

# Minutes

**Downtown Development Authority  
Regular Meeting  
Wednesday, June 18, 2008  
Main Street Office  
118 E. Front Street**

Chairperson Floraday called the meeting to order at 7:45 a.m.

## **1. Roll Call**

Present: Chairperson Rick Floraday, Treasurer Pete Carlton, Janet Berns, Michelle Cloutier, Gabe Martin, Dave Stahl, Cheri Weakly, Mayor Worrell, Mary Gail Beneteau, Barry Kinsey (e 9:10)

Excused: Vice-Chairperson Frank Wszelaki, Doug Chaffin

Absent: Ken Wickenheiser

Guest: Jeanne Micka, Barb Harrington, Mary Jo Stoyanovich

Staff: Andrea Jones

Ms. Jones amended the agenda to add “Custer Week Sponsorship Request” under 3D Promotion Committee.

## **2. Consent Agenda**

There was discussion regarding the East Elm Avenue parking lot sale and the way that the DDA evaluated the proposal.

It was moved by Mr. Kinsey and seconded by Mayor Worrell to approve the consent agenda as presented.

*11 Ayes, 1 Nay (Berns)*

*Motion carried*

## **3. 2007-2008 Work Program**

### **A. Downtown Electrical Upgrade Update-Patrick Lewis**

Ms. Jones stated that, per Patrick Lewis, the project was completed and invoices were paid.

## **B. Alleyscape Redesign**

Ms. Jones stated that, per Patrick Lewis, the project is out for bid and set to be on City Council's agenda on July 7<sup>th</sup>. Further design elements are being determined.

## **C. Committee Agenda/Minutes**

Mr. Floraday explained that Ms. Jones is being asked to do minutes and agendas by committees although the Board asked that the committees handle those items themselves. He also stated that there are a lot of projects and research being asked to be handled by Ms. Jones from the committees. There was discussion regarding the organization of the Board and Committees. There was discussion regarding the responsibilities of Ms. Jones. The Board agreed that the committees should handle the agendas and minutes. A Minutes form will be created that each committee can fill out during the meetings.

## **D. Main Street Update/All Committee Reports**

- Organization – Minutes were enclosed in the meeting packet.
- Promotion – Minutes were enclosed in the meeting packet.
  - Jazz Festival Brochure

Ms. Jones explained the memo enclosed in the meeting packet. The Promotion Committee has not determined they would like to do the project at this time, but due to deadlines a Board decision is needed at this meeting so that the Promotion Committee can create and submit an ad on time if they so choose.

It was moved by Mr. Martin and seconded by Mr. Kinsey to spend up to \$250.00 for the Jazz Festival brochure, send to the Promotion Committee and talk to the DMBN to possibly do a half page ad with them.

*Motion carried unanimously.*

- DDA Website Preview/Comments

Ms. Jones showed the current website and explained the draft of the new website. She requested comments and/or changes from the Board on the design. There was discussion regarding website presence and search engine keys.

- Custer Week Sponsorship Application

Ms. Jones explained the updated budget that was received. There was discussion regarding the Promotion Committee recommendation for \$2,000.00 towards general sponsorship of the event.

It was moved by Mr. Kinsey and seconded by Ms. Cloutier to approve \$2,000.00 for Custer Week.

*Motion carried unanimously.*

- Design – No report.
  - Office Decoration

Ms. Harrington provided a list of improvements that the committee has discussed and asked that the Board provide direction on what they would be interested in funding. There was discussion regarding the location of Ms. Jones' desk.

It was moved by Mr. Martin and seconded by Ms. Beneteau to give the Design Committee permission to get picture moulding, window boxes and frame pictures with a starting budget of \$1,000.00.

*Motion carried unanimously.*

- Economic Restructuring – No report.
- Façade Grant Committee – Minutes were distributed at the meeting.
  - 35 E. Front St. Façade Extension Request-Stacey (Love) Bigelow

Ms. Jones explained the reasons for the extension request. There was discussion regarding the new policy of business names not being allowed on DDA funded awnings.

It was moved by Ms. Weakly and seconded by Mr. Martin to allow the 90-day extension under current rules of no signage on the awning.

*Motion carried unanimously.*

#### **4. Other Business**

##### **A. DMBN – Gabe Martin**

Mr. Martin mentioned a craft show is taking place to coincide with the International Muster event. There was discussion regarding the International Muster event schedule.

Ms. Cloutier volunteered to staff the office several days a week so that Ms. Jones can have time out of the office with the office still remaining open.

## **D. 22 W. Front St. Development Ideas**

There was discussion regarding development versus parking options. There was discussion regarding other large buildings for sale in the DDA district.

Mr. Kinsey excused himself from the remainder of the meeting at 9:10 am.

There was discussion regarding the need to discuss parking issues when discussing the development of properties that will bring large amounts of tenants downtown.

There was discussion regarding the way that the sale of the East Elm Avenue parking lot was handled and the need to determine how parking will be handled in the future.

The Board agreed that development would be the preference of the Board for the 22 W. Front St. location. Mayor Worrell stated that he would take the DDA's ideas into consideration during City discussions.

There was discussion regarding setting up a Worksession to discuss parking and development in downtown.

## **5. Communications**

Comments

Ms. Jones explained the locations and general times of water main rehabilitation projects throughout downtown.

Ms. Jones requested condolence donations for Frank Wszelaki's sister.

## **6. Adjournment**

A motion to adjourn was made by Mayor Worrell and seconded by Ms. Berns at 9:35 A.M.

*Motion carried unanimously*