

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET,  
TUESDAY, OCTOBER 23, 2018.

Chair Fabbri called the meeting to order at 12:00pm.

Present: Samantha Fabbri, Autum Hunter, Denise Lawrence, Joe Clark, Joanne Bennett,  
Sandy Rabidue

Absent: None

Others present: Clerk Treasurer John Dantzer, Deputy Clerk/Treasurer Michelle Frechette,  
Planning Commission Chair Robert David

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**MOTION BY CLARK, SECOND BY FABBRI, TO APPROVE THE MINUTES FROM  
THE MEETING HELD SEPTEMBER 25 AND OCTOBER 3, 2018.**

**Yes – Clark, Fabbri, Hunter, Lawrence, Bennett, Rabidue**

**No – None**

**Absent – None**

**Motion carried**

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No bills were submitted for approval.

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Chair Fabbri gave the chairperson report. Passed out joint DDA meeting list. Discussion on  
changing fund line name, currently named Downtown Events, back to Retail Merchants.  
Discussion on school geocaching/trick or treat event downtown.

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Member Bennett – pointed out the notice posting error (still had Kelli’s name as admin).  
Passed around a shipshewana map/brochure as potential idea for the shopping guide.

Member Rabidue – discussion on a refund form from the Standish DDA for exempt Personal  
Property tax.

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Bob David had discussion on the Planning Commission Master Plan update.

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Discussion on a Project Rising Tide Fellowship position. Opportunity for City to have a grant funded position for one calendar year. Potential candidate has former Main Street Manager experience. It was noted that if any member had questions they would like to see at the interview to let the City Manager know.

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Discussion on the Development Plan during the joint DDA meeting. John I needs a decision this week if we want to take part in. Have the Fellow work on items for the Plan, look for grant monies, buying/selling property, increase tax base, reestablish bond with the business community, resurface parking lots, etc.

**MOTION BY RABIDUE, SECOND BY CLARK, TO COMMIT UP TO/NOT TO EXCEED \$2,500.00 FOR THE CITY'S DEVELOPMENT PLAN.**

**Yes – Clark, Fabbri, Hunter, Lawrence, Bennett, Rabidue**

**No – None**

**Absent – None**

**Motion carried**

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Discussion on selling the showmobile. Was a total cost up front to us of \$6,023.70, trailer and new tires. Discussion on selling options. Minimum bid of \$5,000.00 and mail notice to Fair Board and Cities with a bid due date of January 2019 before the DDA meeting.

**MOTION BY CLARK, SECOND BY FABBRI, TO HAVE THE DDA ADMINISTRATOR CREATE A REQUEST FOR SEALED BIDS FOR THE SALE OF THE SHOWMOBILE (MINIMUM BID OF \$5,000) AND POST ON THE CITY'S WEBSITE, FACEBOOK PAGE AND CLERK'S LISTSERV.**

**Yes – Clark, Fabbri, Hunter, Lawrence, Bennett, Rabidue**

**No – None**

**Absent – None**

**Motion carried**

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Update on the stair project – the handrails are all done. Just waiting on a final bill from the contractor.

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Discussion on the Project Rising Tide Housing Study. A vote to pay a participation fee no longer needed and the study is moving forward.

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Discussion on the budget review and amendment – ok for the Clerk to do this.

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Discussion on the Annual Maintenance Agreement. It is a contract/agreement between the City and the DDA to be reviewed yearly. Questions were raised on the how long the DDA had to keep the Pocket Park maintenance/repairs/etc as a DDA responsibility.

For the current remainder of this fiscal year, the amount will be adjusted accordingly.

**MOTION BY WALTERS, SECOND BY HUNTER, TO APPROVE THE ANNUAL MAINTENANCE AGREEMENT AS PRESENTED WITH THE CORRECTION OF THE DATE CHANGE.**

**Yes – Clark, Fabbri, Hunter, Lawrence, Bennett, Rabidue**

**No – None**

**Absent – None**

**Motion carried**

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Chair Fabbri adjourned the meeting at 1:02 pm.