

**Downtown Development Authority**  
Minutes of  
April 15, 2020  
Electronic Regular Meeting

**Roll Call:** C. Brew, J. Muraro, S. Tinti, B. Thorne, M. Ebeling, and S. Ortman

**Absent:** M. Skog, P. Hayes, and B. Anderson

**Others Present:** Ray Anderson, DDA Director; Trisha Plante, City Clerk; J. Pietrantonio, Second Nature Landscaping

Absent: Terry Spence DDA Director Asst.

**Approve Agenda:** A motion was made by Member C. Brew, supported by Member B. Thorne and unanimously approved minutes of Regular Meeting March 4, 2020.

**Approve Minutes:** A motion was made by Member M. Ebeling, supported by Member B. Thorne and unanimously approved minutes of Regular Meeting January 15, 2020.

**Approve Treasurer's Report, Financials and Payment of Bills:** A motion was made by Member C. Brew, supported by Member S. Tinti and unanimously approved the Treasurer's report, and financials. It was also agreed to discuss budget at the next meeting.

**Transfer of Funds:** None

**Old Business:**

Main Street Parks (Project) Bids – Discussed proposals for the project. Two quotes were received for the board to consider. Second Nature Landscaping has the low responsive quote and Mr. J. Pietrantonio was available for questions.

**Motion to Approve:** A motion was made by Member B. Thorne, supported by Member C. Brew and approved to accept the quote from Second Nature Landscaping in the amount not to exceed \$74,973.03 with member Muraro as the only dissenting vote.

Andrews Consulting – DDA Board discussed the written proposal received from Andrews Consulting for digital marketing services. Board reviewed the request and agreed to further discuss and evaluate on a path moving forward. There was an extensive discussion from the board regarding value and direction.

**Motion to Table:** A motion was made by Member C. Brew, supported by Member J. Muraro and unanimously approved to table Andrews Consulting Proposal.

**New Business:**

Main Street Maintenance Proposal – Board discussed bid received from TRICO and was happy with their past work arrangements.

**Motion to Approve:** A motion was made by Member S. Ortman, supported by Member B. Thorne and unanimously approved to accept the proposal from TRICO to perform annual planting and maintenance for the 2020 season in the amount not to exceed \$6,188.00.

**Other Business:** None

**Communications:** None

**Citizen Comment:** None

**Board Member Privilege:** None.

**Next Meeting Date:** May 20, 2020

**Adjournment:** A motion was made by Member C. Brew, supported by Member M. Ebeling and unanimously approved to adjourn the meeting.

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Mary Skog, Secretary  
Submitted by Ray Anderson and Terry Spence