**DOWNTOWN DEVELOPMENT AUTHORITY**

**BOARD OF DIRECTORS**

**REGULAR MEETING – HELD REMOTELY**

**FRIDAY, OCTOBER 16, 2020– 12 Noon**

**MINUTES**

1. **Call to Order:** By Fred Prime at 12:14 p.m.

Present remotely: Bryan Food, Kelly Garrett (Mayor), Bobbi Lovins, Sheryl Mitchell (City Administrator), Fred Prime, Pam Shermeyer

Absent without Notice: Cory Fortson

Other Present: Cori Dahl (DDA Specialist), Susie Stec (DDA Director)

*Motion to excuse Dan Sugg and Dan Verderbar by Shermeyer, second by Lovins; approved unanimously on roll-call vote.*

1. **Approval of the Agenda**

*Motion to approve agenda by Lovins; unanimously by roll-call vote.*

1. **Approval of Minutes**
	1. Board of Directors meeting – September 18, 2020

*Motion to approve amended minutes to retroactively approve excuses by Shermeyer, second by Lovins; approved unanimously on roll-call vote.*

1. **Financial Review**
	1. Stec provided a brief overvfiew of the June 2020 final numbers and September 2020 Revenue & Expense, Acitivity

*Motion to receive and file financial reports from September 2020 by Garrett, second by Shermeyer; unanimously on roll-call vote.*

1. **Committee Reports**
	1. Promotions: Dahl provided an update on Lathrup Business Bingo, Winter Market, and Lovin’ Lathrup Village merchandise
	2. Economic Vitality: Stec provided a brief update on the Lovin’ Lathrup Business Relief Mini-Grant program that provided grant money to 17 businesses totaling $34,000.
2. **Other Business**
	1. Director Report: Stec provided a brief overview on the Director Report.
3. **Old Business**
	1. The Board of Directors will consider drafted Bylaw Amendments for the next meeting.
4. **New Business**
	1. Alleyway discussion: The alleyway will be looked at the next meeting. The group discussed looking into a capital improvement plan for alleyways and repairs.
	2. Recovery Planning – Workplan Development (National Main Street Center & MSOC); The group discussed the benefits of working with National Main Street Center for a recovery plan, and it will be discussed more in depth at the executive committee meeting.
5. **Public Comment-none**
6. **Adjourn** *Motion to adjourn by \_\_\_, second by Mitchell. Adjourned at 1:15.*