

City of Ithaca
Downtown Development Authority
Regular Meeting Minutes
December 13, 2021; 12:00 PM

Prior to the meeting, City Clerk Cathy Cameron administered the Oath of Office to newly appointed DDA Board member Jared Macha, Ithaca Isabella Bank Manager.

The regular meeting of the City of Ithaca Downtown Development Authority was called to order at 12:08 p.m. by Chair Janet Strong.

Members Present: Kevin Collison, Kim Hodge, Jared Macha, Janet Strong, Deb Vusich and Mayor Alice Schafer.

Members Absent: Shelly Betancourt and Marci Browne.

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

Approval of Meeting Agenda

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

Approval of Informational & Regular Meeting Minutes

Motion by Vusich, second by Collison to approve the Informational and Regular DDA Meeting minutes from September 13, 2021; motion carried.

Public Comment: No public comment was offered.

Unfinished Business

- a. 2022 Farmers Market. The DDA Board discussed several ideas, thoughts and options for the planning of the 2022 Farmers Market. After discussion it was decided that a \$100 fee per space would be charged for seasonal vendors or a \$10 fee would be charged for weekly vendors. Registration forms and vendor fees to be paid prior to set up on market day. The first week will be offered for free to each vendor attending the market. There was discussion in regards to Ithaca businesses sponsoring the Farmers Market to help with yearly expenses. In return we would purchase a banner and display their logos at the pavilion. Collison graciously offered to sponsor \$500 on behalf of Commercial Bank. Moffit will email all the Ithaca businesses to see if they would like to be a sponsor. The flowers purchased in the spring for the downtown flower pots was also briefly discussed.

New Business

- a. Financial Reports. The Board reviewed the DDA check register from 9/1/21 – 12/8/21, balance sheets and revenue/expense reports for the period ending 10/31/21.

After discussion, motion by Collison, second by Vusich to approve the financial reports; motion carried.

- b. DDA Meeting Dates for 2022. After review, Motion by Vusich, second by Macha to approve the 2022 DDA Informational and Regular meeting dates; motion carried.
- c. 2021 Audit Financial Statement. Motion by Collison, second by Hodge to acknowledge and accept the 2021 Audit Financial Statement; motion carried.

Staff Updates

DDA Coordinator Moffit submitted her DDA Activity Report and highlighted the Ithaca Promotional Committee for the wonderful job they did organizing the “Our Hometown Ithaca Christmas” event and the immense support received from the community.

Manager Conn shared that he and Moffit had attended the Ribbon Cutting for the new owners of The Keg Party Store and it was a great turn out. Also, Healthy Horizon Nutrition, who purchased Next Level Nutrition, has applied for a permit to install a new sign for their business. They will be scheduling a Ribbon Cutting in the near future. Trident Manufacturing will be expanding to have space for material storage and Misenhelder Welding is looking to construct a new building too. Manager Conn announced that Alison Jerome is the new council member who replaced Scott Gray who did not seek reelection.

Mayor Schafer shared that the Laundromat is in the process of constructing a new storage facility. In discussion it was shared that the Jerky Man’s Shack had closed its business.

Roundtable Discussion

Mayor Schafer stated that the City Council is pleased with our City Manager Jamey Conn and the job he has done running the day-to-day operations of the city. Chair Strong stated that Alley T has been short staffed and has a hard time getting away to attend meetings. She has been seeking qualified people for hire. Collison agreed that it is difficult to find people who will show up for an interview or that is committed to work. He also shared that Commercial Bank is going to remodel the inside of the Ithaca branch with a new lobby, teller line, offices and conference room. The drive thru will be open during this process. Hodge concurred that it is difficult to find people who want to work. Vusich stated that skilled workers are hard to find. Manager Conn shared that there will be construction work at the south bound 1-27 and the on-ramp at Washington Road in mid-April.

Public Comments

No public comment was offered.

Adjournment

Being no further business to come before the Board, motion by Schafer, second by Collison to adjourned the meeting at 12:56 p.m.; motion carried.

The next DDA Regular Meeting will be scheduled for April 11, 2022 at 12:00 p.m.

Marci Browne, Secretary/Treasurer

Shelly Moffit, Recording Secretary