

**City of Ithaca**  
**Downtown Development Authority**  
**Regular Meeting Minutes**  
**September 14, 2020; 12:00 PM**

The regular meeting of the City of Ithaca Downtown Development Authority was held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-154 (COVID-19)

Called to order at 12:20 p.m. by Vice-Chair Kim Hodge.

**Members Present:** Shelly Betancourt, Kevin Collison (via Zoom), Kim Hodge, Deb Vusich and Mayor Alice Schafer.

**Members Absent:** Marci Browne, Janet Strong, Rhonda Endter, Kristyn Roethlisberger.

**City Staff Present:** DDA Coordinator Shelly Moffit, Clerk/Treasurer Barbara Fandell and Deputy Clerk Cathy Cameron.

**Approval of Meeting Agenda**

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

**Approval of Regular Meeting Minutes**

Motion by Vusich, second by Collison to approve the minutes from the regular meeting held on June 15, 2020; motion carried.

**Public Comment:** No public comment was offered.

**Old Business**

No old business

**New Business**

- a. **Financial Reports.** The Board reviewed the DDA check register from 6/10/20 – 9/2/20, balance sheets, and revenue/expense reports for the period ending 6/30/20. After discussion, motion by Betancourt, second by Collison to approve the financial reports; motion carried.
  
- b. **Select Businesses for DDA Billboard.** There were five businesses that were interested in advertising on the DDA Billboard. J Lube Services, Pins Bar & Grille, Commercial Bank, Four7 Food and Spirits and Ellens Equipment. Four7 and Ellens had been selected in the past. Commercial Bank graciously

- withdrew their request. After discussion, motion by Schafer, second by Betancourt to select J Lube Services and Pins Bar and Grille to advertise on the DDA Billboard for 2020-2021; motion carried. Skyline Outdoor Advertising submitted their quote for production and installation with no increase from last year's price of \$675. Motion by Betancourt, second by Vusich to approve the expenditure of \$675 for Skyline Outdoor Advertising to produce and install the billboard; motion carried.
- c. Downtown Construction Update. Moffit read an email from City Manager Jamey Conn with an update from Gemini Capital Management on the progress of the construction for the downtown apartments. 105 E. Center St. is slated to be finished and have final inspections and occupancy permits by the end of the month. 146 E. Center St. is on schedule and is slated to have final inspections and occupancy permits by the end of the year. They are currently installing window and insulation with drywall slated to start next week.

### **Staff Updates**

DDA Coordinator Moffit submitted her DDA Activity Report and highlighted topics which included recognizing Simmet Insurance for their anniversary of 100 years in business. The new ice cream shop owned by Sam Smith is called Big Top Ice Cream Shop and will be opening up soon. Having the Farmers Market on Tuesday's this year has increased the number of vendors and has been very successful.

### **Roundtable Discussion**

Bentancourt commented on the benefits of the Center for Woman's Healthcare moving back to the Sparrow Medical Group location for their patients. Kim Hodge reported that Daily Living HomeCare is doing well and the benefits caring for elderly people in their own home and how the waiver program operates. She has had much positive feedback for the work they do. Vusich stated that this is a busy time of the year for Burford Plumbing & Heating for furnace tune-ups and their crew is growing as they have added extra employee's. Collison reported that Commercial Bank had done 456 PPP (Paycheck Protection Program) Loans for small businesses that totaled about thirty-three million dollars and reimbursements for SBA as well. Clerk/Treasurer Fandell reported that there will be a transportation authority millage on the November 3<sup>rd</sup> election ballot which will include Ithaca, Pine River Township and the City of St. Louis. This would contract Alma's Dial-A-Ride to come into these areas. Two of the three Cities/Township would need to pass for the millage to pass. The cost of the mums for the downtown flower pots and how the cost would be funded was brought up. Last year the DDA funded the cost of \$400 for the IPC as the committee was being restructured. Collison offered to donate \$200 from Commercial Bank to help cover the cost of the mums. After discussion, motioned by Mayor Schafer, second by Betancourt to help IPC with the cost to purchase the mums knowing that Commercial Bank will donate \$200; motion carried.

DDA Coordinator Moffit will reach out to volunteers and see if they are willing to decorate the downtown lampposts for fall and homecoming again this year. The Board expressed their hopes for being able to have the annual Hometown Christmas & Santa Parade this year amid the COVID pandemic.

**Public Comments**

No public comment was offered.

**Adjournment**

Being no further business to come before the Board, motion by Betancourt, second by Schafer to adjourned the meeting at 12:49 p.m.

The next DDA Informational and Regular Meeting will be scheduled for December 14, 2020 at 12:00 p.m.

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Marci Browne, Secretary/Treasurer

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Shelly Moffit, Recording Secretary