

City of Auburn
Downtown Development Authority Meeting
March 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, Scott Hartsough and Steve VanTol (Director)

Members Absent: Lee Kilbourn

Members Excused: Lee Kilbourn

Guests: Robin (Farm Market Manager), Lonnie Webb,

Pledge of Allegiance was recited:

Items to Add to Agenda: Equipment for Farm Market Concessions

Approval of Agenda:

Motion by Neil and second by Scott to approve Agenda: Motion carried.

Motion to approve the minutes of February 28th, 2023 by Diane and Second by Pam: Motion carried.

Projects:

- A. Advertising Donations- Bills to be sent out. 2 tier advertising donations 200.00 or 400.00
- B. Recognition Wall: Work on Soffit and Fascia by Great Lakes Custom Woodworking is continuing, Pam or Chad to pick up samples of stone for façade of building.
- C. Park Path- April 18th is the bid opening.
- D. Christmas Light Display- Agreed to use similar decorations on street poles as last year.
- E. Electronic Sign at Park- Robin put together packet for proposal of application for FMPP Grant up to 100,000.00, DDA was asked if the grant was approved if we would cover the 10% match up to \$10,000.00 as required in order to procure the grant.
Adam made a motion and Scott 2nd to pledge 10% up to 10,000.00 match as required in order to apply for the FMPP Grant. All were in favor and Motion Passed.

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. Pam has helped organize a group of citizens to meet and propose the formation of the Auburn Garden Club. The first meeting is March 28th. This group would help take care of flowers / pots / beds / hanging baskets etc. downtown.

- D. Corner Park Property Purchase- Motion was made by Diane and Second by Pam to pay bills for Appraisal and Survey for the corner park. Roll Call taken all present voted yes.
- E. New Year's 2024 Celebration- Lonnie is working on Budgets, Sponsorships, Logistics, Permitting etc. for the New Years Celebration. Expects to have firmer numbers a the next meeting.
- F. City Parking- Neil expressed concern and need for additional signage for downtown public parking lots. Steve said that as the weather warms up we will address it.
- G. Billboard Update- Goal is to have the new billboard up by mid April
- H. Food License for Market Pavilion- Robin expressed need for warming and cooking equipment for the farm market events for the concessions. Cost is 700.00. It was proposed by Chad that the Farm Market Funds be used to cover the cost in the short term and if the Market runs tight on funds later in the spring or year that we will address the shortage due to the expenditures of the new equipment.

New Business:

- A. Citizen Representative Comments: Nothing New.
- B. Façade Applications: Nothing new.
- C. June DDA Meeting: Motion was made by Pam and Second by Jane to cancel the June DDA meeting due to the number of members that will be absent. Vote was taken and motion passed.

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 Pam, 2nd by Diane, Motion Carried.

Directors Report:

Steve submitted directors report.

Accepted as presented with some discussion.

Motion made by Chad and second by Neil 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 Neil: Motion carried to pay bills. Roll Call, all were in favor to accept.

Treasurers/Financial Report:

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

Public Comment:

None

Member Comments:

None

Next Meeting: April 25th, 2023

Motion made to adjourn by Scott, second by Neil: Motion carried.

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

