

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

JANUARY 13, 2016, 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, Adam Auvenshine, Chris Fata, and Karl Glarner. Others Present: City Administrator Adam Smith, Assistant City Administrator Ameer King, and Street Supervisor Chad Brunton. Members Absent: Michael Fredericks and Jason Barclay.
- II. **APPROVAL OF AGENDA** – Mr. Augustine made a motion to add under New Business item A. Purchase of Tractor and item B. Snow removal policy for downtown sidewalks and item C. Salt policy for downtown businesses. Mr. Jonas made a motion to approve the agenda as amended. Mr. Glarner supported the motion. Motion carried 10 to 0
- III. **BOARD OF DIRECTORS MINUTES** – Approval of the regular minutes for November 4, 2015 – Mr. Mulder made a motion to approve the minutes of November 4, 2015 as presented. Mr. Glarner supported the motion. Motion carried 10 to 0.
- IV. **PUBLIC COMMENT** – None
- V. **COMMITTEE REPORTS** – None
- VI. **STAFF REPORTS**
 - A. **Financial transactions and bills** – Mrs. King reviewed the bills to be paid. Mr. Augustine made a motion to approve the bills in the amount of \$90,872.10. Mr. Mulder supported the motion. Motion carried 10 to 0.
 - B. **Monthly financial statement** - Mrs. King reviewed the financial statements.
- VII. **OLD BUSINESS** –
 - A. **DDA blighted canopy (behind Fortino's 314 S. Bridge) Update** – Mrs King indicated the canopy has been removed. In the spring the railing will be replaced.
 - B. **Enclosure located behind 223. S. Bridge Street** – Mr. Smith indicated that he has an update for the board that will not require debate or action. The board was in consensus that there would not be a conflict and the chairman can continue to run the meeting. Mr. Smith reported that we have now reached the point of completing our due diligence. We have surveys completed, title work for the land swap, and a formal legal agreement drawn up. Exhibits need to be finalized, which include bid specifications for removal of the drive through structure, brick work, new door, and asphalt restoration. Documentation will also be included for the façade grant for the outdoor patio. This is an all-encompassing project. The owner, while in a meeting, suggested that he may not complete the patio now, and was told that was unacceptable and this project is all or nothing. The owner will receive all documents for review. We have a time line built in to start April 1 and ending September 30, 2016. We will work within the budget guidelines set by the Board. We will look at having a professional construction group handle the project. We will ask the Police Department and Public Service Department along with MDOT to look at the curb cuts for safety issues. One item of note, the City Council has passed a zoning ordinance amendments that will not allow this type of situation to happen in the future. Our survey indicated that the smoker is on private property at this time. We had a gentlemen's agreement with the owner to move the smoker under the canopy and it has not been done.

Mr. Auvenshine left the meeting at 7:04 p.m.

Mr. Jonas made a motion to limit the construction time to 4 months from April 1 to July 31. Mr. Brown supported the motion. Motion failed 2 to 7. Staff will continue work and keep the board updated on progress. Ms. Mitchell reported on the library project that will take place this year.
 - C. **Rachel Paxton-Schroeder resignation** – Mr. Mulder made a motion to accept Ms. Paxton-Schroeder's resignation. Mr. Glarner supported the motion. Motion carried 9 to 0.

VII. NEW BUSINESS –

A. Purchase of tractor – Mr. Smith indicated that the DDA utilizes a tractor that is owned by the City’s Cemetery fund to clear the sidewalks in the downtown area. The DDA pays monthly rental fees. The tractor is old and has broken down and needs to be replaced. The policy decision in front of the board is, do you want to purchase the tractor, or the City can purchase with the DDA continuing to pay rental fees. We have paid an average of \$4,000 per year in rental fees. The life cycle is 10 years. Public Service staff did a competitive bid process with the lowest coming in at \$23,948.78. The tractor will be paid for in 5 to 6 years. The DDA will receive rental payments when other departments use the equipment. The tractor has been broken since last week, therefore, we wanted this board to have the opportunity to review and decide if they wish to purchase the tractor. This is not a budgeted item, however, it can come out of the fund balance. Mr. Augustine made a motion to purchase a John Deere Tractor from Bader & Sons in the amount of \$23,948.78. Mr. Brown supported the motion. A roll call vote was taken. Motion carried 9 to 0

| | | | | | |
|--------------|-----|-------------|-----|---------------|-----|
| Mr. Jonas | Yes | Mr. Glarner | Yes | Mr. Mulder | Yes |
| Mr. Fata | Yes | Mr. Brown | Yes | Mr. Augustine | Yes |
| Ms. Mitchell | Yes | Mayor Smith | Yes | Mr. MacDowell | Yes |

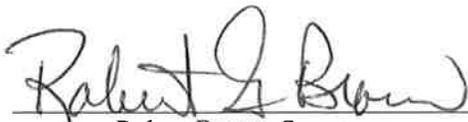
B. Policy for snow removal in downtown – Mr. Brunton indicated the City staff needs guidance or a board policy on how the snow is removed in the downtown area. At this time staff makes a pass through town, leaving the snow on the curb edge. When it becomes impassable we have crews come in the middle of the night and haul it away. There are 3 choices. 1. We can keep doing what we currently do. 2. Staff can take a little longer each snow fall and open up more gaps for easier entrance to the businesses. 3. Staff can remove all the snow along the curb lines each time it snows. Anything additional the board chooses will cost additional money. Mr. Smith indicated that there are 2 items to consider. We need to reiterate that snow removal is the property owners responsibility, the same as we expect our residents to do, and second anything the DDA does with snow removal is a reinvestment of tax dollars. Mr. Augustine made a motion to have the Public Service Department try the first approach of adding in additional gaps for easier entrance to businesses each time it snows, and to allow staff to use their discretion when and if complete snow removal is needed. Mr. Mulder supported the motion. Motion carried 7 to 2. The board would like to review this item at the next meeting.

C. Policy for providing salt to downtown businesses – Mr. Brunton indicated when he first started working for the City, Mr. Sullivan had the public service department purchase calcium chloride in bags and provide it to the businesses downtown. It was thought at the time that the calcium chloride would be safer to use on the brick pavers. We then shifted to providing buckets to businesses with salt. Now there is an expectation that the buckets will be refilled endlessly throughout the season. Mr. Smith added that we do not have the staff resources to refill salt buckets. If the board would like this continued we could hire additional staff. Any business owner is welcome to come out to the garage and fill their bucket with salt. Mr. Mulder made a motion to discontinue the service of providing salt to businesses in the downtown area. Mr. Glarner supported the motion. Motion carried 9 to 0.

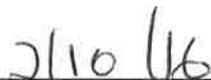
IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS – Mr. Brown indicated he has flyers for a county wide project to help homeless people. Please help spread the word and hang up flyers in your businesses. There is free transportation to and from the event, employment counseling, dental services, and barbers. The event will be January 26th from 10 am to 4:30 p.m.

XI. ADJOURNMENT – Mr. Mulder made a motion to adjourn the meeting at 8:12 p.m. Mr. Brown supported the motion. Motion carried 9 to 0.



Robert Brown, Secretary



Date Minutes Approved