

**DOWNTOWN DEVELOPMENT AUTHORITY MINUTES  
AUGUST 12, 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 6:03 p.m. Members present were Chairman Bruce MacDowell, Keith Mulder, Dave Jonas, Michael Fredericks, Jason Barclay, Bob Brown, Karl Glarner, Mayor Kalmin Smith, and Lise Mitchell. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Gary Burt, Rachel Schroeder, Terrance Augustine, and Chris Fata
  
- II. **APPROVAL OF AGENDA** - Mr. Mulder made a motion to approve the agenda as presented. Mr. Fredericks supported the motion. Motion carried 8 to 0.  
  
Lise Mitchell arrived at 6:04 p.m.
  
- III. **BOAD OF DIRECTORS MINUTES** -Approval of the regular minutes for July 8, 2015. Mr. Mulder made a motion to approve the minutes as presented. Mr. Jonas supported the motion. Motion carried 9 to 0.
  
- IV. **PUBLIC COMMENT** - Harlan MacDowell, Chairperson of the Opera House Authority (121 S. Bridge Street) indicated that he would like to make sure the board is aware of the water issue at the Opera House. The water comes down the library parking lot and washes out underneath the porch and gets into the building. The Opera house has 40,000 people through it each year. He further indicated that he would like consideration of a solution to the water problem.
  
- V. **COMMITTEE REPORTS** - None
  
- VI. **STAFF REPORTS** -
  - A. **Financial transactions and bills** - Mr. Smith indicated staff is able to provide a monthly report to the Board showing all financial transactions that took place from the last meeting to the current meeting. Staff recommends payment of \$7,019.29 for monthly expenses. Ms. Mitchell made a motion to approve payment of \$7,019.29. Mr. Barclay supported the motion. Motion carried 9 to 0.
  
  - B. **Monthly financial statement** - Mr. Smith reviewed the year to date financial statements.
  
- VII. **OLD BUSINESS**
  - A. **DDA blighted canopy (behind Fortino's 314 S. Bridge)** - Mr. Smith indicated that this is a continuing dialogue. Staff has notified Fortino's owner of the upcoming demolition and provided the owner a copy of the deed. Staff has identified there is an air conditioning unit for facility that will be located either on the exterior wall or the roof. We are currently soliciting bids for both moving the air conditioning unit and demolition of the canopy. Removing the canopy will not provide additional parking, however it will move the parking toward the building and help reduce the congestion with delivery drivers.
  
  - B. **Revised Committee Structure** - Mr. Smith indicated this item was discussed at the last meeting. This packet included a revised committee structure. The intent is to change the way we do business based on the National Main Street program. If this is acceptable, then we will ask all board members to fill out an e-mail form that indicates their level of interest from 1-4. Ms. King will e-mail the survey to the Board. Members will be able to serve on 2 boards each and are always welcome to attend if there is an interest in another area. The 4 Committee names will be Placemaking & Design, Finance & Economics

Committee, Marking & Promotion Committee, Organization & Partnerships Committee. All Committee recommendations will come to the full board for approval. Committees will be scheduled as needed. Mr. Fredericks made a motion to accept the Committee Structure as presented by staff with 2 amendments. Arts will be moved to Placemaking & Design Committee and site plan review will also fall under Placemaking & Design Committee. Mr. Barclay supported the motion. Motion carried 8 to 0.

Karl Glaner left at 6:45.

**C. Enclosure located behind 223. S. Bridge Street.** – Chairman MacDowell turned the meeting over to Vice Chairman Mulder. Mr. Smith indicated that staff met with Mr. Gentilozzi and Mr. MacDowell to discuss options behind 223 S. Bridge Street. Mr. Gentilozzi provided a proposal as follows: 1. Lot swap where the bank building surrenders a parcel of approximately 15.9 feet x 54 feet to the DDA and the DDA surrenders a parcel of approximately 29.5 x 26 feet to 219 Bridge, LLC to square off the back parcel. 2. The bank building will grant the access easement (ownership) across the southeast 27 feet x 64.1 feet from the GoLo Gas station boundary to allow ingress and egress from Jefferson. 3. The DDA will pay to demolish the drive through structure and teller station of approximately 130 square feet. 4. The DDA will pay to restore the face of the building with a new double door off the parking lot. 5. The DDA will pay to resurface the entire parking lot from Jefferson to the boundary of 219 Bridge adjacent to the Bridge Street Park. 6. The DDA will reduce its utility easement behind the 219 Bridge building to just utilities. 7. The sign at the lot line behind the bank will fall within the easement provided by the bank building and become the responsibility of the DDA to restore to use. 8. The curb and gutter behind the bank (that will be retained by the bank) shall be constructed so the only access is from the easement area and not the adjacent ingress/egress. 9. BBQ enclosure grant. This would reduce the blight situation and allow public ingress and egress. Staff would like to know if the majority of the board is interested in pursuing this project. Mr. Brown made a motion to request staff continue to pursue due diligence in putting together a proposal as outlined by the plans tonight and bring back to the board for final approval. Mr. Fredericks supported the motion passed 7 to 0. Mr. MacDowell abstained from the vote.

**D. Walkabout findings** - Chairman MacDowell took over the meeting. Mr. Smith indicated that this item is an informational item to look at before we have the strategic planning session in September.

**VII. NEW BUSINESS** - None

**IX. PUBLIC COMMENT** - None

**X. BOARD OF DIRECTORS COMMENTS** - Mayor Smith indicated that this board should make sure the Opera House is on our priority list.

Chairman MacDowell indicated there may be other things we can do to help with erosion control at the Opera House property.

Mr. Brown asked if anyone would like to open their home for the Holiday Home Tour this year. The Red Salamander is on the tour this year.

**XI. ADJOURNMENT** - Mayor Smith made a motion to adjourn the meeting at 7:44 p.m. Mr. Fredericks supported the motion. Motion carried 7 to 0.

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

  
Robert Brown, Secretary

9/9/15  
Date Minutes Approved