



DOWNTOWN ITHACA LOCAL DEVELOPMENT CORPORATION May 17, 2022 AGENDA

- Introductions for Suzanne Jablonski (Jennifer)
- LDC/DIA MOU (Jennifer)
- County Mortgage Recording Tax Update (Nick)
- Zippin Service Agreement (Jennifer)
- TC3 Grant/Hospitality Workforce Development needs (Jennifer)
- Marketing Updates (Peggy/Lisa)
 - Website
 - Sponsorship
 - Tradeshows
- Updates from Sara Hayes
 - AV & Digital Signage Procurement
 - Project Schedule/Abatement
 - Retail Space Design
 - Kitchen Electrification
 - Interior/Exterior Signage

**DOWNTOWN ITHACA
LOCAL DEVELOPMENT CORPORATION
BOARD MEETING MINUTES
April 19, 2022**

Board Member	Organization	Present
Jennifer Tavares	Tompkins Chamber of Commerce	No
Gary Ferguson	Downtown Ithaca Alliance	No
Tom Knipe	City of Ithaca	Yes
Peggy Coleman	Ithaca Tompkins County CVB	Yes
Cathy Hart	Ithaca Marriott Downtown	Yes
Teri Tarshus	Baywood Hotels	Yes
Kelli Cartmill	Hilton Garden Inn	Yes
Greg Conard	Hotel Ithaca	Yes
Nick Helmholdt	Tompkins County	Yes
Guests:		
Sara Hayes	Hayes Strategy	Yes
Lisa Conarton	Ithaca Tompkins County CVB	Yes

CALL TO ORDER

- Tom Knipe called the meeting to order at 10:04am.

APPROVAL OF MARCH 2022 MINUTES

- Motion to approve by Greg Conard, seconded by Teri Tarshus, passed unanimously.

EXECUTIVE DIRECTOR UPDATE

- Suzanne Jablonski was hired with a start date of 5/2/22.

MARKETING/SPONSORSHIP UPDATES

- The CVB team is putting the finishing touches on the sponsorship letter.
- Website (splash page) edits are still in progress.

FINANCIAL & BUDGET REPORTS UPDATE

- Guidance around the HUD earmark is forthcoming.
- Tom Knipe will circulate an updated Room Tax Report.
- Received invoices from ASM global and submitted for payment.

KITCHEN ELECTRIFICATION

- Reviewed Budget Considerations & Kitchen electrification milestones schedule.
 1. Scope for Approval
 2. Budget Estimate
 3. ROM Developed by Taitem Engineering
 4. Kitchen Equipment Estimate
 5. Timeline
- Voting
 - Motion to approve electrification of air recovery system by Greg Conard, seconded by Gary Ferguson, passed unanimously.
 - Motion to approve electrification of hot water by Teri Tarshus, seconded by Kelli Cartmill, passed unanimously.
 - Motion to approve electrification of kitchen equipment by Tom Knipe, seconded by Kelli Cartmill, Peggy Coleman opposed – motion passed.
- LDC will vote on a Stop Order to cancel orders and submittals for gas equipment.

EXTERIOR SIGNAGE & STREET LIGHTING

- There is currently almost a block without streetlights along Green Street, which is part of the Rt. 79 connector, so owned by NYSDOT and not the city.
- Tom Knipe will reach out to the state with this safety concern.

AV VENDOR SELECTION

- There is one more company to interview before wrapping up the design-build interview process.
- Cost considerations and review of HUD procurement guidelines at next Building Committee meeting.

CONSTRUCTION SITE CAMERA

- Received estimated costs for equipment rental and installation on library.

PROJECT SCHEDULE UPDATE

- Additional demolition is needed on NYSEG duct banks for asbestos abatement. No official changes to schedule issued.

RETAIL SPACE UPDATE

- Design meeting with Cini Little & ASM next week.
- Discussion around operating and capital contracts for Zippin.

COST ESCALATION

- We still have exposure until we finalize AV & FFE.

DRAFT