

City of Auburn
Downtown Development Authority Meeting
January 24th, 2023

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

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

Members Present:

Roll Call: Diane McNally, Lee Kilbourn, Pam Hagan, Chad Fournier, Jane Berry, Mary Williams and Steve VanTol (Director)

Members Absent: Scott Hartsough, Adam Carroll, Neil DeShano

Members Excused: Scott Hartsough, Adam Carroll, Neil DeShano

Guests: Dave Haag (City Manager), Robin (Farm Market Manager)

Pledge of Allegiance was recited:

Items to Add to Agenda: Flagpoles Item G.

Approval of Agenda:

Motion by Lee and second by Pam to approve Agenda: Motion carried.

Motion to approve the minutes of December 13th, 2022 by Diane and Second by Jane: Motion carried.

Projects:

- A. Advertising Donations- Being mailed out, Harbour Light Paid
- B. Recognition Wall: Chad presented plans and outline to board with discussion.
- C. Park Path- Plans being modified by engineer, bid packages being prepared.
- D. Christmas Light Display- Lights are down.
- 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. Public Hearing-Five Year Plan. To be scheduled for February 28th DDA meeting.
- D. Trees / Urns- More Research needed
- E. Corner Park Property Purchase- Survey is completed. Neil to get appraisal and come to us with price.

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. New Years Celebration- Continued discussion needed.
- D. Food License for Market Pavilion- Vote to pay for 300.00 food license to be used for concessions and other at market pavilion. Lee 1st, Pam 2nd. All were in favor and Motion passed.
- E. City Parking-Property behind Auburn Auto has been purchased, property owner is open to turning this area into public parking lot. Discussion to be had.
- F. Billboard 2023-Robin is working on a new billboard design. Steve gathering dates.
- G. Flagpoles at Vets Memorial- Flagpoles need some repairs, board agreed that we should cover the costs. Not sure on costs as of yet. Dave to reach out to Rocket Enterprise for repairs.

Market Manager Report:

-Robin presented market manager report.

-Motion made to accept Market Manager Update by Diane, 2nd by Jane, Motion Carried.

City Promoter Report:

-Robin presented city promoter report.

- Motion made to accept City Promoter Report Update by Diane, 2nd by Jane, 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 Diane to pay the bills second by Lee: Motion carried to pay bills. Roll Call, all were in favor to except

Treasurers/Financial Report:

Motion by Diane to accept treasurers report second by Pam: Motion carried to pay bills. Roll Call, all were in favor to except
Treasurers Report Date Ending 11-30-2022.

Public Comment:

None

Member Comments:

None

Next Meeting: February 28th, 2023

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

Respectfully submitted,

By Chad Fournier, Board Member / Acting Secretary