

Downtown Development Authority
Regular Meeting Minutes
September 17, 2024
7:00 PM

1. **Call To Order:** Meeting called to order at 7:05 PM by chairperson Fred Hicks.
2. **Pledge of Allegiance:** Recited by all present.
3. **Roll Call:** Present: Jose Villalobos, Dan Farmer, Pati Martinez-Serratos, William Murphy Jr., Heather Scruggs, Lynne Farmer, Chairperson Fred Hicks and Director Rebecca Harvey. Absent: Don Martin and Justin Weber.
4. **Approval of the Agenda:** Motion by Jr Murphy to accept the agenda as presented. Support by Lynne Farmer. Motion Carried.
5. **Approval of the August 20, 2024 minutes:** Motion by Heather Scruggs to accept the regular meeting minutes as presented. Support by Jose Villalobos. Motion Carried.
6. **Treasurer's Report:**
 - a. Update on 2023 Winter tax disparity. No report as City manager Weber was absent.
2023 Audit update. Audit completed the carry over was more that anticipated.
 - b. **Payment of Bills:** Heather was given the folder by City Treasurer Stephenie Cagle. It was discover that numerous bills were missing. A motion was made by Chairman Hicks to pay the AEP bills in folder. Support by Lynne Farmer. Motion and Support amended to include payment to Director Harvey and cleaning of the depot. The amended amount was \$2,938.15 for 8 items. **Roll Call Vote:** Ayes: Jose Villalobos, Dan Farmer, Pati Martinez-Serratos, Chairman Fred Hicks,

Jr. Murphy, Heather Scruggs and Lynne Farmer. Nays: None. Absent: Don Martin. Motion carried.

7. *New Business:* Motion by Lynne Farmer to remove Mark Hills as bank signatory. Support by Heather Scruggs. Motion Carried. Motion by Jr Murphy to add heather Scruggs as bank signatory. Support by Pati Martinez-Serratos. Motion Carried. Motion by Lynne Farmer to nominate Pati Martinez-Serratos as new Secretary. Support by Jr Murphy . Motion Carried. Motion by Pati Martinez-Serratos to appoint Heather Scruggs as new treasurer. Support by Lynne Farmer. Motion carried.

8. *Unfinished Business:*

a. Sidewalk Repair/Replacement Program with in DDA. No report as City manger weber was absent.

b. Sidewalk repair (Auto Value) Discussion followed. Jose Villalobos reported that when he went down to check on the project that space was not left for the paver bricks.

He tried to get in touch with City Manager Weber by phone. He was told at the sight the the decision had been made by the city. Chairman Hicks recommended that we ask City manager Weber at our next meeting what happened that the plan was not followed?

c. 2024-2025 DDA Work Plan: Discussion followed as to what the DDA plan included. Included were 50/50 match for building facades grants. Dad web page to introduce who we are. Drone photos on DDA web page, local business directory(City Manager Weber), links to other departments DDA accomplishments and weekly or monthly business owner highlights. It was decided that we would start with the business owner highlights.

d. DDA web page updates. New committee needs to be formed.

9. *Opportunity for Public Comments:* Jerry muenzer thanked the DDA for the 2 new benches and was hoping we could get some more.

10. Director/ City Manager Comments: Director Harvey had no comments and City manager weber was absent.

11. Board Comments: Jose Villalobos asked if we were having an Apple Festival this year? It was suggested that next year we ask the Chamber to help. Dan Farmer: Nothing. Pati Martinez-serratos. Thank you for voting for me. Lynne Farmer had a call from Pam at the Reminder asking about the Apple Festival. Heather Scruggs: I will do my best as treasurer. Jr Murphy said he thought we should have one member from every committee in the city on the Apple Festival committee. Chairperson Fred Hicks thanked Pati and Heather for accepting their new positions. Fred asked about the building that was purchased and sold by the DDA. What is happening with the building? He would like to see a business go into the building.

12. Adjournment: Motion by Jr. Murphy to adjourn the meeting at 8:14 PM. Support by Pati Martinez-Serratos. Motion Carried.

Respectfully submitted by Lynne M. Farmer Acting Secretary.