

**DOWNTOWN DEVELOPMENT AUTHORITY**

**MINUTES**

JANUARY 11, 2017, 6:00 PM

COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:03p.m. Members present: Chairman Bruce MacDowell, Bob Brown, Keith Mulder, Terrance Augustine, Mayor Kalmin Smith, Lise Mitchell, Vicki Paski and Chris Fata. Others Present: City Administrator Adam Smith, Assistant City Administrator Ameer King and c2ae representative, Tyler Ruel. Members Absent: Dave Jonas, Michael Fredericks and Karl Glarner.
- II. APPROVAL OF AGENDA** – Mr. Augustine made a motion to approve the agenda as presented. Ms. Mitchell supported the motion. Motion carried 7 to 0.
- III. BOARD OF DIRECTORS MINUTES** –
- A. Approval of the minutes for December 14, 2016 regular meeting** – Mr. Mulder made a motion to approve the regular meeting minutes of December 14, 2016 as amended. Mayor Smith supported the motion. Motion carried 7 to 0.
- IV. PUBLIC COMMENT** – Rick Merryfield who is a partner in the Barber Shop indicated he had concerns over the number of parking spaces or reduction of parking spaces. There are approximately 40 employees who park in the lot. The Opera House spills over into that lot as well. The more parking the better.
- Vicki Paski arrived at 6:09 p.m.
- V. COMMITTEE REPORTS** –
- VI. STAFF REPORTS**
- A. Financial transactions and bills** – Ms. Smith reviewed the financial transactions and bills. Mr. Augustine made a motion to approve the bills in the amount of \$12,662.24. Mr. Mulder supported the motion. Motion carried 8 to 0.
- B. Monthly financial statement** – Mr. Smith reviewed the financial statements. Staff has been working to develop a photo contest, which can be used for marketing and promotion. We will schedule a Design Committee to review the details.
- VII. OLD BUSINESS** –
- A. Library Parking Lot Update and Timeline** – Mr. Smith indicated that tonight is intended to get your final feedback to c2ae. Tyler Ruel from c2ae reviewed the revised layout. Several points of interest; roll curb is at the east end for trucks to drive over and snow to be stored in that area, there are 79 parking spaces, spaces are 9 x 20 with 24 foot aisle widths, tree grates are 5 x 5. There were several alternatives discussed. Mr. Smith indicated that a developer met with staff recently that will need additional dumpster enclosure area. There are 119 parking spaces added to River Street. Several members are interested in bike racks and how many parking spaces are available. There may be a problem with the curb by the barber shop as well for the turning radius with large trucks. Mr. Smith suggested we take elements of 2 designs and merge together. Using Illustrative Alternative 1 – keep the outside walkways taking them down to 9 ½ feet each or 9 foot on 1 and 10 foot on the other, have a bike rack in the grassy area on E. River Street and in Bridge Street Plaza or closer to the library, research the bump out/curb area by the barber shop insuring the radius is adequate for delivery trucks, keep as much parking as possible. From Preferred Alternative A use the perpendicular parking along Bridge Street Plaza, remove the trees along East River and try to get the dumpster enclosure next to the existing one behind Marathon. Mr. Augustine made a motion to move forward with preferred alternative A as revised. Revisions include Enhanced pedestrian circulation and a north and south bike rack, a north dumpster enclosure or expansion of the current dumpster enclosure, and to retain as much parking as possible. Mr. Brown supported the motion. A roll call vote was taken. Motion carried 8 to 0.

Mr. Fata	Yes	Ms. Paski	Yes	Mayor Smith	Yes
Mr. Brown	Yes	Mr. Mulder	Yes	Ms. Mitchell	Yes
Mr. Augustine	Yes	Chairman MacDowell	Yes		

**B. TIF Library Opt out bills, Senate Bills 619-624** – aMr. Smith indicated that the Governor signed into law Senate Bills 619 through 624. Our parking lot project was financial structured on the \$30,000 annual tax capture from the library. The new law means we potentially will not have it as a funding source to pay for the project. The library is required to continue to pay the commitment for projects prior to December 31, 2016. The library may opt out if the district is expanded or if the development plan is amended. This construction project could be in jeopardy and may have to be shelved. Mr. Smiths’ recommendation is to officially ask the library board for a commitment to use the TIF revenue for the entire length of the bond. Mr. Augustine made a motion to formally ask the GLADL board to commit the TIF revenue for payment of the bond for the entire length of the bond, and to refuse their opt-out privilege. Ms. Paski supported the motion. Motion carried 7 to 0. Ms. Mitchell abstained.

**VIII. NEW BUSINESS –**

**IX. PUBLIC COMMENT** – None

**X. BOARD OF DIRECTORS COMMENTS** –

**XI. ADJOURNMENT** – Mr. Augustine made a motion to adjourn the meeting at 8:02 p.m. Mr. Mulder supported the motion. Motion carried 8 to 0.

---

Robert Brown, Secretary

---

Date Minutes Approved

DRAFT