CITY OF EUHARLEE
DOWNTOWN DEVELOPMENT AUTHORITY MINUTES

September 21, 2026, 8:30AM

CALL TO ORDER – Meeting commenced at 8:32 a.m.

ROLL CALL – Chelsie Downing, Todd Moore, Crystal Kimberly, and Butch Emerson were present. Zach Tyree was absent. Katie Gobbi, Community & Economic Development Director, was also present.

PUBLIC COMMENTS – Ms. Allyson Heins attended to observe the meeting and learn more about the DDA's role in community events and downtown development.

APPROVAL OF MINUTES – May 11 and August 10, 2026 – Approved unanimously.

STAFF REPORT

Ms. Gobbi provided updates on Fall Festival preparations, the September community vehicle check event, and DDA promotional efforts. The Board discussed moving its October meeting from October 12 to October 19, pending confirmation with Mr. Tyree.

NEW AND UNFINISHED BUSINESS

Fall Festival & Brick Sponsorship Program
The Board discussed staffing the DDA booth at Fall Festival and launching brick sponsorship sales at the event. The online ordering system is ready, with bricks priced at $100 each. Paper order forms and a lockbox for check payments will also be available. The first ordering deadline is planned for early spring, with installation beginning in spring 2027.

DDA Tent & Shirts
The Board discussed purchasing a branded DDA tent and shirts for future promotional events. For Fall Festival, Board members will use the event shirts already being produced.

Motion: A motion was made and seconded to begin the process of pricing a branded tent and DDA shirts, with final pricing to return to the Board. Motion passed unanimously.

Winter Event Planning
The Board reviewed costs and logistics for a winter ice-skating rink. A real-ice rink would require significant electrical infrastructure and additional vendor costs, while a synthetic rink was estimated at $36,900. With Osborne Park construction expected to continue through the winter, the Board agreed that an ice rink was not feasible for 2026 and should instead be considered for 2027 after park improvements are complete.

The Board discussed a smaller first-year Christmas on the Creek event near the Outpost, Granary, and Covered Bridge, coordinated with the final day of Festival of Trees. Potential activities included a large tent with children's activities, ornament making, hot chocolate, Christmas music, a trackless train, artificial snow, photo opportunities, and a letter-to-Santa station. The Board agreed not to include a vendor market this year, with the possibility of expanding the event in future years.

Motion: A motion was made and seconded to authorize up to $2,000 in DDA expenditures for Christmas on the Creek. Motion passed unanimously. Staff will develop detailed costs and sponsorship information.

Christmas Tree & Holiday Decorations

The Board reviewed preliminary pricing for outdoor artificial Christmas trees and discussed the need for a larger, comprehensive downtown holiday lighting plan. No purchase was approved. Staff will continue researching tree options and costs, with the Board interested in developing a broader Christmas plan and sponsorship strategy for future years.

ADJOURN – The meeting concluded at 9:35 a.m.