

**Downtown Development Authority  
Meeting Minutes  
Virtual Meeting – per Executive Order 2020-154  
August 31, 2020**

**CALL TO ORDER:** The meeting was called to order at 8:03 a.m.

**ROLL CALL:**

Present: Todd Acker, Lori Childs, Deb Doyle, Bart Harris (signed in late), Colleen O’Toole, Anna Tirtha, Candyce Wolsfeld

Absent: Dane Deisler, Betty Fuller, Mike Malachowski, Blair Pancheck, Larry Webb

**PLEDGE OF ALLEGIANCE:** All

**APPROVAL OF AGENDA:** Wolsfeld moved, Doyle supported to approve the agenda as presented.  
Motion Carried

**APPROVAL OF MINUTES:** Tirtha moved, Wolsfeld supported to approve the minutes of the May 26, 2020 meeting as presented.  
Motion Carried

**FINANCIAL REPORT:** The City Treasurer summarized transactions since last meeting and provided a Balance Sheet and Revenue and Expenditure Report for the period ending 8-31-2020.

**PUBLIC COMMENT:** None

**ITEMS OF BUSINESS:**

- A. Discussion: Downtown Refuse Collection City Manager explained that a business owner brought this issue to the City’s attention when he was unable to put any kind of dumpster on his property because his lot is not big enough, the building itself takes up all the property. City Manager said that a plan was under consideration whereas businesses would have shared refuse collection via proposed shared dumpster locations. Jill Reynolds with Waste Management was present to answer questions. Childs asked if this was for everyone’s use or just those businesses that needed them. Dumpsters would have to be enclosed according to the Zoning Code, costs would be fairly distributed and individual businesses would be billed based on usage. Childs suggested that letters be sent to all businesses in the DDA to ask for their input. The City Manager will draft a letter to be sent to businesses in the DDA.
  
- B. Discussion: Santa’s Light Parade Discussion was had if the parade should take place this year due to covid-19. Doyle stated that Santa would not be at the Depot this year. There were many ideas discussed but ultimately the Board decided to cancel the parade and plan on having a “bigger and better” parade next year and promote “Small Business Saturday” this year. The DDA will select a theme and encourage businesses to decorate for the holiday, giving each participating business \$25.00 to help with decorations and redirect the \$1000.00 that would normally be spent on parade costs to go towards decoration for businesses and monetary prizes for the top decorated businesses. Harris moved, Acker supported to form a Light Parade Committee and allow up to \$1000.00 for decorations and prizes. Motion Carried.

- C. Discussion: Downtown Flower bid for 2021 – O’Toole told the Board that the City had been contacted by Campbell Greenhouses that due to Covid – 19, they are having difficulties getting product. They strongly suggested that we go out for bids early this year to ensure that they have the necessary product to produce the baskets for the downtown.  
It was moved by Doyle and supported by Ackers to allow the Administration to accept the bid for the flowers in the DDA and approve up to \$4,500.00.  
YEAS: Acker, Childs, Doyle, Tirtha, Harris, Wolsfeld  
NAYS: None  
Motion Carried

**CITY MANAGER’S REPORT:**

City Manager said that she hasn’t heard of any businesses closing. Candyce said that Kelly Bean closed due to the owner retiring. Childs asked about the old Citizens Bank. Harris said that he has seen activity in the building but doesn’t know any details.

Childs adjourned the meeting at 9:32 a.m.

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Lori Childs, President

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Lisa R. David, City Clerk