

1. Call to Order

The meeting was called to order by Chair Warren Clement at 9:00am.

2. Roll Call

The following members were in attendance, Warren Clement, Jim Daubenspeck, and councilor Tony Flech.

3. Recording Secretary

Savanna Brunelle, Administrative Assistant.

4. Staff in Attendance

Rob Mora, Planning Director.

Amy Lovisek, Parks & Rec Director.

5. Acceptance of Minutes from Previous Meetings

5.1. Draft Minutes

The minutes were accepted as presented.

6. New Business

6.1. Belknap Landscaping Update

Belknap Landscape joined the meeting to discuss updates. Kim Weeks, Jack Lesperance, and Andrew Morrison were there on behalf of the company. Belknap landscape provided the committee with a spreadsheet that breaks down the work done this past spring/fall. A. Morrison broke down the services provided by Belknap Landscape at each spot from the RFP. The committee expressed concerns with having to propose this to City Council with the results from this year. A. Morrison discussed Belknap Landscape could write/propose something for the next season. This would include getting a landscape design. Belknap Landscape also expressed they are in support of Downtown and all the events. There was discussion about going forward for next year, if Belknap Landscape does the job, to meet monthly to discuss where they're at and where the budget is at. There was discussion about money being allocated to Pumpkin Fest from this project. There was also discussion about adding an irrigation system to the RFP for landscaping.

6.2. 2026 Landscaping Priorities

The committee will have an idea of what they'd like going into 2026 for landscaping priorities.

6.3. Window Boxes

Myles is going to get us an update for Window Boxes.

6.4. Bike Racks

Myles is going to get us an update for Bike Racks.

6.5. New Trash Barrels

Myles is going to get us an update for new trash/recycling barrels. R. Mora suggested reaching out to DPW for the ADA standards.

6.6. Request to City Council

The meeting in January was moved to the week prior January 21st so TIF can attend the January City Council meeting.

7. Old Business

7.1. Downtown TIF Wishlist Projects

Members still need to come up with ideas they'd like to see in the future.

8. Adjournment

The meeting was adjourned at 9:56am.

Minutes submitted by Savanna Brunelle, Planning Dept Administrative Assistant.

DRAFT