

**City of Ithaca
Downtown Development Authority
Regular Meeting Minutes
April 16, 2024**

The regular meeting of the City of Ithaca Downtown Development Authority was called to order at 10:30 a.m. by Chair Janet Strong.

Members Present: Kevin Collison, Marci Browne, Kim Hodge, Janet Strong and Deb Vusich.

Members Absent: Shelly Betancourt and Jared Macha.

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 as presented; motion carried.

Approval of Regular Meeting Minutes

Motion by Vusich, second by Browne to approve the Regular DDA Meeting minutes from December 12, 2023; motion carried.

Public Comment: None

Unfinished Business

No unfinished business

New Business

- **Financial Reports.** The Board reviewed the DDA check register from 12/20/23 – 4/17/24, balance sheets and revenue/expense reports for the period ending 3/31/24. After review, motion by Vusich, second by Browne to approve the financial reports; motion carried.
- **Proposed 2024-2025 Budget.** The proposed 2024-2025 DDA Budget was presented to the board. After review, motion by Vusich, second by Collison to approve the 2024-2025 Budget as presented; motion carried. Collison suggested asking for an increase in the City's contribution to the DDA Revenue of \$5,000. Currently the city contributes \$10,000.
- **Downtown Flower Quotes.** Quotes for the downtown flowerpots were received from Twin City Landscape for \$1368 and Godley's Country Floral for \$950. After discussion, motion by Browne, second by Collison to approve the quote from Godley's Country Floral for \$950; motion carried.
- **2024 Farmers Market.** There had been an inquiry about how many spaces a vendor could occupy during the market. After discussion, it was agreed that each vendor could have one space at no cost. If additional space were needed it would be a \$100 fee for the season.
- **Board Terms Expiring.** DDA board members Janet Strong and Shelly Betancourt's terms are expiring June 30, 2024. There is also a board position open for one individual who is a resident of the downtown district.

- Update on New Businesses. DDA Coordinator Moffit updated the Board on the following businesses: Jessica Williams of Rusted Roses is waiting on ordered items and for the electrician but is making progress. Jackie Woolston of Captured Memories has moved her business from upstairs above the Wagon Wheel Restaurant to the former Pink Cactus building. She is excited to have a downtown store front with windows to display her portraits. Robert and Karen Smith who purchased the former Sign of the Times building are waiting on the weather to replace the roof. Once the roof is replaced they will begin the repairs and upgrades to the inside of the store front.

Staff Updates

DDA Coordinator Moffit submitted her DDA Activity Report which highlighted the Good Morning Gratiot New Business Awards banquet, new businesses The Hay Loft, The Bulldog Group-Five Star Real Estate, and Lace and Grace Clothing Company, the Art Expo Banners and Farmers Market sponsorships.

City Manager Jamey Conn touched base on the downtown construction replacing lead service lines to the businesses. The first half of the project should be completed April 19th and then they will begin on the East side of the downtown. It is projected to be completed May 10th.

Roundtable Discussion

Browne informed the board that the Gratiot Area Chamber of Commerce is holding their Community Celebration on Thursday, May 2nd at 6pm at the Central Michigan Youth for Christ. The theme this year is “Let’s Go To The Movies.” This is when the Ithaca Person of the Year will be announced.

Public Comments

No public comment was offered.

Adjournment

Being no further business to come before the Board, motion by Vusich , second by Browne to adjourn the meeting at 11:02 a.m.; motion carried.

The next Regular DDA Meeting will be scheduled for May 14, 2024 at 10:30 a.m.

Marci Browne, Secretary/Treasurer

Shelly Moffit, Recording Secretary