

## REGULAR DDA MINUTES

March 16, 2016

4:00 PM

Jack Smith called the meeting to order at 4:02 p.m.

**Present:** Chairman Jack Smith, Ed Smith, Robin Meyers (left at 4:21 p.m.), Jessica Bills and Amy Gillis

**Absent:** Tom Sawdey and Teresa Bonifield

**Also Present:** City Manager - Doug Terry (arrived at 4:15 p.m.), Deputy Clerk - Lauren Skelly

**Approval of Minutes** – Jessica moved to approve the minutes of the January 20, 2016 Regular Meeting, supported by Robin. Motion carried.

**Approval of Balance Sheet and Revenue & Expenditure Report** – Ed moved to approve the Treasurer's Report in the amount of \$12,434.52 supported by Jessica. Motion carried.

**Call to Public: None**

**Unfinished Business:**

**Spring Spruce Up Mini Grant** – Deputy Clerk Lauren Skelly will send out a letter to downtown businesses informing them of the Spring Spruce Up Mini Grant, also included with the letter will be the DDA brochure. Discussion was held regarding City Manager Doug Terry's request to change the mission statement. The consensus of the board is to leave the mission statement as is until Mr. Terry can provide a mission statement for the board to consider.

**Report on Progress of Proposal Requests for Old School Building** – Discussion was held regarding the repurpose of the old school building. City Manager, Doug Terry will seek proposal requests in attempt to find a different developer interested in repurposing the old school building.

**Welcome Sign Rehab Proposals** – Discussion was held regarding the need for rehabbing the Welcome Signs. Jessica questioned whether it is the DDA's responsibility to cover the costs for the signs because they are not in the DDA district. Jack stated he thought that DDA paid for them the last time and asked that Deputy Clerk Lauren Skelly look into finding out who paid for the last rehab of the signs. The consensus of the board is to continue research in finding out which signs need rehabilitated and who paid for them the last time.

**New Business:**

**Discuss Litchfield Industrial Corp.** – Discussion was held regarding the close of the Litchfield Industrial Corporation. Discussion was also held regarding loaning money from investors to business owners that can't attain a loan from financial institutions.

**Resolution to Adopt the Litchfield DDA 2016 – 2017 Budget** – Ed moved to adopt the Resolution to Adopt the Litchfield Downtown Development Authority 2016 – 2017 Budget, seconded by Jessica. Motion carried.

**Bills for Approval** – Jessica moved to approve check #335 in the amount of \$500.00 to the City of Litchfield for 2014 – 2015 Audit Reimbursement, seconded by Ed. Motion carried.

**Manual Checks** – None

**Adjourn** – Jessica moved to adjourn at 4:36 p.m., supported by Ed.

Respectfully submitted,  
Lauren Skelly, Deputy Clerk