

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

NOVEMBER 4, 2015 6:00 PM

COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:01 p.m. Members present: Chairman Bruce MacDowell, Dave Jonas, Terrance Augustine, Lise Mitchell, Keith Mulder, Mayor Kalmin Smith, Bob Brown, Rachel Schroeder, Chris Fata, Michael Fredericks and Karl Glarner. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Adam Auvenshine and Jason Barclay.
- II. APPROVAL OF AGENDA** – Mr. Augustine made a motion to approve the agenda as presented. Mr. Glarner supported the motion. Motion carried 9 to 0
- III. BOARD OF DIRECTORS MINUTES** – Approval of the regular minutes for October 14, 2015 – Mr. Brown made a motion to approve the minutes of October 14, 2015 as presented. Mr. Mulder supported the motion. Motion carried 9 to 0.
- IV. PUBLIC COMMENT** – None
- V. COMMITTEE REPORTS** – None
- Ms. Mitchell arrived at 6:04 pm
- Mr. Fata arrived at 6:07 pm
- VI. STAFF REPORTS**
- A. Financial transactions and bills** - Mr. Smith reviewed the bills to be paid. Mr. Mulder made a motion to approve the bills in the amount of \$1,020.16. Mr. Augustine supported the motion. Motion carried 11 to 0.
- B. Monthly financial statement** - Mr. Smith reviewed the financial statements.
- VII. OLD BUSINESS**
- A. DDA blighted canopy (behind Fortino's 314 S. Bridge) Update** – Mrs King indicated the A/C unit has been successfully moved, the electrical disconnected from the canopy, and the contractor has pulled the demolition permit. The demolition will take place within the next 2 weeks on a Sunday to ease the burden on the business owners.
- Chairman MacDowell turned the meeting over to Vice Chairman Keith Mulder
- B. Enclosure located behind 223. S. Bridge Street** – Mr. Smith indicated that we met with Mr. Gentilozzi this week. We have solicited bids for the survey work, awarded the bid, there were challenges with the survey including 2 gaps. Survey work is completed and paperwork is now at the title company. The survey work found that Mr. Gentilozzi's smoke house is 2 feet onto Mrs. MacDowell's property. Once the title work is complete we will put together a legal agreement with Mr. Gentilozzi. The smoke house structure is going to have to be moved in the near term. We discussed a 2 prong approach with Mr. Gentilozzi. The short term solution is to move the current structure under his canopy. This will allow everyone to do the adequate research and legal documents properly. Mr. Smith further indicated that he suggested that the smoker be located inside the building with an addition to the building. Mr. Gentilozzi liked that idea and agreed that more time is needed to research his options. The temporary location will have to meet building and fire codes. Mr. Gentilozzi is checking with the fire chief and our building officials. One other item that will need further research is the grease dumpsters and their location.
- Mr. Mulder turned the meeting over to Mr. MacDowell.
- C. 2016-2017 DDA Board Priorities** – Mr. Smith indicated that the board priorities that were decided upon at the strategic planning session are included in the packet. Committees have been assigned to the priorities as well. Please note in parentheses #2. Library title. We will need to do some due diligence to put formal names to our parking lots. Mr. Mulder made a motion to accept the priorities as presented. Mr. Augustine supported the

motion. Motion carried 11 to 0. Ms. Mitchell made a motion to approve the committee structure as presented. Mr. Fata supported the motion. Motion carried 11 to 0. Each Committee will decide how they want to proceed with each priority. The initial meeting of each committee will require a chair and vice chair to be selected. There will be staff support on a limited basis.

VII. NEW BUSINESS – None

IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS – Mr. Jonas asked if the owner of Fortinos has been approached about a façade grant. Mr. Smith indicated that if we do that, we should inform all the owners in the DDA with a form letter and guidelines as well. Mr. Jonas also asked if Mr. Pantera has requested removal of his tree in front of the Marquee. It makes it difficult to read the marquee. Mr. Smith cautioned the board on removal of any tree and/or structure as it will set a precedent. Every light pole, sign, and tree are in front something. If we look into this it should be on a pilot study for one block.

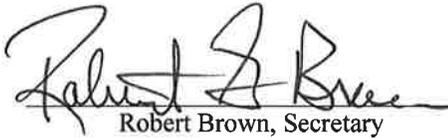
Mr. Augustine indicated that the rotary chili cook off will be December 4th in the empty building next to Fortinos party store.

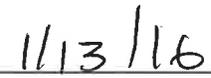
Mr. Brown indicated that the home tour will be December 5th and 6th and Sanctuary Spirits is on the tour.

Ms. Mitchell indicated that the library is hosting Frozen Sunday on December 6, 2015. There will be reindeer, Elsa and Anna from Frozen and a used book sale.

Mayor Smith indicated that all the incumbents won in the election as well as the ballot proposal.

Ms. Schroeder made a motion to adjourn the meeting at 6:44 p.m. Mr. Fredericks supported the motion. Motion carried 11 to 0.


Robert Brown, Secretary


Date Minutes Approved