

SPECIAL MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY WAS HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST, WEST BRANCH, TUESDAY, DECEMBER 20, 2016.

- I. Chairman Showalter called the meeting to order at 12:00 pm.
 - II. Present: Rusty Showalter, Joanne Bennett, Sandy Rabidue, Samantha Fabbri.
Absent: Joseph Clark, Mayer Ehinger, Autumn Hunter.
Others Present: West Branch City Police Chief, Ken Walters, GPSCR Coordinator, Kelli Collins, West Branch City Manager, Heather Grace.
 - III. **Additions to Agenda -**
Resume received from Jayson D. Stroebel for the open position on the DDA Board.
Fountain Shrink Wrap estimate for \$500. Discussion was held on past problems with frost. Another suggestion was building a fence. It was agreed to not shrink wrap the fountain and pursue possible fencing in the spring. Showalter asked everyone's opinion of when to close the bathrooms. The board agreed to close them now that the parade and Christmas Fantasy are done.
 - III. **Bills-**
Showalter presented the bills as follows: Ink & Thread \$276.86, Finished Concrete \$3,936, Medler Electric \$274.51, Display Sales \$624 previously approved with additional \$30 for shipping/handling, Ace Hardware \$755.16, West Branch Automotive \$9.45, Tractor Supply Company \$14.99, Ritters \$14.55, West Branch Merchants \$7,500.
MOTION BY RABIDUE, SECOND BY BENNETT, TO ACCEPT AND PAY ALL BILLS AS PRESENTED.
Yes - Rusty Showalter, Joanne Bennett, Sandy Rabidue, Samantha Fabbri.
No - None.
Absent - Joseph Clark, Mayer Ehinger, Autumn Hunter.
Motion carried.
 - IV. **Bids -**
None.
 - V. **Reports and/or Comments -**
Showalter advised due to inconsistencies in lights it was decided not to put lights on the West end. Replacing the trees in the brick beds was discussed. They are not the "right" tree for that area which is causing bricks to heave. A species of Pear Trees was discussed for replacement. Showalter suggested getting a bid for 8 trees which need replaced.
Rabidue expressed concern over the high costs of purchasing/replacing decorations each year. It was suggested to get bids on hiring contractors/businesses to do this service for DDA each year - as a type of rental/contracted agreement. Manager Grace stated she could contact Roscommon City to see who they have do their decorations. Showalter also will contact a contractor he knows of that does this type of work. It was agreed it may be more cost effective to hire this service out vs. owning/purchasing/labor of our decorations.
- Chairman Report -**
Showalter presented the Free Monument Lighting Program through Medler Electric and RAB Lighting which will donate \$1000 in LED fixtures per site. They will also create a free lighting design layout to properly illuminate the site. The municipality is responsible for hiring

contractors and paying labor costs. Showalter suggested the municipal flag at City Hall and the Bell Tower on Houghton Avenue as potential sites. Showalter will get bids.

Showalter advised that a new policy has been put in place that prevents a City Council Member from being Chair of another board/committee. Anyone already serving this position is "grandfathered" in but going forward it will not be allowed.

Showalter presented a flag which was displayed downtown since May. It was very faded. Rabidue has spoken to the company and they advised to mail it back so they can inspect it. Showalter also volunteered to launder one and see if it comes clean.

All renderings for the Facade Grant have been submitted to SHPO. We are awaiting a response to see if our project is approved.

City Manager -

Nothing to report.

VI. New Business-

Showalter advised our GL numbers for 2 line items are duplicated - one states "Improvements" and the other "General Improvements". Due to confusion on the difference not being clear, it was agreed to combine 248.000.000.935.700 and 248.000.000.938.700 and describe it as "Improvements". All agreed to eliminate General Improvements and combine the budgeted amount in that line with Improvements.

VII. Old Business -

The Showmobile was discussed. It only rented one time last year. Due to lack of rentals and costs associated with it, a suggestion was made to sell it or donate it. Discussion was held on other entities that helped purchase it. Manager Grace asked the board to decide the fate of the Showmobile so she can begin to prepare the budget for the next year.

Minutes of the last meeting were not approved due to lack of quorum at this time of the meeting. It was agreed to approve them at the next meeting.

VII. Public Comment -

None.

IX. Adjournment -

Chairman Showalter adjourned the meeting at 1:07pm.

Respectfully Submitted,

Kelli Collins
GPSCR Coordinator