

DOWNTOWN DEVELOPMENT AUTHORITY  
JULY 8, 2015 - 6:00 PM  
COUNCIL CHAMBERS, CITY HALL  
MINUTES

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE – The meeting was called to order at 6:02 p.m. Members present were, Chairman Bruce MacDowell, Gary Burt, Michael Fredericks, Bob Brown, Chris Fata, Rachel Schroeder, Terrance Augustine, Keith Mulder, Lise Mitchell, and David Jonas. Members Absent were, Mayor Kalmin Smith, Jason Barclay and Karl Glarner. Others present were, City Administrator Adam Smith and Assistant City Administrator Ameer King.
- II. APPROVAL OF AGENDA – Mr. Mulder made a motion to approve the agenda as presented. Mr. Augustine support the motion. Motion carries 10 to 0.
- III. BOARD OF DIRECTORS MINUTES
  - A. Approval of the regular minutes for May 13, 2015 – Ms. Mitchell made a motion to approve the minutes as presented. Mr. Mulder supported the motion. Motion carries 10 to 0.
- IV. PUBLIC COMMENT – Mr. Joe Gentilozzi, 506 South Clinton – Mr. Gentilozzi expressed his willingness to work on a redevelopment plan behind his buildings in the parking lot by Go Lo Gas Station (115 E. Jefferson). Possibly demolish the structure attached to the bank building and allow the DDA to have an easement onto Jefferson which would improve traffic flow. There could be a property swap with the DDA. We need to look at the long term plan. Willing to explore options.
- V. COMMITTEE REPORTS – Mr. Smith indicated that several members of the board went on walking tours last week of the traditional downtown.
- VI. STAFF REPORTS
  - A. Finance transactions and bills – Mr. Smith indicated there was a dialogue with the Finance Committee today the need to review bills. The board will always get all of the payables information, however, it is not necessary for the board to approve payment of the bill as the bills are approved by the City Council. The Finance Committee and staff are recommending payment of \$18,770.46, which are the bills from May 13, 2015 to today. Mr. Augustine made a motion to approve the bills in the amount of \$18,770.46. Mr. Burt supported the motion. Motion carries to 10 to 0.
  - B. Monthly financial statement – Mr. Smith reviewed the monthly financial statements. The board will be provided the year to date revenue and expenditure report each month.
- VII. OLD BUSINESS
- VII. NEW BUSINESS
  - A. DDA blighted canopy (behind Fortino's 314 S. Bridge) – Mr. Smith indicated that the blighted canopy is owned by the City. Item 8 of the mortgage report provides that we will remove the canopy and move compressors that are necessary. We are not sure at this time which compressors would need to be removed. Mr. Mulder made a motion to request staff to solicit bids to remove the canopy and move the compressors that are needed. Mr. Augustine supported the motion. Motion carries 10 to 0.
  - B. Committee Structure - Mr. Smith indicated there are currently 11 committees. Staff is recommending

to restructure the committees to 4 similar to the National/State Main Street committee structure. Committees would meet only when necessary. Mr. Mulder made a motion to develop the proposed Committee Structure for final approval. Mr. Jonas supported the motion. Motion carries 10 to 0.

- C. Set date/time for Strategic Planning. – We would like to establish tier 1, 2, and 3 priorities for the board. Tier 1 and 2 can would be limited to five priorities each. It would be a fluid document that can change with board action as funding possibilities come up. Mr. Augustine made a motion to have a Committee of the Whole meeting after the regular board meeting on September 9<sup>th</sup> from 7-9 p.m. Ms. Mitchell supported the motion. Motion carries 10 to 0.
- D. By laws – Mr. Smith indicated that the by-laws are not in full effect. They were not brought to the City Council for action. This provides a good opportunity for some revision recommendations. Mr. Brown made a motion to direct staff to bring back recommendations to the next meeting for revisions. Ms. Mitchell supported to the motion. Motion carries 10 to 0.
- E. Eaton County tax foreclosure (218 N. Bridge) – Mr. Smith indicated that this is an informational item. The property in tax foreclosure is located in “First Place Sports” Parking lot (214 N. Bridge). The DDA currently has easements on the property. This item will come back to the board when the next step in the foreclosure process arises.
- F. Chairman MacDowell turned the meeting over to Vice Chairman Mulder and will abstain from voting or discussion on the next topic.

Enclosure located behind 223 S. Bridge Street – Mr. Smith indicated there has been an outdoor structure similar to a shed placed directly behind 223 S. Bridge Street which is owned by Mrs. MacDowell. The shed is for the smoker which is for the BBQ restaurant located at 219 S. Bridge Street. The structure is located on Mr. Gentilozzi’s property, 227 S. Bridge Street. Zoning and building codes are currently being reviewed for compliance. Mr. Gentilozzi has indicated he is open to a possible property swap. This is an opportunity for placemaking with possible improvements to the back of several buildings, possible outdoor seating, a structure that could showcase the smoker, etc. Mr. Jonas made a motion to direct staff to work with the property owners and bring back a tentative agreement to consider at the next board meeting Mr. Augustine supported the motion. Motion carries 9 to 0. Mr. MacDowell abstained.

IX. PUBLIC COMMENT - none

X. BOARD OF DIRECTORS COMMENTS - none

XI. ADJOURNMENT - Mr. Augustine made a motion to adjourn at 7:38 p.m. Mr. Jonas supported the motion. Motion carries 10 to 0.

Minutes recorded and transcribed by Amee King, Assistant City Administrator.

  
Robert Brown, Secretary

8/12/15  
Date Minutes Approved