

DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
OCTOBER 14, 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 6:04 p.m. Members present: Chairman Bruce MacDowell, Dave Jonas, Terrance Augustine, Adam Auvenshine, Keith Mulder, Mayor Kalmin Smith, Bob Brown, Jason Barclay, Chris Fata, and Karl Glarner. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Lise Mitchell, Rachel Schroeder and Michael Fredericks.
- II. APPROVAL OF AGENDA** – Mr. Augustine made a motion to approve the agenda as presented. Mr. Mulder supported the motion. Motion carried 8 to 0
- III. BOARD OF DIRECTORS MINUTES**
 - A.** Approval of the regular minutes for September 9, 2015 – Mr. Mulder made a motion to approve the minutes of September 9, 2015 as presented. Mr. Glarner supported the motion. Motion carried 8 to 0.
- IV. PUBLIC COMMENT** - None
- V. COMMITTEE REPORTS** – Mr. Smith indicated that staff provided the board with the new Committee structure. We received feedback from board members and assigned accordingly. If there are any concerns please let staff know.
- VI. STAFF REPORTS**
 - A. Financial transactions and bills** - Mr. Smith reviewed the bills to be paid. Mr. Augustine asked if the crack sealing was complete. Mr. Smith indicated that we will provide a comprehensive report from our public service department at the next meeting. Mr. Brown made a motion to approve the bills in the amount of \$11,687.62. Mr. Augustine supported the motion. Motion carried 8 to 0.

Mr. Fata arrived at 6:07.

- B. Monthly financial statement** - Mr. Smith reviewed the financial statements.

VII. OLD BUSINESS

- A. Bond for River Street** – Mr. Smith indicated that part of his due diligence is to review any outstanding debt for the entire City each year. The River Street bond is the only outstanding debt that has an appealing early pay off. The debt elimination will save over \$8,000 in interest. Mr. Augustine made a motion to pay off the River Street bond. Mr. Jonas supported the motion. Chairman MacDowell reviewed the history of the purchases on River Street for our newest member. A roll call vote was taken. Motion carried 9 to 0.

Mr. Brown	yes	Mr. Jonas	yes	Mr. Fata	yes
Mayor Smith	yes	Mr. Glarner	yes	Mr. Mulder	yes
Mr. Auvenshine	yes	Mr. Augustine	yes	Mr. Macdowell	yes

- B. DDA blighted canopy (behind Fortino’s 314 S. Bridge) update** – Mrs. King updated the board on the progress of the Fortino’s project. The electrical has been removed from the canopy, any chemicals out of the old coolers, the A/C unit will be moved by the end of this week, and the canopy itself will be taken down in approximately 2 weeks.
- C. Enclosure located behind 223. S. Bridge Street** – Chairman MacDowell turned the meeting over to Vice Chairman Mulder. Mr. Smith indicated we are underway with the project. There is a significant amount of due diligence that needs to be done, including survey work and title searches. The preliminary survey indicated a 4 foot by 52 foot gap that will need to be cleared up. Mr. Gentilozzi has communicated that he will be providing us with his façade grant application tomorrow. Our intent is to have the facade portion taken care of this year if possible. The demolition portion would be taken care of in the early 2016 construction season.

Jason Barclay arrived at 6:25 p.m.

Mr. Mulder turned the meeting back to Mr. MacDowell.

VII. NEW BUSINESS – None

IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS – Mr. Glarner indicated that Sanctuary Spirits will host independent films every 3rd Thursday of the month. Movies will begin at 8 pm. The actors will be there at 6 pm. \$5 at the door. Please come support it.

Mr. Jonas indicated that he walked behind Fortino's. The stairway out of door needs major repair. We might want to see if the owner is interested in a facade grant to fix up the back side of the building.

Mayor Smith indicated the North Star Lab had an open house today. They are located in the City's industrial park. They do milk testing and are a very interesting company.

Mr. Smith indicated that the public art dedication ceremony will be October 23, 2015, everyone is invited and welcome to attend. City Council has placed a proposed charter amendment on the November ballot, information is on the City's website. The new language streamlines the signature requirements for officials on the ballot.

Mr. Barclay made a motion to adjourn the meeting at 6:44 p.m. Mr. Mulder supported the motion. Motion carried 10 to 0.

DOWNTOWN DEVELOPMENT AUTHORITY
COMMITTEE OF THE WHOLE – STRATEGIC PLANNING SESSION
OCTOBER 14, 2015 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL

The Committee of the Whole- Strategic Planning Session was held directly after the DDA meeting. Members present: Chairman Bruce MacDowell, Dave Jonas, Terrance Augustine, Adam Auvenshine, Keith Mulder, Mayor Kalmin Smith, Bob Brown, Jason Barclay, Chris Fata, Lise Mitchell and Karl Glarner. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Rachel Schroeder and Michael Fredericks.

Mr. Smith indicated that the goal today is to establish Tier 1, 2 and 3 priorities. Tier 1 priorities will be the primary focus for the next 2 years. Tier 1 and 2 are limited to 5 top priorities. The living document can be changed at any time by the Board with the understanding that if a Tier 2 item gets moved to Tier 1 then an item needs to be moved off the Tier 1 list for a net balance. All projects need to be tied to the DDA Development Plan.

Tier 1

River Street
Library Parking Lot
Signage/wayfinding
District Maintenance
Marketing/promotion

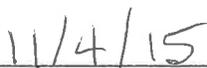
Tier 2

Downtown Parks
Increased Taxable Value
Small business development
Public art/public space
Walkability/complete streets

Karl Glarner left at 8:17 pm. The meeting concluded at 8:52 pm. Minutes recorded and transcribed by Amee King.



Robert Brown, Secretary



Date Minutes Approved