

REGULAR DDA MINUTES

May 15, 2013

5:00 PM

Jack Smith called the meeting to order at 5:00 PM.

Present: Chairman Jack Smith, Ed Smith, Teresa Bonifield, Jessica Bills, and Tom Sawdey.

Absent: Cindy Paletis and Mary Stanton

Also Present: Manager, Douglas Terry and Clerk, Susan Ballinger

Approval of Minutes –Teresa moved to approve the minutes of the March 20, 2013 Regular Meeting, supported by Jessica. Motion Carried.

Treasurer's Report – Tom moved to approve the Treasurer's Report in the amount of 7,442.65 seconded by Teresa. Motion Carried.

Unfinished Business:

Façade Grant – Luigis Pizza – There was discussion amongst the board regarding the approval of Luigis submitted bid on whether or not the bid from Allen Moore included the side of the building that was facing the house on Jonesville St. Jessica moved to accept and reimburse Luigis (Ernest Jordan) for submitted bids in the amount of \$3,210.00 (60%) pending the bid from Allen Moore did not include the work done to the side of Luigi's building that faces the house on Jonesville Street, seconded by Tom. Motion Carried. (This reimbursement is 60/40 because Mr. Jordan did not receive a mini grant from the DDA).

Façade Grant – Ladd management- The board questioned some of the work that was on the application that would not be covered on the façade grant program. Such as furring strips, insulation, windows, aluminum trim is this work on the front of the building? Also, awaiting a second bid on said work.

Ed motioned to approve the application/grant in the amount of \$4,700.00 from Joan Ladd- Ladd Management pending on the chairman to clarify and verifying eligibility of work proposals meeting the requirements of the façade grant program, seconded by Teresa.

Jessica questioned where the funds would be coming from to replenish the DDA checking account after approving the current façade applications. Jack stated that the Industrial Corporation rededicated its focus to helping the downtown because once Tifa was created to help with the industrial park growth their help was no longer needed. The Industrial Corporation can donate to the DDA fund on an as needed basis.

Mini Grant Commitment-There was some discussion regarding both Tracy Dunn and TJ Jordan dropping from the mini grant program and instead apply for the original façade grant program. Jack stated that he would talk to each applicant to go over exactly what improvements are being done and approve each color design. Tom motioned to approve the six applications pending the chairman's and clerks approval of each applicant meeting the requirements of the mini grant program, seconded by Teresa. Motion Carried.

Applicants: Langhann, Packer, Packer, Tefft, Shell Station, Litchfield Library.

Confirm a 60/40 Façade Grant Improvements payout for businesses that chose not to participate in the Mini Grant Program – Jessica motioned to allow a 60/40 Façade Grant reimbursement for businesses that did not apply for the Mini Grant Program, seconded by Tom. Motion Carried.

Butler Tickets – Jessica stated that she distributed the Butler Tickets to the downtown businesses.

Update New Businesses- Tom stated that the new restaurant owners are close to opening. Doug said that he spoke with the owners and they are striving to open within the next two weeks.

Jessica stated that there is a new business going into the Taylor Building. Jack said yes, it's called Litchfield Nutrition. Jack also mentioned on how well the new owners are doing with the Crème Supreme. Jack stated he is selling his building and will be renting his office space. The new owner is going to work with the Physio-Therapy Associates to put a fitness center in because Blue Cross is offering free membership for Medicare patients. He is also interested in getting a realtor in the building.

New Business:

Discuss possible appointment of a person to work toward attracting new businesses to Litchfield – Jack was interested in maybe hiring someone on a contract basis or limited basis to market the downtown to franchises. Tom asked who would hire this person and Jack stated the city.

Bills for Approval –

Manual Checks –

Jack stated that a gentleman he talked with that has worked at Hi-Lex for the last 8 years just bought a house in Quincy and he didn't even know Litchfield had a subdivision. Jessica stated that why don't we make up something nice to put in the break rooms in the factories.

Adjourn – Tom moved to adjourn at 6:05pm, supported by Jessica. Motion carried.

Respectfully submitted, Susan Ballinger, Clerk