CITY OF EUHARLEE
DOWNTOWN DEVELOPMENT AUTHORITY MINUTES

August 10, 2026, 8:30AM

CALL TO ORDER – Meeting commenced at 8:34 a.m.

ROLL CALL – Crystal Kimberly, Zach Tyree, and Butch Emerson. Chelsie Downing participated by telephone. Staff present included Katie Gobbi and Public Works Director Marshall Aikin. Todd Moore, not present. A quorum was not present.

PUBLIC COMMENTS – No public comments.

APPROVAL OF MINUTES – May minutes were reviewed to be approved at next meeting.

STAFF REPORT

Ms. Gobbi reported that Carnival by the Creek had been cancelled following its postponement and that staff would develop a citywide event cancellation policy with criteria based on event type and weather conditions. Food Truck Friday events were continuing, Fall Festival vendor spaces were full, and recruitment remained underway for DDA vacancies. The Board discussed potential eligibility of individuals with economic interests in the district, including representatives of schools or the library, and staff will seek legal guidance.

NEW AND UNFINISHED BUSINESS

Winter Event Planning: The Board discussed plans for a winter event centered on an ice-skating rink at Osborne Park. Akin reviewed the electrical requirements and potential locations for permanent or temporary power infrastructure. Staff will determine available power sources, code requirements, and estimated costs before proceeding. The Board discussed a December 5 kickoff with the rink remaining open through January or later, along with vendors, holiday lighting, fire pits, music, and other seasonal activities. Staff will continue coordinating event details and prepare information for a future meeting.

The Board discussed expanding downtown holiday lighting, generally favoring warm white lighting with possible traditional colored accents. The Lights to the Music display beside the Granary is planned to return. Staff and Board members will coordinate installation and volunteer participation.

Brick Sidewalk Project: The Board reviewed a contractor quote of just over $7,000 for approximately 60 feet of concrete borders and underlayment for the downtown brick sidewalk. The project may be completed in phases, with engraved bricks sold for $100 and installed as purchased while standard bricks temporarily fill remaining spaces. The Board discussed promoting brick sales at Fall Festival and the winter event, establishing an initial order deadline in February, and beginning construction in spring. Staff will complete vendor paperwork, develop promotional materials, and work toward launching the ordering website before Fall Festival.