinic for cats and dogs this Saturday, June 19th from 10 a.m. to 1 p.m.

Adjournment

***Motion by Wills**, seconded by **Amori** to adjourn the meeting at 9:38 a.m.

All in favor, motion carried

Respectfully submitted,

Jenna Palmer
Acting Recording Secretary