

ITHACA DDA
REGULAR MEETING
MINUTES FROM MAY 13, 2014

Called to order at 12:15 p.m. by Chairman Kevin Collison

Members present: Chairman Kevin Collison; Members: Dave Nelson; Jim Wideman; Marci Browne; Aaron Hale; Liz Dudek; Dave Weber; Lilly Smith

Staff present: City Manager Craig Zins,

Public present: NONE

Public comment: Chairman COLLISON asked for public comments; None were given

Downtown Buildings:

*Manager Zins stated he had talked to a client who is possibly interested in the old hardware building, and was hoping to hear more from them soon. Marci Browne stated that a realtor from Alma showed the building last Friday, and she believed it was the same client that Craig had talked to.

*Manger Zins said there is a new owner for the building next to My Sisters Closet, and that the new owner would be attending the MSHDA meeting on the 28th regarding grants for downtown businesses. The owner doesn't own any businesses himself, however he buys buildings to fix up, and then rent to other businesses.

* Manager Zins talked about the water leak at Nancy Morgan-Buccilli's building at 129 E Center Street. The leaked caused over a million gallons of water to be used, resulting in a \$4774.19 utility bill. Discussion was held about the condition of the building, and whether or not we could start a condemnation process due several factors. Other possible solutions for the building were discussed as well as it's a safety concern, and something needs to be done.

*Discussion was held on the Assistant to the City Manager position and their role as DDA Director/Code Enforcement Officer. Jim Wideman and Dave Weber do not feel it would be a good idea (fit) for the same person to do both.

*Center for Women's Health (Carson) is moving into the Beebe building where curves used to be. This will be a great addition to our downtown.

Budget 2014-2015:

Discussion was held on the 2014 - 2015 budget.

Motion made to accept the 2014-2015 budget. Moved by Wideman second by Weber to approve the 2014 - 2015 budget.

New Business:

*Marci is going to relist Wetzel building at \$24,900; Hardware building at \$69,900 for 6 months.

Motioned approved to relist the buildings above. Moved by Weber; Second by Dudek; Marci abstained.

* Discussion held on new DDA Director/new Board Member to replace Scott Kimmel. Tony Duplessis, new owner of 101 Center, has shown interest. Liz was going to touch base with him again on this matter.

Meeting adjourned at 1:00 p.m.

ITHACA DDA
REGULAR MEETING
MINUTES FROM July 8, 2014

Called to order at 12:05 p.m. by Chairman Kevin Collison

Members present: Chairman Kevin Collison; Members: Liz Dudek; Lilly Smith; Marci Browne; Aaron Hale

Staff present: City Manager Bill Cousins, Jennifer Reed

Public present: Steve Bakker, David Nelson

Public comment: Chairman Collison asked for public comments; None were given

Approval of Minutes:

Motion made to accept the Minutes from May 13, 2014. Moved by Hale second by Dudek to approve the Minutes. All were in favor.

Grant Updates:

Update was given on the Streetscape and Farm Market project on North & South Pine River and North & South Main Street. Final bids have been approved. Farm Market Pavilion will be half the size to what was originally planned to meet budget costs. Work was started 07/07/2014 and will be completed in four (4) phases all to be done around September 15th, 2014.

ROUNDTABLE:

- Aaron Hale informed us that the outdoor seating area at Hometown Cellars is going great! Patrons have really been enjoying it, and there have been no issues. The equipment was installed/prepared to be easily removed during the winter months, so snow removal during that time will not be an issue. Fun Fest planning continues and flyers should be available in about two weeks. There will be many new events, including a full carnival.
- Marci Browne stated that real estate is moving really well in Ithaca. She has had several closings the past few weeks and even had an interested party in the Wetzel building that Merchant's Excavating is currently renting. They are interested in putting apartments upstairs in the building as well. She should hear back from them soon. Not much activity on the Hardware building, and Marci is going to check on the building next to My Sisters Closet to check to make sure that sale went through. Bill is also going to work on helping to coordinate getting the old hardware sign down off the building.
- Lilly Smith had several good ideas to utilize the hardware building, however the condition the building is in causes safety concerns, as well as the amount of time needed to make it in a good condition to hold events. It would be hard to make any kind of profit and losing money would be a concern. At this point, selling the building is what we are focusing on.
- Liz Dudek mentioned that smoking on downtown Center Street is an issue, and questioned on what could be done about the issue. Ideas were thrown around, and she will talk to some of the neighboring businesses and see what can be done.

Old Business: None

New Business:

* Discussion held on Board Member positions that are open. They will check around and see who is available and has interest in joining.

Meeting adjourned at 12:55 p.m.

Kevin Collison, DDA President

ITHACA DDA
REGULAR MEETING
MINUTES FROM September 9, 2014

Called to order at 12:30 p.m. by Secretary/Treasurer Janet Strong

Members present: Secretary/Treasurer Janet Strong; Members: Liz Dudek; Kim Hodges; Shelly Betancourt; Aaron Hale; Dave Weber.

Staff present: Jennifer Reed

Public present: Steve Bakker, David Nelson, Mark Abenth

Public comment:

Mark Abenth was given the opportunity to share his ideas regarding the South School working together with the downtown district businesses. This is something that he has put together the past 3 years, and this year he had low participation. He wanted to make the board aware of the opportunity, and ask them to help spread the word to other local businesses that this opportunity is out there and he is open to any ideas and/or suggestions. With this program, the South Elementary students help participate with the local businesses in all different ways such as bussing tables at restaurants, offering samples at local grocery stores, putting on a demonstration, etc... anything is possible. He also offered to send information/specials home in the Friday folders for the local businesses.

Approval of Minutes:

Motion made to accept the Minutes from July 8, 2014. Moved by Hale second by Dudek to approve the Minutes. All were in favor.

Farmers Market:

Discussion was held regarding the continued construction on the Farm Market and the fee schedule. Jennifer Reed presented the recommendations from the City Manager regarding the fees. Liz Dudek suggested that we keep the seasonal at \$100 for the first 10'x10' space and an additional \$20 for each additional 10'x10' space. This was unanimously agreed upon by the board.

Billboard US127:

Discussion was held regarding the Billboard on US127. The contract is up for the current businesses who are advertised on the billboard, and we need to get 3 new ad's up on the billboard. After calculation of the electricity and the cost of the billboard, Jennifer Reed suggested that the fee be adjusted from \$600 per ad to \$750 per ad. Discussion was held, and the board unanimously agreed. Advertisements will be sent out to the community letting them know we are looking for businesses who are interested in advertising on the billboard. Preference will be given to new businesses first, and to businesses who have never been on the billboard before.

ROUNDTABLE:

- Members expressed concern over the Streetscape project regarding both the benches and the sidewalks. Many feel the benches are too close the road/parking spaces, and it does not give enough room for residents to use the benches. If they could be moved back from the road, or even up closer to the businesses, it could make a difference. It was also mentioned that the sidewalk area in front of It's all About You Salon, and Kendall's Pharmacy is sloped, and several residents have fallen. They are concerned what is going to happen during the winter months, if it's already an issue now. Jennifer Reed mentioned that the City is aware of the problem and that they are working on a solution.

New Business:

Motioned made by Aaron Hale, second by Dave Weber to wait until next meeting to appoint positions.

Meeting adjourned at 1:10 p.m.

Kevin Collison, DDA President

ITHACA DDA
SPECIAL MEETING
MINUTES FROM September 16, 2014

Called to order at 2:00 p.m. by President Kevin Collison

Members present: President Kevin Collison; Members: Liz Dudek; Tony Duplessis; Kim Hodges; Marci Browne; Lilly Smith; Aaron Hale

Members Absent: Janet Strong; Dave Weber; Shelly Betancourt; Mayor Tim Palmer

Staff present: Jennifer Reed; Clerk/Treasurer Barbara Fandell

Public present: None

Public comment:
None

Sale of Property at 127 E. Center Street:

Moved by Dudek second by Smith to accept the sale of the building for \$18,000 less normal closing costs and authorize President Kevin Collison and Secretary Janet Strong to sign at the closing of the sale on behalf of the Downtown Development Authority.

Yeas: (6) Collison, Dudek, Duplessis, Hodges, Smith, Hale

Nays: (0)

Abstain: (1) Browne

Motion carried.

Meeting adjourned at 2:10 p.m.

Kevin Collison, President

Jennifer Reed, Recording Secretary

ITHACA DDA
SPECIAL MEETING
MINUTES FROM Friday October 3, 2014

Called to order at 10:00 AM. by President Kevin Collison

Members present: President Kevin Collison; Members: Liz Dudek; Tony Duplessis; Kim Hodges; Marci Browne; Lilly Smith; Aaron Hale; Janet Strong; Dave Weber

Members Absent: Shelly Betancourt; Mayor Tim Palmer

Staff present: Clerk/Treasurer Barbara Fandell; Interim City Manager, Bill Cousins

Public present: None

Public comment:
None

Sale of Property at 119* & 125 E. Center Street:

Bill Coty - Coty Properties offered \$40,000 to close by 12/01/2014. Marci noted it could be earlier pending financing. He is working with bank.

Kevin Collison stated he has made it clear that \$40,000 is his top offer and Marci confirmed based on conversations and research, he plans to invest \$50k-70k into it. He also mentioned that Bill Coty owns several properties in Saint Louis and they are all kept up.

Dave Weber stated that if he is committed to invest, then he feels the DDA should go through with the sale.

Bill Cousins stated that the terms of purchase box was not checked. Marci said the New Mortgage box should be checked, and if anything changed all it would be would be that the closing would move up to an earlier date.

Moved by Dave Weber second by Lilly Smith to accept the sale of the building for \$40,000 less normal closing costs and authorize President Kevin Collison and Secretary Janet Strong to sign at the closing of the sale on behalf of the Downtown Development Authority.

Yeas: (8) Collison, Dudek, Duplessis, Hodges, Smith, Hale, Strong, Weber

Nays: (0)

Abstain: (1) Browne

Motion carried.

Meeting adjourned at 10:08 AM

Kevin Collison, President

Jennifer Reed, Recording Secretary

ITHACA DDA
REGULAR MEETING
MINUTES FROM TUESDAY OCTOBER 14, 2014

Called to order at 12:00 PM. by Chairman Kevin Collison

Members present: Chairman Kevin Collison; Members: Liz Dudek; Tony Duplessis; Kim Hodges; Marci Browne; Lilly Smith; Dave Weber

Members Absent: Shelly Betancourt; Mayor Tim Palmer; Janet Strong & Aaron Hale

Staff present: Clerk/Treasurer Barbara Fandell; Jennifer Reed

Public present: None

Public comment:
None

Approval of Minutes:

Moved by Collison, second by Browne to approve minutes from the Regular Meeting on September 9, 2014, Special Meeting on September 16, 2014 & Special Meeting on October 3, 2014. Motion carried.

Election of Officers:

Moved by Duplessis, second by Browne to elect Liz Dudek as Chairman, Kevin Collison as Vice Chair and Dave Weber as Secretary/Treasurer for the year. Motion Carried.

Oath of Office:

Oath of office was administered by Clerk/Treasurer Barb Fandell for the following Board members: Chairman Liz Dudek; Vice Chair Kevin Collison; Tony Duplessis; Dave Weber; Marci Browne & Kim Hodges.

(Chairman Liz Dudek took over meeting at this point)

Roundtable:

Browne stated that real estate is moving very well. Hardware building is on schedule to close at end of October instead of December if all continues to go well.

Weber is planning on building an outside storage building behind his business. Just waiting on planning commission approval which he is hoping to get tonight. All else is going well.

Hodges is working with the South School who is interested in buying the extra lot she owns next to her house. She held her first "Lets Do Lunch" with the Chamber this month and it went very well. She had a great attendance and was very pleased with how it went. This was also the first "Lets Do Lunch" that has been held in the City.

Dudek would like (the board) to reach out to potential buyers in town and let them know who they are and what they do. The City has had a lot of interest in downtown buildings lately and making potential buyers aware of who they are and what they do can have a positive impact.

Contribution to Farm Market Project:

Clerk/Treasurer Fandell discussed with the board the \$35,000 that was pledged to the City for the Farmers Market portion of the DIG Grant. This contribution from the DDA is to be paid back when the Hardware building sold. She requested approval to transfer the funds when the building sale is closed.

Moved by Collison, second by Weber to allow Clerk/Treasurer Fandell to transfer funds in the amount of \$35,000 to the City for the DIG Grant Farmers Market once the closing is final and funds are received. Motion Carried.

Discussion was held on the Farm Market and the new pavilion going up. Reed informed the board that a few of the Farm Market vendors were worried about a space under the pavilion and having enough for current vendors. There are 6 spaces currently under the pavilion, and we have a steady 4 or 5 vendors who come most every weekend. Clarification on the fee schedule was discussed and the rates were confirmed at \$100 for seasonal vendors per space and \$10 for weekly vendors per space. If the seasonal vendors would like to have an additional space, they may purchase one for \$20, however that space would NOT be under the pavilion but next to the pavilion on the parking lot side. The board also decided after discussion that no trailers of any kind would be allowed under the pavilion.

US 127 Billboard:

We had a total of 8 businesses that were interested in having an ad on the billboard for the next year. Those businesses were: Interiors by Neville, The Hive, Gratiot Community Credit Union, 101 Center Bar, Monosem Inc., Oasis Community Church, It's All About You Salon & Mercantile Bank.

All businesses had to be within the DDA District. The board then set their criteria as preference to new businesses first, then retail business within the core downtown, other retail and then preference given to any business who was not selected last year. The businesses selected were; 101 Center Bar, Interiors by Neville and It's All About You Salon. The Hive would be given first priority next year as they were the one that was selected out and they are a new businesses which had interest. Businesses will be notified that they were selected and ads will need to be turned in by the beginning of November. A new contract will be drafted up with the criteria and will be presented at the next DDA meeting on November 11. The new billboard should be up no later than December 1st, 2014.

New Businesses:

Clerk/Treasurer Fandell gave an update on the MSHDA Grant and upcoming events in the City. Trick or Treating hours will be the same as last year from 5:30-7:30. The Gratiot Agri-Fit Challenge will be taking place at McNabb Park on November 1st and a high attendance is expected. The City has not had any follow up yet to the MEDC Grants despite high attendance to the meeting. Farm Market Pavilion should be completed by November 7th as the contractors asked for an extension due to delay of receiving materials and the rainy weather we have been having. An extension was granted from the City. Update was given on House Legislation and to keep an eye out for HB5856 on DDA reform.

Meeting adjourned at 12:55 PM

Dave Weber, Secretary/Treasurer

Jennifer Reed, Recording Secretary

ITHACA DDA
REGULAR MEETING
MINUTES FROM TUESDAY NOVEMBER 11, 2014

Called to order at 12:00 PM. by Chairman Liz Dudek

Members present: Chairman Liz Dudek; Members: Kevin Collison; Aaron Hale; Kim Hodges; Lilly Smith; Dave Weber; Shelly Betancourt

Members Absent: Mayor Tim Palmer; Janet Strong & Marci Browne; Tony Duplessis

Staff present: City Manager, Bill Cousins; Deputy Clerk, Cathy Cameron

Public present: None

Public comment:
None

Approval of Minutes:

Moved by Weber, second by Collison to approve minutes from the Regular Meeting on October 14, 2014. Motion carried.

Oath of Office:

Oath of office was administered by Deputy Clerk, Cathy Cameron for the following Board members: Aaron Hale & Shelly Betancourt.

Roundtable:

Weber said his new building behind Hub D & J Tire is coming along great, and things are going well.

Hale said his outdoor seating is coming down for the winter months, but will be back again in the spring when the snow clears.

Manager Cousins updated the board on the Farm Market Pavilion, and that it is almost complete. Electric work is set to be finished this next week. The Santa Parade & Santa house will be going under the new Pavilion and there will be reindeer and grave blanket sales under there as well. There are six outlets for use under the pavilion on the three posts (2 on each post). There has also been a request for a porta-jon at the Farmers Market on Saturdays during the months of the Farm Market. Currently, Farm Market patrons use Hearthstone for restroom use.

He also talked about the DDA to consider regular activity such as a special night once a month on a regular basis such as maybe staying open an hour later on a Friday night. Possibly bring activities for kids into the downtown.

Dudek asked about Christmas decorations for the Farmers Market. And Manager Cousins stated that he is working on the downtown decorations now, and he will see what can be done for this year, if anything. He will keep that in mind for next year.

She also mentioned that there has been someone has expressed interest in purchasing the old Rosie's Diner building. Manager Cousins said that he had called and talked to Nancy Bucilli (the current owner) regarding the water bill for the new buyers to pay. Collison asked if Council would be willing to negotiate on the bill due to its high amount. Manager Cousins stated it's a landlord/tenant issue. Collison questioned of condemnation from the City would be possible if and Manager Cousins stated he would look into that.

Collison mentioned that the corner sign outlet does not have electricity hooked up to it - could be an issue with breakers?.. Manager Cousins said that he believes that the issue has been fixed as that is what the contractors have been using for the pavilion. The breaker box is right next to the sign, if they have issues again.

Old Business

US 127 Billboard - Dudek stated that the billboard contract looked good, and asked for any additional comments. None were made. Moved by Hale, second by Betancourt to approve the US 127 Billboard Contract review. Motion carried.

She will also make contact with Randy Most and Tony Duplessis on their billboard and see how things are coming.

By-Laws of the DDA - Board is to review the by-laws from 1981. Collison said that they may have looked at them previously, but without any changes. Weber agreed it was back when Becky was here. Manager Cousins will have Jennifer Reed search through Becky's records and see what we can find. Manager Cousins also stated that Public Agency does not allow email votes. You have to have a public meeting. No action may be taken through e-mail. Smith asked what exactly is the DDA District. Manager Cousins stated that it goes out to US 127, however he will review the boundaries and report next month.

Hardware Closing - The hardware building has closed, and the new owners have started remodeling. Anderson Carpet and Tile will be moving into the building once the remodeling is completed. Reed will be meeting with Troy Anderson to talk with him and write up an article for the DDA Newsletter. Collison asked what will be going into the building where Anderson Carpet is currently located.

Weber asked if the board approved the money to pay back before \$38,000 was agreed, prior to the pavilion being cut in half? (Manager Cousins, Weber, and Collison and Dudek held a discussion on the grant and the financials of it)

AgriFit Challenge - Hale stated they had around 70 people, which was a good turn out for the horrible weather they had. Despite the bad weather, everything went really well, and they enjoyed using the fairgrounds for the event. They are hoping to hold the event again next year, and hopefully use the fairgrounds again.

New Businesses:

Highlighting businesses - Manager Cousins stated that he was going to have Jennifer Reed start e-blasting a business each month to help promote the downtown businesses. Dudek stated that this was happening in the past, and stopped sometime after Mandy left. It would be great to start it back up again.

Confidentiality discussion - Dudek talked about confidentiality and how, as board members, everyone should be cautious as to what conversations they are having and with whom. Some things need to be kept between board members. (Discussion was held regarding the sale of the hardware building and an article that ran in the newspaper about information that had leaked, supposedly from board members)

Discussion was held on the confidentiality agreement form for the DDA, and if any changes should be made to it. Maybe getting in the habit of starting to go into closed session during the financial portion of meetings could possibly help. Will add this topic to next meeting as well.

Website enhanced business listing - Manager Cousins talked about the website enhanced listing form, and if it was something we should start using again. Discussion was held on the form, and Smith stated that she uses it still and updates her listing on a regular basis. Weber suggested we charge for those who needs the DDA to help assist with updating their listing, and no charge for those who chose to update on their own. Smith said maybe \$20/ year, but can only alter a so many times per year. Collison suggested \$50 annual fee, with making quarterly changes only. Manager Cousins said we should update form and advertise both on City Site and thru DDA newsletter.

Motion to staff to set up \$50 annual fee per calendar year payment to help host Website Enhanced Listing. Moved by Collison, second by Weber to approve the Website Enhanced Listing Form. Motion carried.

Meeting adjourned at 1:00 PM

ITHACA DDA
REGULAR MEETING
MINUTES FROM TUESDAY DECEMBER 9, 2014

Called to order at 12:10 PM. by Chairman Liz Dudek

Members present: Chairman Liz Dudek; Members: Tony Duplessis; Marci Browne; Kim Hodges; Lilly Smith; Dave Weber;

Members Absent: Mayor Tim Palmer; Janet Strong; Kevin Collison; Aaron Hale & Shelly Betancourt

Staff present: City Manager, Bill Cousins; Jennifer Reed

Public present: None

Public comment:
None

Approval of Minutes:

Moved by Weber, second by Duplessis to approve minutes from the Regular Meeting on November 11, 2014. Motion carried.

Roundtable:

Kim Hodges stated that the Downtown Christmas had an okay turnout, and the weather was decent for the event.

Lilly Smith discussed an option to bring in a small splash/spray park and wondered if the City owned any land that could be an option to use. Dudek questioned how often the splash/spray park would get used since June, July and August are the only months that are relatively warm enough. Hodges mentioned that the Rotary Club recently looked into this, and the annual expense would be very high to maintain. Dudek suggested that Smith do some more research on it and get financials as well and report back at next meeting.

Browne updated us on the renovation of the hardware building. It's almost completed and Andersons started moving things over there on December 7th, 2014. The old Simply Savings building has an offer pending and there is a possible purchase agreement on the old Rosie's Diner building, however that has not been verified as of yet. Merchants will possibly be in town through part of January due to the construction of their new building taking a bit longer.

Old Business

US 127 Billboard

Billboard should go into production hopefully next week at the latest. Contracts are in the process of being signed. Depending on when the artwork is finalized and it is approved for production, we might still be able to get it up this month.

New Businesses:

Financials

The board looked over the November financial file. This will be added back to the Agenda each month. It was being missed due to the transition of Staff.

MDOT Rest Stop Booklets

Reed stated she received notice that MDOT requested that we start production on our Rest Stop booklets which go out in the spring of 2015. This was something that we did not do last year, but have done in the past. Reed suggested that businesses pay before their ad is sent in for production (maybe pay when they approve the proof) as we had issues with them not paying, even after the booklet was produced. Reed will look for information regarding the booklets and will contact E&S Graphics and Karen Weller to get a quote as they are who we used last time with production of the booklets.

Website enhanced business listing

Reed will research this further and is hoping to be ready to send out notices in January 2015. She will also work on a form that lists what the DDA Board/City has to offer to the local businesses. (etc. Constant Contact newsletter, Website listing, events..)

Meeting adjourned at 12:55 PM

Dave Weber, Secretary/Treasurer

Jennifer Reed, Recording Secretary