

SPECIAL MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY WAS HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 N. FOURTH ST., FRIDAY, JUNE 10, 2016.

- I. Chairman Showalter called the meeting to order at 12:06 p.m.
- II. Present: Mark Wait, Teresa Henry, Sandy Rabidue, Samantha Fabbri, Rusty Showalter, Joann Bennett
- Absent: Joseph Clark, Autumn Hunter
- Others present: City Manager, Heather Grace; Mayor, Bill Ehinger; EDC Director, Mandi Chasey

- III. Additions to agenda
- None.

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- IV. **MOTION BY BENNETT, SECOND BY RABIDUE, TO ACCEPT THE MINUTES FROM THE REGULAR DDA MEETING HELD APRIL 26, 2016.**

Yes – Wait, Henry, Rabidue, Fabbri, Showalter, Bennett

No – None

Absent – Clark, Hunter

Motion carried

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- V. **MOTION BY RABIDUE, SECOND BY WAIT, TO PAY THE BILLS IN THE AMOUNT OF \$5222.26**
Pizza \$22.26, Fountain repair \$5200

Yes – Wait, Henry, Rabidue, Fabbri, Showalter, Bennett

No – None

Absent – Clark, Hunter

Motion carried

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- VI. Bids

Facade Grant – Bids opened June 7, 2016. Showalter agreed to allow Rabidue to abstain from voting in architect selection due to participating in the facade program. After lengthy discussion and review of all submitted bids, **MOTION BY FABBRI, SECOND BY WAIT TO ACCEPT BID FROM THE SPICER GROUP.** City Manager Grace will check references and contact the city of Caro to verify their experience with The Spicer Group.

Yes – Wait, Henry, Rabidue, Fabbri, Showalter, Bennett

No – None

Absent – Clark, Hunter

Motion carried

VII. Reports and/or comments

A. Chairman Report

Chairman Showalter addressed the board in regards to façade participants. There are 8 participants in the first round of façade enhancements.

Office Central, Loggers Depot, Crafts Emporium, Abigail's Antiques, Fritz Crecine Insurance, Old Kimball Glass, Traverse Global Holdings
Schmitt Tire & Gas

B. Member Reports – None

- C. City Manager Report – City Manager Grace discussed the year end revenue and expenditure report. Report is not completely accurate due to software currently being updated. The YTD balance has accurate figures. Chairman Showalter and City Manager Grace met to put together a potential budget that will be voted on at a later date. A proposed PA system has been added to the budget, but not voted on, as well as funds for an administrator to take over the minutes and fielding phone calls, etc. for the DDA. The budget being a tool, can be amended and changed.

MOTION BY RABIDUE, SECOND BY FABBRI TO ADOPT THE PROPOSED BUDGET FOR NEXT FISCAL.

Yes – Wait, Henry, Rabidue, Fabbri, Showalter, Bennett

No – None

Absent – Clark, Hunter

Motion carried

VIII. New Business

- A. Back to the Bricks Drone Advertising - **MOTION BY RABIDUE, SECOND BY WAIT TO PAY \$1200 FOR DRONE 60-90 SECOND VIDEO OF CITY.** The video can be used to promote West Branch, used on city website, social media outlets, etc.

Yes – Wait, Henry, Rabidue, Fabbri, Showalter, Bennett

No – None

Absent – Clark, Hunter

Motion carried

- IX. **Old Business** – Chairman Showalter shared that all flowers have been planted. Working with Dennis Jameson on a watering schedule. Discussed no longer paying for Steurnol's flowers since the city doesn't pay for any other businesses flowers. The fountain repairs are in the final stages, almost ready to be turned on. Want working by June 14th for the Back to the Bricks. A pump may be need to be replaced, but won't know until water is actually put back in. **MOTION BY FABBRI, SECOND BY WAIT TO PURCHASE PUMP IF IT DOES BECOME NECESSARY.**

Yes – Wait, Henry, Rabidue, Fabbri, Showalter, Bennett

No – None

Absent – Clark, Hunter

Motion carried

- X. **Public Comment** – None

- XI. **Adjournment**

Chairman Showalter adjourned the meeting at 1:12 p.m.

Next meeting is July 26, 2016 at noon.

Rusty Showalter
for
Samantha Fabbri

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