

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY WAS HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST., WEST BRANCH, TUESDAY, OCTOBER 25, 2016.

- I. Chairman Showalter called the meeting to order at 12:07pm.
- II. Present: Rusty Showalter, Autumn Hunter, Samantha Fabbri, Sandy Rabidue.
Absent: Mark Wait, Joseph Clark, Joanne Bennett, Mayer Ehinger.
Others Present: West Branch City Police Chief, Ken Walters, GPSCR Coordinator, Kelli Collins, West Branch City Manager, Heather Grace.
- III. **Additions to Agenda** - none.
- IV. **MOTION BY RABIDUE, SECOND BY HUNTER, TO ACCEPT THE MINUTES FROM THE DDA MEETING HELD SEPTEMBER 27, 2016.**
Yes - Rusty Showalter, Autumn Hunter, Samantha Fabbri, Sandy Rabidue.
No - None.
Absent - Mark Wait, Joseph Clark, Joanne Bennett, Mayer Ehinger.
Motion carried.
- V. **Bills** -

Bills were presented. Manager Grace asked to make a change to the invoice from Rathole Kustom. ORV Parking and paint is not a DDA expense. Grace suggested \$205 as DDA expense and the remaining cost be billed to the city. Showalter discussed the bill from Spicer Group on the Facade program for \$5400. One more bill is expected but we are still on budget. There have been no additional charges for Rabidue's Rendering. In addition to bills not in packet: Showalter presented a bill for \$16.00 from J&P for a plaque for Nancy Griffin, Wal-Mart \$166.93 for food/supplies for the Appreciation Luncheon, and Ritters for today's pizza \$27.37.
MOTION BY FABBRI, SECOND BY RABIDUE, TO ACCEPT AND PAY ALL BILLS AS PRESENTED.
Yes - Rusty Showalter, Autumn Hunter, Samantha Fabbri, Sandy Rabidue.
No - None.
Absent - Mark Wait, Joseph Clark, Joanne Bennett, Mayer Ehinger.
Motion Carried.
- VI. **Bids** - None.
- VII. **Reports and/or comments-**

Showalter advised in their packet is a picture of the sign for the restrooms. It will be burgundy and gold. It will be mounted and readable from both directions. Grace advised she is checking to see if the High School has a student who could make the mounting brackets as part of the Smiley Helper Program.

Chairman Report -

Showalter advised Wait will be putting in his resignation letter due to conflicts with scheduling of DDA meetings the same time as Mercantile. The DDA is in need of filling 2 seats on the board.

The Bill for DDA's has passed legislation but due to the 300 page length Showalter has not had time to go through it in entirety. Grace stated there will be some changes in regards to reporting of disbursements DDA makes.

Rusty advised the fountain repair was approved but part of the repair of glazing the base may not need to be done. If so, we can expect approximately a \$1000 reduction in the bill.

Christmas lights were discussed and they have been ordered. They will go up after the fall decorations come down. A total of 24 sets were ordered for a cost of \$654. It was agreed to put 2 strands per tree and 3 if needed. All lights will be white this year.

Flags were discussed and noted the poles are bending from the winds. The flags are also fading very badly. Rabidue will call the company to inquire on this. Fabbri questioned the length of time a flag is projected to last. Showalter advised they used to last 3-4 years but quality has seemed to diminish.

Showalter reminded everyone we need to start thinking of the flower pot project for next season as they need to be ordered by mid January. All agreed they would like to see the same selection for next year the same as they chose the 1st year. Watering is still an issue and needs to be addressed before next summer.

City Manager -

Grace advised on a meeting she had October 4, 2016 with Mandy Chasey and MEDC. They did a walk-around to participants of the facade program and several wanted to make some changes. Many have not followed up with Grace to date. Rabidue stated she has spoken directly to Dave about any changes for her business. Grace explained the inflated numbers due to prevailing wage and how the process works when grant money is involved. Everyone expressed this first round of the facade program has been a learning and educational experience and hope the next round goes more smoothly and quickly.

VIII. New Business-

The DDA Strategic Plan was discussed. Showalter advised the state is moving towards Redevelopment Ready Communities and funding for grant programs. DDA is required to be a part of this program. We will be implementing a Strategic Plan for our DDA soon. This plan is very similar to a Master Plan. Showalter advised all members of the DDA will be involved in this plan. Showalter asked that all members read through the South Haven DDA Strategic Plan included in their packet and let Manager Grace or himself know of any ideas for our DDA.

IX. **Old Business -**

Showalter referred to the copy of the invitation the DDA sent for the Bell Tower area Celebration Picnic. Showalter also presented book markers and magnets made by Nancy Griffin. He informed the DDA has ordered 24 Smiley Helper T-shirts for the Volunteers. Jane Hutchinson recommended that the back of the T-shirts say "VOLUNTEERS - CAN make a difference!" . Hutchinson has agreed to pay for the printing on the back of the T-shirts. Kelli has contacted J&P and they will get back with her on a price. Grace agreed this was a good idea and would like to add this to all the future T-shirts once we get the price difference and upon a decision from Council.

X. **Public Comment - None.**

XI. **Adjournment -**

Chairman Showalter adjourned the meeting at 12:59pm.

Respectfully Submitted,
Kelli Collins
GPSCR Coordinator