

President Elect McClerren called the President Bailey called the meeting to order at 7:37 a.m.

**Roll Call:**

**Present:** Amori, Brauer, Brice, Hill, McClerren

**Absent:** Bailey (with notice), Wills

**Also Attending:** Executive Director, Matt Jenkins; Market Manager, Candace Ingham; Committee person, Rick Dery and Village Clerk, K. Liz Edwards

**Recitation of Mission:** by Hill

**Consent Agenda:**

\***Motion** by **Amori**, seconded by **Brauer** to accept the Consent Agenda as presented. Included were: Agenda, Minutes of November 18, 2019, Treasurer's Report ending November 30, 2019 and 2020 Meeting Schedule.

**All in favor, motion carried**

**Disbursements:**

**November 2019 Disbursements**

Questions were answered on lines items Village of Ortonville – DPW Wage Reimbursement and Village of Ortonville – Annual Audit.

\***Motion** by **Hill**, seconded by **Amori** to accept the Disbursements Report ending November 30, 2019 in the amount of \$5,197.17

**Roll call vote: Aye:** Brauer, Brice, Hill, McClerren, Amori

**Nay:** None

**Absent:** Bailey, Wills

**Motion carried 5/0**

**Business to Come Before the Board:**

**A. Façade Grant – 30 South Street**

The property owner, Joe Tysick is waiting on second estimate. The Board previously approved Flag Star Grant application and \$1,000. The grantee is required to match \$5,000 of the Flag Star Grant. As previously discussed, the Tysicks and DDA will each put in \$2,500.

Application before DDA for façade grant is for \$1,500.00

\***Motion** by **Amori**, seconded by **Brice** to approve \$1,500 façade grant program and \$1,000 priority projects program subject to receipt of two bids and final permitting and Planning Commission approvals. Noting the exception in amount from past grants based on project size.

**Roll call vote: Aye:** Brice, Hill, McClerren, Amori, Brauer  
**Nay:** None  
**Absent:** Bailey, Wills  
**Motion carried 5/0**

**B. 2019 Main Street Evaluation Narrative & Self-Assessment**

E.D. Jenkins noted that there will be a new evaluator and they do not know Ortonville or the DDA. The self - evaluation is focused on Main Street Americas standard approach and the DDA’s work plan. The two together should accurately show projects and accomplishments through-out the year. The recommendation is to add a work plan to project briefs.

There were suggestions to have workplan and project brief training as well as continuing with joint meetings and attending continuing education.

There will be an informal prep meeting on January 6<sup>th</sup>, 6:00 p.m., the next regular meeting will be January 27<sup>th</sup> at 7:30 a.m.

**C. Mission Statement Exercise**

Jenkins suggested using Public Administrator’s Guidebook. It is recommended the Vision be about the Place (Ortonville) not about the DDA Organization.

The board will send thoughts and ideas to Jenkins.

**\*Brice out at 9:00 a.m.**

**D. Budget Adjustments**

Jenkins indicated when the budget was approved, there were significant funds designated to priority projects, mostly based on the Village Master Plan however, the Master Plan has not been completed yet.

**\*Motion by Amori**, seconded by **Brauer** to approve budget adjustments as presented.

**Roll call vote: Aye:** Hill, McClerren, Amori, Brauer  
**Nay:** None  
**Absent:** Brice (9:00), Bailey, Wills

**Additional Business & Board Comments:**

None

**Adjournment:**

**\*Motion by Hill**, supported by **McClerren** to adjourn the meeting at 9:27 a.m.

**All in favor, motion carried 4/0**

ODDA  
Approved Minutes  
December 16, 2019

KLE

Respectfully submitted,

K. Liz Edwards  
Village Clerk