



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

poinsettias. 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.

Doug Heins, Vice-Chairman

Maryann Fonkert, Deputy Clerk