



MEETING MINUTES – JUNE 9, 2022

- I. **Call to Order.** Meeting called to order by Chairperson Dereck Mashburn at 8:03 am.
- II. **Roll Call.** Present: Dereck Mashburn, Mark Childs, Paul Zelenak, Tracey Murphy, Jeff Heinanen, Gary Fagin, Norm Fultz, Tanya Nevitt. Also present: DDA Director Nate Mack, Farmers Market Manager Diana Regan.
- III. **Approval of the Agenda.** Motion by Zelenak, supported by Heinanen to move the Farmers' Market Report to follow citizens' comments. Motion carries. Motion by Zelenak, supported by Heinanen to adopt the agenda as amended. Motion carries unanimously.
- IV. **Approval of the May 12, 2022 DDA Board Meeting Minutes.** Motion by Heinanen, supported by Childs to approved the minutes as submitted. Motion passed unanimously.
- V. **Citizen's Comments.** None.
- VI. **Farmers Market Report.** Market Manager, Diana Regan, reported the Farmers Market had a great opening week and the food truck rally was very successful. Regan reported there are three new vendors coming to the market over the course of the month, including Great Harvest Bread. She also mentioned there will be a First Responders' Day on June 25th and she is working on scheduling an *Adopt-A-Pet Day* as well.
- VII. **Budget Report.**
Mack reported the revenues for the farmers market were up substantially from the previous year. He noted the revenues from the farmers market were \$9,000 greater than what was budgeted for the fiscal year. Under expenditures, he noted that the hanging baskets for the downtown had been paid.
- VIII. **Presentation: National Main Street Conference, Richmond, VA, May 15-18.** Mack and Mashburn presented on the strategies and insights they obtained from the National Main Street Conference in Richmond, VA.
- IX. **New Business**
 - A. **Design Committee Application – Tyler Finnegan.** Mack presented the application from Tyler Finnegan for the Design Committee. Motion by Zelenak, supported by Smith to appoint Finnegan to the Design Committee. Motion carried unanimously.

- B. Board Application Process – Questionnaire.** Mack presented a set of questions to the board to develop a fairer and more streamlined process for the selection of new board members. After some minor alterations the application was approved and Mack was directed to send the questionnaire to the three applicants on file with the City Clerk and present them to the board at the July Board of Directors meeting.
- X. Old Business**
 - A. Farmers Market Report.** Moved up on the agenda.
 - B. Electric Vehicle Charging Stations.** Mack stated that the site plan and all other documents had been submitted to DTE, which is now working on creating a work order to have the EV stations installed. Once the work order has been created, DTE will contact Mack to begin the work. Mack did not have a timeline for when this work order will be completed.
 - C. Committee Reports. Organization.** Mashburn and Mack met to discuss National Main Street Conference and how they wanted to present the items learned at the conference. They also discussed matters pertaining to the DDA Board as well as the organizational capacity of the DDA itself. **Economic Vitality.** The committee met last week. Plans are progressing to have the Italian restaurant open in the RCA Building in June or July. Direction provided from the board to have the committee begin a downtown business inventory as well as begin to determine the ideal business mix for the downtown. **Promotions.** Nevitt says the committee will meet soon to start the planning for the Fall Ladies Night and the Holiday Spectacular. **Design.** The design committee has not met. However, work for the committee continues to occur with the pocket park.
 - D. Storm Sewer Along S. Lafayette between Liberty St. & McHattie St.** Zelenak stated there was no update from the previous month.
- XI. Board Member Comments.** Heinanen stated the conduit for the EV charging stations should be oversized in order to accommodate expansion of the system in the future. Mark Childs discussed the road improvements to Lafayette Street scheduled for 2025-2026.
- XII. Adjournment.** Heinanen made a motion to adjourn. Supported by Childs. Meeting adjourned 10:05am.