

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY WAS HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 N. FOURTH ST., TUESDAY, FEBRUARY 23, 2016

- I. Chairman called the meeting to order at 12:06 p.m.
- II. **Present:** Rusty Showalter, Autumn Hunter, Mark Wait, Sandy Rabidue, Joanne Bennett.
Absent: Joseph Clark, Teresa Henry and Samantha Fabbri
Others Present: City Manager, Heather Grace

III. **Additions to agenda – None**

IV. **MOTION BY WAIT, SECOND BY RABIDUE, TO ACCEPT THE MINUTES FROM THE REGULAR SCHEDULED DDA METTING HELD NOVEMBER 24, 2015**

Yes – Showalter, Hunter, Wait, Rabidue, Bennet

No – None

Absent – Clark, Henry, Fabbri

Motion carried

V. **MOTION BY BENNET, SECOND BY RABIDUE, TO PAY THE BILLS IN THE AMOUNT OF \$21.14**

Yes – Showalter, Hunter, Wait, Rabidue, Bennett

No – None

Absent – Clark, Henry, Fabbri

Motion Carried

VI. **Bids – None**

VII. **Reports and/or comments**

A. Chairman Report

Chairman Showalter spoke with Mr. Evergreen regarding the DDA Flower Project. Discussed why flowers did not thrive last year based on previous performance. Mr. Evergreen stated that if the same soil was being used from year to year that we would want to add a time release plant food to the soil to replace nutrients lost from prior year. Mr. Evergreen stated that this additive could be purchased through them at about \$35 per 50lbs bag, and felt only one bag would be needed.

MOTION BY RABIDUE, SECOND BY WAIT TO PURCHASE FLOWERS AND PLANT FOOD FROM WEST BRANCH GREENHOUSE AT A COST NOT TO EXCEED \$3050.

Yes – Showalter, Hunter, Wait, Rabidue, Bennett

No – None

Absent – Clark, Henry, Fabbri

Motion carried

Chairman Showalter also reported that the downtown would be in need of replacement American Flags as the DPW Superintendent; Dennis Jameson stated they were tattered and faded. Also stated his department would also need some replacement poles to replace bent or stolen ones. Showalter stated he would begin to research and gather prices.

B. Member Reports

Rabidue spoke more on the flower project and wanted to know who was going to do the planting of the flowers and felt we should come up with a watering schedule for the street side planters. It was discussed to look into having the Girls Scouts do the planting and if DPW would be able to do the watering.

C. City Manager Report

City Manager, Heather Grace stated that the Girl Scouts had done the planting the previous year and though they did a great job. Also stated that it may be something we can work with them allowing the participants to earn a patch for there community service. Grace went on to explain that Nancy Griffin has always planted and watered the flower at the Fireman’s Memorial, but seemed to think Nancy had stated that she was looking to pass this on to another entity.

Manager Grace also commented on the troubles we have had making contact with MEDC Representative Dan Leonard, and that we are at a stand still on the façade grant until we can get further information from him.

Manager Grace also recommended we should look to reschedule the March DDA meeting as the regular meeting would fall at the same time of the MML Capital

Conference and multiple members would not be available. Showalter stated he would look at available dates and email all members to come up with a rescheduled date.

VIII. New Business – None

IX. Old Business – None

X. Public Comment - None

XI. Adjournment

Chairman Showalter adjourned the meeting at 1:13 p.m.

March meeting to be determined by Showalter



Rusty Showalter

(submitting minutes on behalf of Secretary Fabbri due to absence)