DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
DECEMBER 14, 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 Bruce MacDowell, Keith Mulder, Terrance Augustine, Mayor Kalmin Smith, Michael Fredericks, Karl Glarner, Dave Jonas, Vicki Paski, and Chris Fata. Others Present: City Administrator Adam Smith, Assistant City Administrator Amee King and c2ae representatives, Rusti Owens and Tyler Ruel. Members Absent: Bob Brown and Lise Mitchell.

II. **APPROVAL OF AGENDA** – Mr. Jonas added an item under new business downtown curb snow removal. Mr. Augustine made a motion to approve the agenda as amended. Mr. Mulder supported the motion. Motion carried 8 to 0.

III. **BOARD OF DIRECTORS MINUTES** –

A. **Approval of the minutes for November 9, 2016 regular meeting** – Mr. Mulder amended the adjournment time and moved to approve as amended. Mr. Glarner supported the motion. Mr. Augustine made a motion to approve the regular meeting minutes of November 9, 2016 as amended. Mr. Fredericks supported the motion. Motion carried 8 to 0.

IV. **PUBLIC COMMENT** – None

V. **COMMITTEE REPORTS** – Promotions Committee – Mrs. King indicated there was only one member present at the Promotions Committee meeting, Mr. Glarner. Mr. Glarner reported that Ms. Chamberlain has asked that the DDA pay for printing of a brochure mailed out to tour bus companies, provided to the welcome centers, and handed out around town. Mr. Glarner added that it may be two different brochures that are needed, one for J&K Steamboat and one for the community. Mrs. King added that she indicated to Ms. Chamberlain that it would be a good idea to have a brochure mock up to bring back to the board for action. Mr. Smith indicated that if the DDA is going to fund such a publication then it needs to have all the parcels in the DDA listed in it which would include all businesses, residential, commercial and industrial properties. Mr. Smith further recommended that the DDA partner with the Chamber of Commerce for future publications. Mr. Mulder added that this is the Chambers intent as well.

Mr. Fredericks arrived at 6:15 p.m.

VI. **STAFF REPORTS**

A. **Financial transactions and bills** – Mrs. King reviewed the financial transactions and bills. Mr. Mulder made a motion to approve the bills in the amount of $175,170.77. Mr. Fredericks supported the motion. Motion carried 9 to 0.

B. **Monthly financial statement** – Mr. Smith reviewed the financial statements. The legislature is acting on bills that would allow libraries to opt out of the DDA. This would mean we would have $30,000 less to work with. Our State Representative Tom Barrett is in favor of the bill package. Mayor Smith has contacted Representative Barrett about the bills. If they pass, we will have to take a close look at our budget so we can cover the $30,000.

VII. **OLD BUSINESS** –

A. **E. River Street Reconstruction Update** – Mr. Smith indicated the project is 99% complete. The first significant use was the Christmas parade and it was full all the way to the last section. An item for the board's consideration tonight is installation of the second trench drain. Two trench drains were to be installed and one was delayed significantly due to Frontier Communications. The cost to have the second drain installed now would be $16,000. The components would have to be poured off sight and installed here in inclement weather. It may not seal correctly and will not last as long. If we wait until the spring it will cost $5,400. We have piled the snow towards the existing drain for runoff. The board was in consensus to wait until the spring to install the second drain.

B. **Library Parking Lot Engineering Services** – Mr. Smith indicated that we have our representatives from c2ae to present conceptual designs. Rusti Owens is our Project Manager and is a landscape architect. Tyler Ruel is also here and is a Civil Engineer. Mr. Owens presented 4 different concepts. The board reviewed and made

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recommendations to incorporate a few items from designs into design #1. C2ae will bring the final design back to the board in January for action.

Karl Glarner left the meeting 8:05 p.m.

VIII. **NEW BUSINESS** – Downtown curb snow removal. – Mr. Jonas indicated that there is too much snow downtown. Last year we cleaned out the snow after it built up and would like to do that now during the heavy shopping season. Mr. Smith advised the board of the financial impact this would have. We do not have the figures from last year to know how much was spent on additional snow removal in the downtown area. It will double what we've spent historically. Mr. Jonas made a motion to remove the snow build up on the sidewalks this month as needed and we will review the costs in January. Motion carried 7 to 1.

IX. **PUBLIC COMMENT** – None

X. **BOARD OF DIRECTORS COMMENTS** – Mayor Smith indicated that we had a lot of visitors at our last City Council meeting to discuss water issues. We are looking into billing monthly starting with the new fiscal year in July. It will be easier for people to budget and catch leaks quicker.

Mr. Fredericks indicated that he wanted to compliment the City on the street lights downtown. It looks stunning as you drive through at night.

XI. **ADJOURNMENT** – Mr. Augustine made a motion to adjourn the meeting at 8:30 p.m. Mr. Fredericks supported the motion. Motion carried 8 to 0.

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Robert Brown, Secretary Date Minutes Approved

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