

**DOWNTOWN DEVELOPMENT AUTHORITY VILLAGE OF  
ORTONVILLE  
476 Mill Street, Ortonville, MI 48462  
December 14, 2015  
Minutes**

**I. CALL TO ORDER** Renchik, called the meeting to order at **8:05 am**

**II. ATTENDANCE**

**ROLL CALL:** Present: **Doyle, Baker, Wills, Timmermans, Renchik**

Absent: **Brauer**

Absent with Regrets: none

Also Present: **LaLone, Lyons**

**III. APPROVAL OF THE AGENDA**

**Motion** by Renchek, seconded by Doyle, to approve the agenda as presented.

**All were in favor, the motion carried.**

**IV. APPROVAL OF MINUTES**

**November 2015**

**Minutes for Regular Meeting.**

**Motion** by Baker, seconded by Wills to approve the minutes of the DDA Board Meeting of November 23, 2015

**All were in favor, the motion carried.**

**V. TREASURER'S REPORT**

**November 2015** Treasurer's report presented by **LaLone**

**Motion** No action needed

**VI. DISBURSEMENTS**

Brauer enters @ 8:07

**Disbursements for December 2015**

**LaLone** detailed the expenses for December 2015

**Motion** by **Doyle**, seconded by **Wills**, to approve the December general disbursements in the amount of **\$1,656.54**

**A roll call vote was taken**

**Ayes: Brauer, Baker, Timmermans, Wills, Doyle, Renchik**

**Nays: none**

**Absent: none**

**All were in favor. The motion passed 6/0.**

**I. Old Business**

**A. DDA/Main Street Program**

1. 2016 Calendar of Board Meetings
2. Annual Evaluation: January 26<sup>th</sup>
  - a) Set Agenda
  - b) Review community checklist
3. DDA Board Members
  - a) Information for Recruitment
  - b) Officer Rotation

**Motion** by **Wills**, seconded by **Baker** to accept the Officers Rotation for the DDA Board of Directors. **All in favor motion passes.**

**DOWNTOWN DEVELOPMENT AUTHORITY VILLAGE OF  
ORTONVILLE  
476 Mill Street, Ortonville, MI 48462  
December 14, 2015  
Minutes**

**Motion** by **Doyle**, seconded it by **Renchik** to elect for the 2016 term, Brauer – President, Emeritus – Renchik, Pres Elect – Baker, Treasurer – Wills. **All in favor, motion passes.**

- c) Agreements
  - (1) Affirmation of Service  
**Motion** by **Doyle**, seconded by **Wills** to accept the Affirmation of Service as amended. **All in favor, motion passes.**
  - (2) Conflict of Interest – **Motion** by **Wills**, seconded by **Doyle** to approve the Code of Ethics. **All in favor, motion passes.**

**B. Committee Updates**

- 1. Promotions Committee –
  - a) Christmas in the Village Review – comments heard...Kids Crafts, Candy Cane striping, more things to do, night parade, boutique hours extended, time change, more food, businesses should do activities\food in their stores. LaLone states that DDA needs to continue to focusing on helping the downtown business. Timmermans states that Small business Sat and CITV were good days for her store. Decorations were great all over and in vacant buildings. Next year maybe a “Greens” fundraiser for FOA
  - b) 2016 Special Events Calendar (tentative)
- 2. Design Committee
  - a) Window Display update
  - b) Building Database update
  - c) Health Department – available use for 417 Mill upstairs – may not be a good idea
- 3. Organization Committee
  - a) Local Outreach
    - (1) Downtown Breakfasts –Quarterly 8am OTH- 1<sup>st</sup> Tuesday of quarter
    - (2) Village Council Presentations – 2x/year 7pm .
    - (3) DDA Nights – 2x/year 6pm OTH - recruiting volunteers
    - (4) Annual Volunteer Appreciation BBQ in Crossman Park  
**Motion** by **Wills**, seconded by **Brauer** to approve the Local Outreach. **All in favor, motion passes.**  
Wills leaves @ 9:40
  - b) Education Opportunities
    - (1) January 28: National Main Street Refresh(5pm-9pm Oak Cty offices)
    - (2) March 8: Michigan Main Street/MSOC Training in Farmington (March 7 Director’s only)

**DOWNTOWN DEVELOPMENT AUTHORITY VILLAGE OF  
ORTONVILLE**

**476 Mill Street, Ortonville, MI 48462**

**December 14, 2015**

**Minutes**

- (3) May 21 – 26: National Main Street Conference, Milwaukee Wisconsin  
Doyle leaves @ 10:00
- c) Friends of AMOS 501c3
- 4. Economic Restructuring Committee
  - a) Advocacy
    - (1) Village Council Appointment
    - (2) February 24: MDA Lansing Day
    - (3) April 21: Main Event in Royal Oak
  - b) Business Directory
  - c) Available Properties – list incentives
    - (1) Leakage Analysis (What do people shop for elsewhere?) for recruitment use
    - (2) Seasonal Pop up – May and June 2016
- C. Calendar:
  - 1. See “2016 Calendars for Ortonville DDA”
  - 2. **Village of Ortonville Council Meeting**, December 14<sup>th</sup>, 7pm at Brandon Twp Hall
  - 3. **DDA Board Meeting and Annual Evaluation**, January 26<sup>th</sup>, at Old Town Hall
- II. **New Business** – Brauer, we should keep a dashboard of qualitative metrics to keep us on the right track.
- III. **Member Comments/Concerns**
  - A. **Wayne Wills** - absent
  - B. **Debbie Baker** - none
  - C. **Robert Renchik** - none
  - D. **Allison Brauer** - none
  - E. **Brenda Timmermans** – opened her store on Sunday for the Christ the Shepard church and had a great turn out over 30 people
  - F. **Renee Doyle** - absent
  - G. **John Lyons** - absent
  - H. **Molly LaLone** - none
- IV. **Adjournment motion** to adjourn by **Renchik**, seconded by **Baker** at 10:15. **All in favor, motion passes.**