MINUTES
Downtown Development Authority Meeting
Thursday, December 14, 2017
7:30 a.m. Village Hall – EOC Room

I. Call to Order

Vice-Chair Heins called the meeting to order at 7:30 a.m.

II. Roll Call:

Present: Heins (Vice-Chair), Blake, Dixon (7:45), Dull, Hanks, and Willison.

Staff Present: Chris Burns (Village Manager), Maryann Fonkert (Deputy Clerk)

Absent: Draeger, LaBelle & Moore

III. Approval of Minutes (11/9/2017)

Motion by Willison, second from Hanks, to approve the Minutes of the November 9, 2017 regular meeting. All in favor, motion carried.

Yes: 5  No: 0

IV. Approval of the Agenda

Motion by Dull, second from Willison, to approve the Agenda as presented. All in favor, motion carried.

Yes: 5  No: 0

V. Financial Reports – Hinga reviewed the finance report with the Board.

Motion by Blake, second from Willison, to approve the Finance Report. All in favor, motion carried.

Yes: 5  No: 0

VI. Business

A. 2018 Downtown Christmas Theme – Burns asked the Board if they would like to change up the Christmas decoration theme for next year. The Board agreed they still liked the decorations. Dull said he would like to see a few double
The Board agreed they would like the double poinsettias. Burns asked Dull to let her know how many and where he would like them.

B. Update on the Village Adventure – Michelle Hanks updated the Board sharing that plans were moving along and that they had secured Holiday Inn as the anchor on the west end of town, Ace Hardware on the east end and 7 Steps Up in the middle. Hanks said they had been working on a data base of all the businesses in the Village, noting that less than 30% of the businesses were members of the Chamber. Hanks also reminded the Board of the WhizBang training scheduled for January 17, 2018 and that emails and postcards would be sent out promoting the training. Hanks also reported that they were in the process of designing a website and had created an email account for the DDA. Hanks said that an email would be going out, to all the business email addresses that they had collected, announcing the professional photographer that had put together a package deal for businesses to get professional photos taken to use to market their business.

C. Update on Britt Façade Grant – Burns reported that this Façade Grant had been a little disappointing in that Ms. Britt had not updated her building according to the plan she had submitted had been approved by this Board. Burns said that when she asked Ms. Britt about why the updates didn’t match what was submitted, Ms. Britt replied that those drawings were just conceptual. The Board felt that nothing about the meeting with Ms. Britt indicated that her drawings were conceptual.

D. Miscellaneous Updates – Burns updated the Board on the Master Plan Community Engagement and reported that it had been very well attended and successful. Burns said that the attendees were very generous and the quality of the comments were great.

Burns updated the Board on what was happening with new and potential businesses around the Village.

VII. Adjournment:

There being no further business, motion by Dixon, second from Hanks, the meeting was adjourned at 8:08 a.m.