

**City of Ithaca
Downtown Development Authority
Regular Meeting Minutes
May 13, 2025**

Following the Informational Meeting, the regular meeting of the City of Ithaca Downtown Development Authority was called to order at 11:15 a.m. by Chair Janet Strong.

Members Present:, Kim Hodge, Jared Macha, Janet Strong and Deb Vusich.

Members Absent: Marci Browne and Kevin Collison

City Staff Present: City Manager, Jamey Conn, DDA Coordinator, Shelly Moffit, and Treasurer/Finance Director Luke Klifman.

Approval of Meeting Agenda

Motion by Vusich, second by Macha to approve the meeting agenda as presented; motion carried.

Approval of Regular Meeting Minutes

Motion by Macha, second by Vusich to approve the Regular DDA Meeting minutes from March 4, 2025; motion carried.

Public Comment: None

Unfinished Business

- Downtown Flowers. DDA Coordinator Moffit reached out to Ithaca High School FFA Advisor Leslie Siefka regarding the downtown flowers. She was very enthusiastic to partner with the city to provide flowers. Her Agriscience class planted and cared for the flowers until they were ready for downtown. They turned out beautiful! The cost was more than anticipated. After reaching out to IPC Chair Josh Strand, the Ithaca Promotional Committee was willing to share in the cost. The DDA paid \$1000 and the IPC paid \$650. We are very thankful for their collaboration on this project to make sure our downtown looks great.

New Business

- Financial Reports. The Board reviewed the DDA check register from 1/31/25 – 5/7/25, balance sheets and revenue/expense reports for the period ending 3/31/25. After review, motion by Macha, second by Vusich to approve the financial reports; motion carried.
- Proposed 2025-2026 Budget. The proposed 2025-2026 DDA Budget was presented to the board. After review, motion by Vusich, second by Macha to approve the 2025-2026 Budget as presented; motion carried.
- Board Terms Expiring. DDA board member Jared Macha's term is expiring June 30, 2025. There is also a board position open for one individual who is a resident of the downtown district. Business owner Joe Padilla has submitted an application for the opening.

- 2025 Farmers Market. We have six consistent vendors for the Farmers Market this season, however, it has been a slow start thus far due to the weather not being very cooperative. The banner is up and we had \$3800 in sponsorships this year.
- Update on Businesses. Six store fronts are currently vacant. There has been interest in Bob Milks building as a event center. There has also been interest in Rob Endter's building. A pharmacy will be opening in the near future with an entrance within Ric's Food Center. Tina Castillo is back full time at her business "It's All About You Salon" and celebrating 25 years. Sage and Barrel will be having a Ribbon Cutting tomorrow to celebrate their Grand Opening.

Staff Updates

DDA Coordinator Moffit submitted her Activity Report which highlighted the organization of the Farmers Market and sponsorships. The Art Banners are done and will be hung downtown next week. The DPW will put the flowers in the downtown pots tomorrow. The VFW ceremony and parade will be Monday, May 26th at 10:00 a.m.

City Manager Jamey Conn reported that the construction on the 100 block of Pine River St. should be paved this week. The 200 block is going to be reconstructed with new curb, gutter and asphalt when the SRF project is done, which will take a bit longer.

Roundtable Discussion

Vusich reported that Clean Harbors have moved and building is vacant. Macha extended his appreciation for the opportunity and enjoyed being on the DDA Board. The Board also extended their gratitude for his service.

Public Comments

No public comment was offered.

Adjournment

Being no further business to come before the Board, motion by Macha , second by Hodge to adjourn the meeting at 11:45 a.m.; motion carried.

*The next Regular DDA Meeting will be scheduled for August 12, 2025 at 10:30 a.m.

Marci Browne, Secretary/Treasurer

Shelly Moffit, Recording Secretary

**A portion of the agenda will be dedicated for public information as required by the State of Michigan, which allows the public to be informed and provide input on the goals and direction of the DDA, including projects to be undertaken in the coming year*