

ORTONVILLE DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

January 26, 2021 – 7:30 a.m.

Zoom Video Conference

President McClerren called the meeting to order at 7:37 a.m. She noted the meeting was being held electronically via ZOOM per Governor's Executive Order due to Covid-19.

Roll call: **Present:** Amori, Brauer, Brice, Hill, Rumball, McClerren, Wills

Absent: Quisenberry (with notice)

Also Present: DDA Executive Director Matt Jenkins, and 5 members of the public.

Recitation of Mission: by Wills

Consent Agenda:

***Motion** by **Amori** seconded by **Wills** to accept the Consent Agenda as presented.

Roll call vote:

Aye: Wills, Amori, Brauer, Rumball, Brice, Hill, McClerren

Nay: None

Absent: Quisenberry

Motion carried 7/0

Public Comments:

None

Disbursements:

A. December 2020

***Motion** by **Amori** seconded by **Brice** to approve disbursements and pay bills for December 2020 in the amount of \$8,365.61.

Roll call vote:

Aye: Amori, Brauer, Rumball, Brice, Hill, Wills, McClerren

Nay: None

Absent: Quisenberry

Motion carried 7/0

Board Member Committee Updates:

Wayfinding:

Wills updated the board that the Wayfinding Committee has been very active over the past few weeks and that he and Councilwoman Nivelt have been conducting an inventory of all signs in the Village of Ortonville. Wills noted that many signs are outside the DDA district and in fact some are in Groveland Township.

ED Jenkins noted that the Wayfinding Committee has also been working through a branding phase and will be seeking feedback from the Village Council, Planning Commission and the DDA and that the DDA will receive the info as soon as it is available.

Business to Come Before the Board:

A. Recovery Planning

ED Jenkins noted that during the recovery planning process, Matt Wagner from National Main Street Center requested one final meeting to wrap up everything that has been done over the last 4 sessions and the board members should think about when they would be available.

B. Executive Director Annual Evaluation

ED Jenkins excused himself from the meeting.

President McClerren conducted discussion regarding the results of ED Jenkins' annual evaluation, finding that ED Jenkins' performance was found to be above average and outstanding.

The board held discussion regarding wage increases for ED Jenkins following another satisfactory annual evaluation.

*Jayson Rumball left the meeting at 9:25am, after giving support for a wage increase as decided by the board.

***Motion by Brauer**, seconded by **Wills** to award Executive Director Matt Jenkins a 5% wage increase based on an above average to outstanding annual evaluation, to begin on January 1, 2021 and to come from line item 248-775-760.020 titled Revitalization Grants Program.

Roll call vote:

Aye: Brauer, Brice, Amori, Hill, Wills, McClerren

Nay: None

Absent: Rumball and Quisenberry

Motion carried 6/0

Additional Business & Board Member Comments:

Council President Brice addressed the board, letting them know that Village Manager Dale Stuart had resigned as of the Friday before, and that the Village would be seeking new candidates for the position in the near future.

Adjournment

***Motion by Amori**, seconded by **Wills** to adjourn the meeting at 9:47 a.m.

Roll call vote:

Aye: Brice, Brauer, Amori, Hill, Wills, McClerren

Nay: None

Absent: Rumball and Quisenberry

***Motion carries 6/0.**

Respectfully submitted,

Courtney McClerren
Acting Recording Secretary