

REGULAR DDA MINUTES
January 20, 2021
5:00 p.m.

Jack Smith called the meeting to order at 5:01 p.m. This meeting was held via telephone conference.

Present: Chairman Jack Smith, Mayor O.R. Smith, Teresa Bonifield, Tom Sawdey and Jessica Bills

Absent: Ed Smith

Also Present: John Jackson – McKenna AICP President, Danielle Bouchard – McKenna Associate Planner, Jill Barrett – Treasurer/Finance Director, Doug Terry – City Manager, and Lauren Skelly – Deputy Clerk/Treasurer

Call to Public – None

Approval of Minutes – O.R. Smith moved to approve the minutes of the November 18, 2020 Regular Meeting, seconded by Tom Sawdey. Roll call vote – 5 Yea’s 0 Nay’s 1 Absent. Motion carried.

Approval of Balance Sheet and Revenue & Expenditure Report – Teresa Bonifield moved to approve the financial reports as presented, seconded by Jessica Bills. Roll call vote – 5 Yea’s 0 Nay’s 1 Absent. Motion carried.

Loan Request from Wayne Gamble – A loan request was presented to the board from Wayne Gamble. The terms of the request were as follows: Wayne Gamble is requesting a \$20,000 loan to be amortized over 3 years at the rate of 4% interest. This request will result in the location next to the Olin Hinkle Agency being opened as a retail flooring business along with one apartment being completed. With this being completed, he is planning to convert the main building into 8 hotel rooms with a café on the main floor. He will be performing a study with area factories to determine if this is practical prior to development.

After discussion, a motion was made by O.R. Smith to move ahead with the loan request as presented, seconded by Tom Sawdey. Roll call vote – 5 Yea’s 0 Nay’s 1 Absent. Motion carried.

2020 – 2021 Budget Amendments – After discussion, Teresa Bonifield made a motion to approve the 2020 – 2021 Budget Amendments as presented, seconded by Jessica Bills. Roll call vote – 5 Yea’s 0 Nay’s 1 Absent. Motion carried.

Bills for Approval – Tom Sawdey moved to approve the check to the City of Litchfield for the Audit Reimbursement in the amount of \$500.00, seconded by Jessica Bills. Roll call vote – 5 Yea’s 0 Nay’s 1 Absent. Motion carried.

Introduce McKenna and Discuss DDA Plan – John Jackson and Danielle Bouchard of McKenna introduced themselves to the board. Ms. Danielle Bouchard went over the timeline for the project to update the DDA Plan. Discussion was held regarding the need for a strategic meeting to help set goals. A virtual meeting will be scheduled in February to set goals and to discuss past and future projects. The strategic planning meeting in February will help give information to create a survey to be administered to the general public. Chairman Jack Smith requested that the DDA Plan and Master Plan be made available to the board members to review before the next meeting. Ms. Danielle Bouchard asked that the board members make a list of things that they would like to keep and/or remove from the list of projects presented and bring that to the next meeting for discussion. Ms. Danielle Bouchard will contact City Staff to discuss projects that have been completed in the past.

Adjourn – O.R. Smith moved to adjourn at 5:42 p.m., seconded by Jessica Bills. Motion carried.