

City of Ithaca
Downtown Development Authority
Regular Meeting Minutes
June 15, 2020; 12:00 PM

Called to order at 12:28 p.m. by Vice-Chair Kim Hodge.

Members Present: Marci Browne, Kevin Collison, Rhonda Endter, Kim Hodge, Kristyn Roethlisberger, Deb Vusich and Mayor Alice Schafer.

Members Absent: Shelly Betancourt and Janet Strong

City Staff Present: City Manager Jamey Conn and DDA Coordinator Shelly Moffit

Approval of Meeting Agenda

Motion by Browne, second by Collison to approve the meeting agenda; motion carried.

Approval of Regular Meeting Minutes

Motion by Schafer, second by Collison to approve the minutes from the regular meeting held on December 9, 2019; motion carried.

Approval of Special Meeting Minutes

Motion by Collison, second by Vusich to approve the minutes from the Special Meeting held on January 13, 2020; motion carried.

Public Comment: No public comment was offered.

Old Business

- a. Special Projects Meeting Update. DDA Coordinator Moffit highlighted items from Special Meeting held January 13, 2020. Changing the day and time for the Farmers Market has been well received by our previous vendors and new vendor interest has increased. Letters will be sent to new businesses for interest to advertise on the DDA Billboard. Selections will be at the September 14th meeting. Ladies Day and the Art Expo Banners were cancelled due to COVID-19. The US-127 Motor Tour is still scheduled for Thursday, August 20, 2020. Meet the Merchants is on hold at the moment. Beautification of the downtown will be looked into and we continue to recognize and welcome new businesses.

New Business

- a. Financial Reports. The Board reviewed the DDA check register from 12/10/19 – 6/9/20, balance sheets, and revenue/expense reports for the period ending 3/31/20. After discussion, motion by Vusich, second by Browne to approve the financial reports; motion carried.
- b. 2020-2021 Budget Approval. After review, motion by Collison, second by Browne to approve the DDA Budget for 2020-2021.

Staff Updates

DDA Coordinator Moffit submitted her DDA Activity Report and highlighted topics which included keeping local businesses updated on funding opportunities due to COVID, the new signs for the farmers market and new advertisements for the DDA billboard.

City Manager Jamey Conn submitted his Manager's Report to the City Council dated 3/17/20 & 4/7/20.

Roundtable Discussion

Mayor Schafer reported that applications for open DDA positions submitted by Janet Strong and Shelly Betancourt will go before the next City Council meeting. She also commented on how the churches and Commission on Aging have reached out to people in need during this time.

Browne reported that a new ice cream shop is being built by Ric's Food Center and a new sign is coming soon for American Choice Realty and The Cutting Edge. She also shared how the COVID pandemic has affected her business. Hodge commented that she is very thankful for the community we live in. Gyms, barber shops, hair salons and spas were allowed to open today. Collison reported that Commercial Bank also opened today.

Public Comments

No public comment was offered.

Adjournment

Being no further business to come before the Board the meeting was adjourned at 12:56 p.m. The next DDA Informational and Regular Meeting will be scheduled for September 14, 2020 at 12:00 p.m.

Marci Browne, Secretary/Treasurer

Shelly Moffit, Recording Secretary