

President McClerren called the meeting to order at 7:30 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, Brauer, Brice, Hill, McClerren, Wills, Quisenberry, Rumball  
                  **Absent:** None  
                  **Also Attending:** DDA Executive Director, Matt Jenkins; Farmers Market Manager, Candace Ingham; Village Clerk, K. Liz Edwards

**Recitation of Mission:** by Wills

**DDA Board Oath of Office:**

The Village Clerk administered the oath of office to Kelly Quisenberry and Jayson Rumball.

**Consent Agenda:**

**\*Motion.** By **Amori**, seconded by **Wills** to accept the consent agenda as presented<sup>1</sup>

**Roll call vote: Aye:** Brauer, Brice, Hill, McClerren, Wills, Quisenberry, Rumball, Amori  
**Nay:** None

**Motion carried 8/0**

**Public Comments:**

None

**Disbursements:**

**A. March 2020**

**\*Motion** by **Wills**, seconded by **Brice** to approve Disbursements Report ending March 31, 2020 in the amount of \$1,226.90.

**Roll call vote: Aye:** Brice, Hill, McClerren, Wills, Quisenberry, Rumball Amori, Brauer  
**Nay:** None

**Motion carried 8/0**

**B. April 2020**

**\*Motion** by **Wills**, seconded by **Brauer** to approve Disbursements Report ending April 30, 2020 in the amount of \$14,026.68

**Roll call vote: Aye:** Hill, McClerren, Wills, Quisenberry, Rumball, Amori, Brauer, Brice  
**Nay:** None

**Motion carried 8/0**

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<sup>1</sup> Consent Agenda consisting of Agenda; Minutes of March 16, 2020; Treasurers Report March 2020; Treasurers Report April 2020; Treasurers Report May 2020; Ortonville DDA Response & Recovery Program; MSOC Technical Assistance Request 2020

**C. May 2020**

Questions were answered on line item Display Sales in the amount of \$756.00.

**\*Motion by Wills**, seconded by **Amori** to approve the Disbursements Report ending May 31, 2020 in the amount of \$4,774.62

**Roll call vote: Aye:** McClerren, Wills, Quisenberry, Rumball, Amori, Brauer, Brice, Hill  
**Nay:** None

**Motion carried 8/0**

**Business to Come Before the Board:**

**A. Farmers Market Plan & Special Event Permit**

Market Manager Ingham prepared the 2020 Farmers Market Plan using MIFMA and CDC recommended safety and cleanliness policies and with input from Fire Chief Kwapis. There will be hand washing and sanitizing stations set-up throughout the Market. The Market will start with five core vendors, additional vendors will be phased in to allow for easier social distancing.

As restrictions are lifted Special Events, Children's Activities and Food Trucks will be phased in as allowed. Vendors and volunteers will be required to wear masks. There will be no eating or drinking at the Market and no sampling until restrictions are lifted.

**\*Motion by Brauer**, seconded by **Wills** to approve the Farmers Market Plan and Special Use Permit for beginning of Farmers Market on July 11, 2020 pending approval of Lt. Glover on permit request.

**Roll call vote: Aye:** Wills, Quisenberry, Rumball, Amori, Brauer, Brice, Hill, McClerren  
**Nay:** None

**Motion carried 8/0**

**B. Relief Mini-Grants**

E.D. Jenkins indicated the Relief Mimi-Grants and Recovery Program is funded through crowdfunding campaign running through August 15. \$4,955 has been raised to date with MSOC matching funds for a minimum of \$9,910 for distribution in the program. There have been 11 applications so far.

**\*Motion by Wills**, seconded by **Brauer** to approve disbursements of a first round of \$500 DDA Mini-Grants to 11 current applicants for the following eligible expenses:

- Working capital to support payroll expenses, rent, mortgage, utility or other similar expenses.
- Costs associated with public health recommendations for the workplace.
- Marketing/Advertising effort geared toward recovering customers such as social media or other online advertising, Citizen advertising, print or other marketing efforts.
- Downtown Dollar Event - the DDA will provide up to 50 customized gift certificates to use in a promotional effort toward generating commerce for your business and Downtown Ortonville.

**Roll call vote: Aye:** Quisenberry, Rumball, Amori, Brauer, Brice, McClerren, Wills  
**Nay:** None

**Abstain:** Hill<sup>2</sup>

**Motion carried 7/0**

### **C. DDA 2020-2021 Budget**

E.D. Jenkins introduced two options for the 2020-2021 Budget. 1. Transfer of previous year's budget with needed adjustments or, 2. Focus budget on business recovery and current obligations.

**\*Motion by Rumball**, seconded by **Amori** to approve the recommended 2020-2021 Budget using the previous year's budget numbers with identified adjustments.

**Roll call vote: Aye:** Rumball, Amori, Brauer, Brice, Hill, McClerren, Wills, Quisenberry  
**Nay:** None

**Motion carried 8/0**

### **D. Wayfinding & Signage**

#### **1. Committee Appointment**

E.D. Jenkins confirmed MSOC Technical Assistance funding in the amount of \$6,500 for this project has been approved. He also noted MSOC has requested the funds be booked by September 30, 2020 when Oakland County's fiscal year ends.

The Wayfinding Committee has been extended to December 31, 2020 and shall include the Chairperson, Trustee Robinson; Planning Commissioner Nivel; Planning Commissioner to be named; DDA Director Wills; and a DDA Director to be named. Director Hill has expressed an interest in this committee.

**\*Motion by Rumball**, seconded by **Amori** to appoint Director Hill to Wayfinding & Signage Committee effective immediately for the term of the committee.

**Roll call vote: Aye:** Amori, Brauer, Brice, Hill, McClerren, Wills, Quisenberry, Rumball  
**Nay:** None

**Motion carried 8/0**

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

**Amori** noted the "Welcome Back Ortonville" mural and indicated he has noticed many people stopping to get pictures of it and themselves in front of it.

**Wills** congratulated the people involved in getting the mural in place, he has received wonderful feedback.

**Hill** agreed that it is important to move forward with wayfindg and branding. She thanked President McClerren and ED Jenkins for their efforts with the Mini-Grants, Small Businesses really appreciate it.

**Rumball** - None

**Brauer** indicated it is important to consult professionals on Wayfinding & Branding and that it is important to go through the steps. She also welcomed Jayson (Rumball) and Kelly (Quisenberry)

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<sup>2</sup> Hill abstained as a recipient of the Grant.

**Quisenberry** thanked the board and said she was excited to jump in.

**Brice** commended everything the DDA has done during the weeks & months of shut down during COVID-19. She appreciates the information received from Matt & Courtney working on a constant basis.

**McClerren** noted **For the Love of Local** celebrating 5th anniversary this week. If you see anything on facebook that needs to be added to page or addressed, let her know. She also noted the Farmers Market pending for July 11th and the next DDA board meeting on July 20th.

**Jenkins** noted additional signage coming in and will include window clings and floor decals for local businesses.

**Adjournment:**

\***Motion** by **Amori**, seconded by **Wills** to adjourn at 9:13 a.m.

**Voice vote:** All in favor, **motion carried**

KLE

Respectfully submitted,

K. Liz Edwards  
Village Clerk