

*ORTONVILLE DOWNTOWN DEVELOPMENT AUTHORITY*

*MINUTES*

**October 19, 2020 – 7:30 a.m.**

*Zoom Video Conference*

President McClerren called the meeting to order at 7:37 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, Hill, McClerren, Quisenberry, Rumball, Wills

**Absent:** Brice (with notice)

**Also Present:** DDA Executive Director Matt Jenkins, Farmers Market Manager Candace Ingham, Village Manager Dale Stuart, and two members of the public.

**Recitation of Mission:** by Wills

**Consent Agenda:**

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

**Roll call vote:**

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

**Nay:** None

**Absent:** Brauer

**Motion carried 7/0**

**Public Comments:**

None

**Disbursements:**

**A. September 2020**

\***Motion** by **Amori** seconded by **Wills** to approve disbursements and pay bills for September 2020 in the amount of \$2,037.41.

**Roll call vote:**

**Aye:** Wills, Amori, Quisenberry Rumball, Brauer, Hill, McClerren

**Nay:** None

**Absent:** Brice

**Motion carried 7/0**

**Business to Come Before the Board:**

**A. Revitalization Grant Request – Village Pub**

**ED Jenkins** explained that the Village Pub is looking to resurface the mansard roof on their building and that they have a contractor lined up who is available and ready to move forward, with hopes of completion in mid-November.

**Rumball** indicated that he is the attorney for the contractor being hired to perform the work and would like to abstain from voting to avoid any conflict of interest. The board agreed.

**\*Motion by Wills**, seconded by **Amori** to approve a \$1,500 façade grant for the Village Pub Revitalization Grant Request.

**Roll call vote:**

**Aye:** Quisenberry, Brauer, Wills, Amori, Hill, McClerren

**Nay:** None

**Abstain:** Rumball

**Absent:** Brice

**Motion carried 6/0/1**

#### **B. Friends of AMOS Collaboration**

**ED Jenkins** reviewed the recent changes to the Friends of AMOS bylaws and gave an overview of why and how the Friends of AMOS was created. He also discussed the bylaws changes and how they affected the current make up of the Friends of AMOS board.

**Wills** indicated that he felt that they had made it a priority to officially create a separate board from the DDA board and that they have been successful in doing so. The DDA Board agreed.

**President McClerren** asked if it would be a good idea to continue along the separation route and create a sort of “operational agreement” between the DDA and Friends of AMOS to more clearly define the separation and duties of the two entities on several different levels. The board agreed that an “operational agreement” is something they would like to have more information on.

#### **C. National Main Street Recovery Planning Technical Service**

**ED Jenkins** stated that he recently attended an online seminar where information was given out about some assistance available through the National Main Street Center focused on Recovery Planning. He requested that the board decide if it was something that they would like to participate in.

**Amori** asked if there is a timeline or timeframe set to the assistance or if it the program needs to be completed by the end of the year.

The board agreed that they would consider the program once the additional information was received.

#### **D. Welcome Back Initiative – Holiday Season**

**ED Jenkins** stated that the DDA has received funds that are earmarked for Welcome Back Initiatives and that the board should decide if they wish to prioritize the Holiday Season events and initiatives as falling under this category.

The board agreed that the next two to three months should receive priority planning and funding.

**Additional Business & Board Member Comments:**

**A. Heritage Garden**

**Hill** asked if there was participation in the Heritage Garden plant giveaway.

**McClerren** answered yes.

**B. Wayfinding**

**Wills** noted that the Wayfinding Committee is meeting today at 2:00. He also asked if there is a mural plaque update.

**ED Jenkins** stated that he has received information from other organizations about who they have used for such projects.

**C. Business Communication:**

**ED Jenkins** indicated that it is important to continue to gather information about the state of the businesses downtown and the effects of the pandemic. He indicated that the DDA has received more toolkits and that if anyone would be available to assist with passing them out, they could connect with some businesses one on one and ask some questions to help gain a bigger picture.

**D. Farmer's Market:**

**Market Manager Candace Ingham** explained that the vendors are out of product and out of desire to continue the market in the colder weather, so the market has wrapped up for the year. She also indicated that having assistance in planning like the National Main Street Center is offering can be a major help and game changer.

**Adjournment**

**\*Motion by Wayne**, seconded by **Brauer** to adjourn the meeting at 9:26 a.m.

**Roll call vote:**

**Aye:** Amori, Quisenberry Rumball, Brauer, Hill, Wills, McClerren

**Nay:** None

**Absent:** Brice

Respectfully submitted,

ODDA  
DRAFT Minutes  
October 19, 2020

Courtney McClerren  
Acting Recording Secretary