

# OTISVILLE DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of the Meeting Held July 12, 2011

The meeting was called to order at 9:00 a.m. by Chairman Billy Weaver

1. Roll Call

Members Present: Leonard Carpenter, Arden Hudson, Billy Weaver, Chuck Keeley, Tom Bess, Paul Harmon, Director / Secretary David Tatrow

Members Absent: Deb Schultz-Pawlosky, Frankie Worvie, Bob Price, Marla Schiefer

2. Approval of Minutes

Motion by HUDSON and second by CARPENTER to approve the minutes of the meeting held June 13, 2011 as presented. All Yeas. Motion Carried.

3. Approval of Finance Report

DDA Checking	\$ 355.54
CIMIA	\$58,664.16
Transportation Bond Account	\$ 46.82
Capital Bond Account	\$ 3,170.48
Total	\$62,237.32

Motion by BESS and second by HUDSON to approve the Finance Report as presented. All yeas. Motion Carried.

4. Payment of Bills

Jack & The Beanstalk	Memorial Park, Weed Control	\$ 57.75
G.R. Davis Plumbing & Heating	Museum Sewer & Water Connections	\$1,260.55
	TOTAL	\$1,318.30

Motion by HUDSON and second by HARMON to pay all bills and draw warrants for same. Roll Call Vote, All Yeas. Motion Carried.

5. Petition and Unofficial Communications (Audience)

None

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6. Communication from other Village Officials

Village President Tom Bess reported on the Village Manager's retirement and that Bob Price had bypass surgery and was still in the hospital.

7. Committee Reports

None

8. Old Business

a. Proposed Information Sign

The Board discussed the specification for an electronic message sign.

Motion by HUDSON and second by KEELEY to have the Director put together specifications for an electronic message sign that include the following: 16mm pixels, prices on all available sizes, include warranties, setup, and training, and check the availability of used or reconditioned signs. All Yeas. Motion Carried

b. Facade Improvement Fund Project

No Report

c. Lighting for Welcome Signs

Bob Jennings, D.P.W. Superintendent will be working on this project.

d. Proposed Future Projects

1). The Board discussed adding decorative lighting down State Street in phases. The Director will work with the DPW Supt. on obtaining cost.

2). Tom Bess brought up the need for additional village parking and asked about the status of the township's parking lot project at the Township hall. Dave stated that no improvements or construction of a new parking lot for the museum can be started until the township gets their construction engineering completed. Tom stated that perhaps an exploratory committee comprised of members of the DDA, Historical Society, and Township Board could meet to discuss the matter and move things along. Arden volunteered to represent the Board.

Motion by HARMON and second by CARPENTER to authorize Arden Hudson to approach the township board on behalf of the DDA to discuss the parking lot improvements. All yeas, Motion Carried.

e. Museum Project

Leonard Carpenter reported that the village has installed the sewer and water to the Museum and everything is going well on the interior trim work. the D.P.W. is working on cost for the concrete walks for the site.

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9. New Business  
a. 2011 Christmas Decoration Contract

Motion by HUDSON and second by CARPENTER to accept the proposed Christmas Decoration Contract from Kenmark, Inc. in the amount of \$1,485.00 for 27 decorations. Roll Call Vote, All Yeas. Motion Carried

- b. Director / Secretary Retirement

Dave reported that he was retiring from the village as of August 1, but would be willing to stay on as the DDA Director / Secretary temporarily due the ongoing projects the DDA has.

10. Communications from Board Members  
None

11. Adjournment

Motion by BESS and second by HARMON to adjourn. All Yeas. Motion Carried.

Meeting adjourned at 10:10 a.m.

Respectfully Submitted

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David A. Tatrow  
Director / Secretary