



MINUTES

Downtown Development Authority Meeting Thursday, April 12, 2018 7:30 a.m. Village Hall – EOC Room

I. Call to Order

Vice Chairman **Heins** called the meeting to order at 7:36 a.m.

II. Roll Call:

Present: Heins (Vice Chair), Dixon, G. Hanks, Moore, Willison, and M. Hanks (Council Liaison).

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

Absent: Draeger, Blake and Dull

III. Approval of Minutes (3/8/2018)

Motion by **Hanks**, second from **Willison**, to approve the Minutes of the March 8, 2018 regular meeting. All in favor, motion carried.

Yes: 7 No: 0

IV. Approval of the Agenda

Motion by **M. Hanks** second from **Dixon**, to approve the Agenda as presented. All in favor, motion carried.

Yes: 7 No: 0

V. Financial Reports – Burns went over the financial report and explained that winter maintenance was a little higher this year, compared to the last 2 years that were a little lighter in that regard.

Motion by **M. Hanks**, second from **Dixon**, to approve the Finance Report. All in favor, motion carried.

Yes: 7 No: 0

VI. Business

A. Fiscal Year 2018/2019 Budget – Burns said this was a work in progress and explained the added overtime and payroll expenses, and that the big expenses for the DDA were under professional services and included pathway lighting, Master Plan update, Exchange Street design, street signs and street lighting, clock tower masonry, light poles, paving of Exchange Street and Mill Point parking lot. **Burns** said they were expecting a 2.5% increase in medical expenses, which was minimal.

Motion by **Dixon**, second from **Moore**, to recommend the Draft Budget to Council. All in favor, motion approved.

Yes: 7 No: 0

- B.** Sandwich Board Signage – **Burns** explained that in the past, the Village had been paying between \$300 to \$450 per sandwich board sign and then leasing them to the businesses with a \$200 security deposit, but Lori Spelde found a vendor on line selling the exact same signs for \$100 each and were shipped in less than a week. **Burns** said that the logos were still purchased through Olmstead for \$50 per set and then applied by staff. **Burns** explained that due to the price difference, she would like to suggest that businesses purchase the signs from the Village at a cost of \$150, putting the responsibility and care on the business owner instead of the Village since there were at least 5 of the \$400 signs that needed to be scrapped due to negligence. The **Board** agreed this was a good idea.

Motion by **M. Hanks**, second from **Willison**, to approve selling sandwich board signs to businesses for \$150, instead of leasing them with a \$200 security deposit. All in favor, motion approved.

Yes: 7 No: 0

- C.** Village Adventure Update – **M. Hanks** shared that 42 businesses had registered for the adventure so far and that she and **Dixon** had been having “Coffee with the Michelle’s” to meet with business owners and answer any questions they might have. **M. Hanks** also explained the new DDA website and how business owners could have information about their business added including events and encouraged the other DDA members to add their business information and events to the website.
- D.** Miscellaneous – **Burns** shared that it looked like Spring Lake Dentistry would not be starting construction any time soon, Bruce Callen was planning to apply for a Façade Grant, Barrett’s were expanding their bathhouse, and Harborfront Hospital for Animals would be having a 30th anniversary celebration this summer. **Burns** also shared that there wasn’t any new information that could be passed on regarding the VanKampen project.

VII. Adjournment:

Motion by **M. Hanks**, second by **Dixon**, the meeting adjourned at 8:21 a.m.

Doug Heins, Vice Chairman

Maryann Fonkert, Deputy Clerk