

**Minutes of Meeting**  
**Newton Downtown SSMID Board**  
**Via Zoom & City Website: [www.newtongov.org](http://www.newtongov.org)**

*February 9, 2021*

ROLL CALL

COMMISSIONERS PRESENT: R. O'Brien; J Prendergast; J. Maki; A. Leber; M. Pryke

STAFF AND OTHERS PRESENT: Craig Armstrong, Development Specialist; Erin Yeager, Executive Director, Newton Main Street; Matt Muckler, City Administrator

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A quorum being present, the meeting was called to order at 9:04 a.m. by Chair O'Brien.

**Review of Minutes.** The Minutes of the SSMID Board Meeting on January 12, 2021 were reviewed and approved. MOTION by Maki, seconded by Pryke. Voice Vote (Unanimous).

**Finance Report.** The Board reviewed the current SSMID Budget Status and approved the current FY 21 Finance Report. MOTION by Pryke, seconded by Prendergast. Voice Vote (Unanimous).

**New Business.**

*a. Floral Planter Project (Main Street Design Committee report).* Yeager reported that the Newton Main Street Design Committee recommends the "Metropolitan" style of planter in black, both square and rectangle shaped, primarily due to consistency with Main Street Iowa's designation of Newton's predominantly Mid Century Modern architectural influence in the downtown area. The cost of each planter is \$379, plus freight (c. \$50 per planter), on a special sale during the month of February. Discussion centered on SSMID participating with Main Street on the purchase of the planters and Main Street's plan for raising funds to augment their portion of the purchase and maintenance. MOTION by Prendergast, with friendly amendment by O'Brien, to allocate sufficient funds to purchase ten (10) of the planters this month, providing that Main Street pays for the freight on the initial ten (10), purchases an additional four (4) planters when sufficient funds have been raised, agrees to maintain all of the planters and plants in each, arranges for storage of the planters during the winter and places small signs in each planter to acknowledge the role of both SSMID and Main Street in acquiring the planters. Seconded by Pryke. Voice Vote (Unanimous).

*b. Review of SSMID "Purposes" (mission statement).* Discussion about the overview of SSMID's purpose found on the City's website as well as the text of the 2018 SSMID Renewal Ordinance sent to board members on Jan. 27<sup>th</sup>. Pryke stated that the current responsibilities assumed by the SSMID board are not inconsistent with either the website overview or within the ordinance, to which board members generally agreed.

*c. Election of Officers (Chair / Vice Chair) for 2021.* MOTION by Pryke that O'Brien be elected Chair, seconded by Leber. Voice Vote (Unanimous). MOTION by Prendergast that Pryke be elected Vice Chair, seconded by Leber. Voice Vote (Unanimous).

*d. Other.* Armstrong reported that the bike chained to the bike rack in front of Dr. Mace's office and abandoned for over 6 months had generated a phone message from the owner's father inquiring about its whereabouts. Armstrong contacted Randy Ray, who had removed the bike racks but had not donated the bike to charity as previously requested. Mr. Ray stated that the bike was in his shop and he would await instructions as to where it should be taken. The board members discussed how to comply with the state ordinance regarding the notification period prior to disposition of abandoned property. It was discussed and agreed that a social media post in advance of bike rack removal regarding SSMID's removal policy would

suffice to provide reasonable warning of the consequences resulting from leaving an abandoned bike chained to a bike rack.

**Old Business.**

*a. Downtown Area Cleaning & Floral Maintenance RFQ - update.* Armstrong reported that the designated RFQ was sent out on the last week of January, with a February 26<sup>th</sup> deadline for response. Letters from two potential respondents were returned as “undeliverable”, while one actual response was received prior to the February SSMID board meeting.

*b. Removal of Courthouse Square Flags, Christmas Trees & Decoration Fixtures – (Yeager/Maki/Prendergast).* Yeager & Prendergast reported that the flags, Christmas trees and signal pole decorations were taken down in January.

*c. Trash Receptacles – update from January report.* Armstrong reported that Dodd’s had been contacted to keep track of receptacle use during their weekly trash pick-ups and that the broken top on the receptacle near the Main Street office would be repaired as soon as the weather will allow. Yeager noted that use will increase dramatically in the spring and Armstrong agreed to readdress the issue in June.

*d. Other.* None.

**“Lightning Round” updates from community partner organizations:** Prendergast reported that DDNA was working on a number of projects, including the Heart-to-Heart promotion on Valentine’s Day weekend and that Crazy Red Head Quilting was targeting April 1<sup>st</sup> for a grand opening of the new 1<sup>st</sup> Avenue store. Yeager reported that Newton Main Street was moving ahead with 2021 plans, including the Open For Business competition.

**Meeting Adjournment:** At 10:04 a.m. – MOTION by Prendergast, seconded by O’Brien. Voice Vote (Unanimous).