

**DOWNTOWN DEVELOPMENT AUTHORITY**

**MINUTES**

APRIL 13, 2016, 6:00 PM

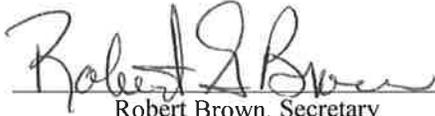
COUNCIL CHAMBERS, CITY HALL

- I. **CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:04 p.m. Members present: Chairman Kalmin Smith, Dave Jonas, Karl Glarner, Lise Mitchell, Bob Brown, Jason Barclay, and Chris Fata, Others Present: Assistant City Administrator Ameer King. Members Absent: Keith Mulder, Bruce MacDowell, Michael Fredericks Terrance Augustine and Adam Auvenshine.
- II. **APPROVAL OF AGENDA** – Ms. Mitchell made a motion to approve the agenda as presented. Mr. Barclay supported the motion. Motion carried 7 to 0.
- III. **BOARD OF DIRECTORS MINUTES** – Approval of the regular minutes for March 9, 2016 regular meeting and closed session meeting – Ms. Mitchell made a motion to approve the minutes of March 9, 2016 of the regular meeting and the closed session meetings as presented. Mr. Jonas supported the motion. Motion carried 7 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. Brown made a motion to approve the bills in the amount of \$1,908.37. Mr. Barclay supported the motion. Motion carried 7 to 0.
  - B. **Monthly financial statement** - Mrs. King reviewed the financial statements.
- VII. **OLD BUSINESS** –
  - A. **Enclosure located behind 223. S. Bridge Street** – Mrs. King indicated that we are awaiting Mr. Gentilozzi's façade grant application and we can then execute the agreement.
- VIII. **NEW BUSINESS** –
  - A. **Landscape Maintenance Contract** – Mrs. King indicated that staff sent out a request for proposals for the landscape maintenance in the DDA district along with the City Hall property. We received 2 proposals. The Design Committee met, discussed and recommends to the board to approve a contract with Precision Lawn and Snow in the amount of \$12,475.00. There were several comments made last year from board members during our walking tours of how the landscape areas needed to be improved. Mr. Glarner made a motion to approve the contract with Precision Lawn and Snow in the amount of \$12,475.00. Mr. Barclay supported the motion. A roll call vote was taken. Motion carried 7 to 0.

Mr. Barclay	Yes	Mr. Jonas	Yes	Mr. Glarner	Yes
Mr. Fata	Yes	Mr. Brown	Yes	Ms. Mitchell	Yes
Chairman Smith	Yes				
  - B. **218 N. Bridge Street** – Mrs. King indicated that this item will be discussed at the next board meeting or at Committee level.
- IX. **PUBLIC COMMENT** – None
- X. **BOARD OF DIRECTORS COMMENTS** Mr. Brown indicated that the St. Michaels Scrap Metal Drive will be held on Saturday, April 23<sup>rd</sup> from 10 a.m. to 2 p.m.

Mr. Barclay indicated that he is considering serving on the Charter Commission.
- XI. **CLOSED SESSION** – The Open Meetings Act allows the DDA to discuss certain subjects without the presence of the public. The DDA may request a staff member or any other person the DDA determines to be necessary, by a majority of the DDA members present, to attend the closed session. All persons not requested by the DDA to stay must leave the Council chambers. Once the Closed Session has ended, the DDA will resume the regular meeting.

**XII. ADJOURNMENT** – Mr. Jonas made a motion to adjourn the meeting at 6:30 p.m. Mr. Glarner supported the motion. Motion carried 7 to 0.

  
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Robert Brown, Secretary

  
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Date Minutes Approved