

**DOWNTOWN DEVELOPMENT AUTHORITY VILLAGE OF
ORTONVILLE
476 Mill Street, Ortonville, MI 48462
February 29, 2016
Regular Meeting**

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

II. ATTENDANCE ROLL CALL: Present: Baker, Wills, Renchik,
Timmermans

Absent with Regrets: Brauer, Doyle

Also Present: LaLone

III. Recitation of Mission

Was read out loud by the Board

IV. APPROVAL OF THE AGENDA

Motion by Wills, seconded by Baker, to approve the agenda as presented.

All were in favor, the motion carried.

V. APPROVAL OF MINUTES

January 2016 minutes for Regular Meeting.

Motion by Wills, seconded by Timmermans, to approve the
Board Meeting of January 26, 2016

All were in favor, the motion carried.

VI. TREASURER'S REPORT

January 2016 Treasurer's report presented by **Renchik**

Motion no motion needed

VII. DISBURSEMENTS

Disbursements for January 2016

LaLone detailed the expenses for February 2016

Motion by **Wills**, seconded by **Baker**, to approve the February general
disbursements in the amount of **\$866.47**

A roll call vote was taken

Ayes: Baker, Wills, Renchik, Timmermans

Nays: none

Absent: Brauer, Doyle

All were in favor. The motion passed 4/0.

VIII. OLD BUSINESS

A. DDA Board

1. By-Laws Review and amendments - Tabled
2. Budget Review and amendments - Tabled
3. Market Manager Contract – Minor Capitalization tweaks
4. Legislative Update – LaLone talked about MDA Lansing Day and how important it is for board members to communicate with our people in Lansing by writing letters through the year concerning: TIF, DEQ, Historical Preservation, Bike Path etc. Every letter is recorded and lets them see who are concerned.
5. Governing Laws and Documents Book

B. Committee Updates

1. BB&E Farmers Market (workplan) – workplan was reviewed

Motion by Renchik, seconded by **Wills** to approved the BB&E workplan not to exceed **\$8,000**

A roll call vote was taken

Ayes: Baker, Wills, Renchik, Timmermans

Nayes: None

2. CreekFest (workplan) – will be reviewed at a later date when Brauer is available

C. ODDA Implementation Plan 2016 – Review Plan, Hone activities list after all updates are finished.

1. Growth of Business Development

- a) Recitation of Goals – Some goals were Fill vacancy and Retain businesed
- b) Organization –
 - (1) Software update –LaLone explained the Filemaker Pro and Downtown Diva software and how it will benefit the ODDA

Motion by Renchik, seconded by **Timmermans** to buy Filemaker Pro and Downtown Diva software not to exceed **\$1,000**

A roll call vote was taken

Ayes: Baker, Wills, Renchik, Timmermans

Nayes: None

Commented [D1]: This is the Master List. Only include items for update each month.

- (2) Main Street Refresh
- c) Promotion
- d) Design – Parklet Update (workplan)

Motion by Baker, seconded by **Wills** to buy flip top bench tables in the amount of **\$170**

A roll call vote was taken

Ayes: Baker, Wills, Renchik, Timmermans

Nays: None

- e) Economic Vitality –
 - (1) Leakage Analysis Update (workplan)

Motion by Renchik, seconded by **Timmermans** to approve the Leakage Analysis Update

All in favor motion passes

- (2) CommunityWalk.com
- 2. Expand Work of DDA**
 - a) Recitation of goals
 - b) Organization
 - (1) Local Outreach (workplan)
 - (a) Village Council Presentation (Feb 22)
 - (b) DDA Presentation (March 1)
 - (2) Website update (workplan)

Motion by Wills, seconded by **Baker** to approve the website workplan up to \$400, and to be reviewed in April

A roll call vote was taken

Ayes: Baker, Wills, Renchik, Timmermans

Nays: None

- (3) Task List
- c) Promotion –
 - (1) Event Calendar for Schools
 - (2) Downtown Murder Mystery by Quizzo...LaLone explained a downtown murder mystery to bring people downtown and involved business owners.
- d) Design – Streetscape update
- e) Economic Vitality

D. Calendar:

- 1. BB&E Focus Group**, March 1st, 6pm, Old Town Hall
- 2. Main Street Training**, March 8th, Farmington MI
- 3. DDA Board Meeting**, March 21st, 8am in Old Town Hall

4. **Ortonville Market Analysis Presentation**, April 12th, 9:30am
Old Town Hall
5. **MDA Spring Conference**, April 15th, Plymouth MI (tentative)
6. **MSOC Main Event**, April 21st, 6pm, Royal Oak MI
7. **National Main Streets Conference**, May 21st - 26th,
Milwaukee, WI

IX. New Business

No new business presented.

X. Member Comments/ Concerns

A. Wayne Wills- none

B. Debbie Baker- none

C. Robert Renchik- none

D. Allison Brauer- absent

E. Brenda Timmermans- house next to her business sold to Rosemary who also owns the wedding chapel on Oak Hill and M15

F. Renee Doyle- absent

G. John Lyons- none

H. Molly LaLone- none

XI. Adjournment

motion made by **Wills**, seconded by **Renchik** at 10:20.
All in favor, motion passes.