

City of Auburn
Downtown Development Authority Meeting
February 28th, 2023

City Manager: David Haag
Director: Steve Van Tol
Chairperson: Mary Williams
Treasurer: Adam Carroll
Secretary: Chad Fournier
Member/Mayor: Lee Kilbourn
Member: Scott Hartsough
Member: Pam Hagen
Member: Jane Berry
Member: Diane McNally
Member: Neil DeShano

Meeting was called to order by Mary at City Hall at 10:00 am.

Members Present:

Roll Call: Diane McNally, Adam Carroll, Neil DeShano, Pam Hagan, Chad Fournier, Jane Berry, Mary Williams and Steve VanTol (Director)

Members Absent: Scott Hartsough, Lee Kilbourn

Members Excused: Scott Hartsough, Lee Kilbourn

Guests: Dave Haag (City Manager), Robin (Farm Market Manager), Lonnie Webb, Ryan Putt

Pledge of Allegiance was recited:

Items to Add to Agenda: None

Approval of Agenda:

Motion by Diane and second by Jane to approve Agenda: Motion carried.

Motion to approve the minutes of January 24th, 2023 by Diane and Second by Pam: Motion carried.

Projects:

- A. Advertising Donations- Nothing New
- B. Recognition Wall: Work on Soffit and Fascia by Great Lakes Custom Woodworking has begun.
- C. Park Path- Discussed added sleeving under path, requested by Lonnie for Christmas Light Display.
- D. Christmas Light Display- Discussed requesting more colorful lights for downtown.
- E. Electronic Sign at Park- Robin applying for grant in May on our behalf for new sign at park and upgrades to sign at corner of Garfield and Midland Rd.

Unfinished Business:

- A. Pavilion Roof Leak- Nothing New
- B. Streetlights Poles and LED Replacement Fixtures- Nothing new to add.
- C. Trees / Urns- More Research needed, discussion had regarding pros and cons. Absence of people for maintenance is the major concern. Considering asking citizens or the formation of an Auburn Garden Club to help maintain.
- D. Corner Park Property Purchase- Neil proposed a sale price of \$28,700.00 for the purchase price of the corner property. Price was based on the appraisal price. Suggested and Neil agreed to a first right of refusal contract by the DDA for the corner property purchase. In the meantime we will continue the same agreement as previously set up with Neil DeShano for use of the corner property.

- E. New Year's 2024 Celebration- Lonnie presented his suggestion and plan for a 2024 New Years Eve Celebration in the city center. Lonnie is going to work on promoting the plan to see what the viability is. DDA agreed in principal to participate in help with funding for the event if the idea is deemed viable.
- F. City Parking- Robin is working on seeking a grant or two to help with funding for development of community parking in downtown Auburn. The city is working with Jason Ball to designate Auburn as a Redevelopment Ready Community, this would make Auburn more favorable for the possibility of a grant in relation to parking upgrades. Steve and Dave to reach out to engineering firms to get quotes for doing a parking study and needs related for the City of Auburn.
- G. Food License for Market Pavilion- Robin working on procuring food license for the Market Pavilion.

New Business:

- A. Citizen Representative Comments: Nothing New.
- B. Façade Applications: Nothing new. Dave to amend budget to cover 2 façade applications previously excepted.
- C. Board Member term renewal- Mary, Diane, Jane and Neil agreed to stay on DDA board for another term.
- D. Election of Officers: Jane made the motion that all board members stay in the office position as seated present. Diane-2nd All were in favor. Motion was ACCEPTED.
- E. 2022 Capture Information: Presented by Steve and Dave

Market Manager Report:

- Robin presented market manager report.
- 900.00 MIFMA Grant was procured by Robin for food safety and cooking classes at the Market
- Motion made to accept Market Manager Update by Chad, 2nd by Pam, Motion Carried.

City Promoter Report:

- Robin presented city promoter report.
- Robin shared with the board that Auburn was selected for a \$312,000.00 Spark Grant with no match required to be used to upgrade playground equipment at the Auburn Park.
- Motion made to accept City Promoter Report Update by Neil, 2nd by Diane, Motion Carried.

Directors Report:

- Steve submitted directors report.
- Accepted as presented with some discussion.
- Motion made by Chad and second by Diane to accept director report as presented: Motion carried.

Bills Submitted for Payment:

- Bills were submitted for Payment.
- Motion by Adam to pay the bills second by Pam: Motion carried to pay bills. Roll Call, all were in favor to ACCEPT.

Treasurers/Financial Report:

- Motion by Adam to accept treasurers report second by Adam: Motion carried to pay bills. Roll Call, all were in favor to ACCEPT the Treasurers Report.

Public Comment:

None

Member Comments:

None

Next Meeting: March 28th, 2023

Motion made to adjourn by Lee, second by Pam: Motion carried.

Respectfully submitted,
By Chad Fournier, Board Member / Acting Secretary

