

Minutes

**Downtown Development Authority
Regular Meeting
Wednesday, July 16, 2008
Main Street Office
118 E. Front Street**

Chairperson Floraday called the meeting to order at 7:47 a.m.

1. Roll Call

Present: Chairperson Rick Floraday, Vice-Chairperson Frank Wszelaki, Doug Chaffin (e 8:35), Janet Berns, Michelle Cloutier, Gabe Martin, Dave Stahl, Cheri Weakly, Mayor Worrell, Mary Gail Beneteau, Barry Kinsey, Ken Wickenheiser (e 9:10)

Staff: Andrea Jones

2. Consent Agenda

It was moved by Mr. Chaffin and seconded by Ms. Weakly to approve the consent agenda as presented.

Motion carried unanimously

3. 2008-2009 Work Program

A. Officer Elections

Chairperson Floraday requested nominations for officers.

Chairperson

Mr. Wickenheiser nominated Rick Floraday. The nomination was seconded by Ms. Beneteau.

Vice-Chairperson

Mr. Chaffin nominated Frank Wszelaki. The nomination was seconded by Mayor Worrell.

There was discussion regarding the responsibilities of the Treasurer.

Treasurer

Mr. Wickenheiser nominated Mary Gail Beneteau. The nomination was seconded by Ms. Cloutier.

It was moved by Mayor Worrell and seconded by Mr. Chaffin to close the nominations.

Motion carried unanimously

Due to lack of opposition, the nominations were accepted.

B. Sub-Committee Appointments

Ms. Jones explained the process for putting together the list of sub-committee members.

There was discussion regarding possible people to fill the vacant Board position.

It was moved by Mayor Worrell and seconded by Mr. Martin to accept the appointment of sub-committee members as listed.

Motion carried unanimously

C. Alleyscape Redesign

Ms. Jones stated that the project is out for bid and Chairperson Floraday stated that the grant extension was accepted. Further design elements are being determined. There was discussion regarding possible colors for the colored concrete.

D. Building and Business Inventory

Ms. Jones gave an update on the status and the issues related to the Access database. She inquired as to whether the DDA would like to hire someone to correct the database and input the information. There was discussion regarding the purpose of the database.

It was moved by Mr. Chaffin and seconded by Ms. Cloutier to authorize up to \$750 to set up the database system.

Motion carried unanimously

E. Committee Projects List

Ms. Jones explained the list of project that the committees are working on based on the previous meeting's request. There was discussion regarding the urgency of bike rack purchase and installation.

F. Main Street Update/All Committee Reports

- Organization – Minutes were enclosed in the meeting packet.
- Promotion – Minutes were enclosed in the meeting packet.
- Design – Minutes were enclosed in the meeting packet.

- LED Twinkle Lights

Ms. Jones explained the proposed design by the committee with the LED lights on the street lamp poles. She explained the quotes and the need to determine which light poles actually have outlets on them to determine which can support lights. There was discussion regarding the layout of the outlets to make sure the lights have a pattern of display. There was discussion regarding storage.

It was moved by Ms. Beneteau and seconded by Ms. Weakly to have the design committee purchase the twinkle lights up to \$1,400.00 after the inventory of the outlets.

Motion carried unanimously.

- Economic Restructuring – No meeting.
- Façade Grant Committee – Minutes were enclosed in the meeting packet.
- 317 S. Monroe St. Update/Extension

Ms. Jones stated that the permits were recently pulled, but work has not commenced at this time.

It was moved by Mr. Kinsey to give the property owner thirty days to make progress.

Motion failed due to lack of support.

There was discussion regarding the time frame to complete the project. There was discussion regarding project elements.

It was moved by Mr. Wickenheiser and seconded by Mr. Kinsey to give the property owner until the end of August to apply for reimbursement for the finished façade or the façade grant extension is denied.

Motion carried unanimously.

- 50 S. Monroe St. Application

Mr. Kinsey removed himself from the discussion. Ms. Jones explained the application and request summary.

It was moved by Mayor Worrell and seconded by Mr. Chaffin to fund the project up to the \$767.00 rebate plus architectural assistance.

11 Ayes, 1 Abstention (Kinsey)

Motion carried

Mr. Chaffin brought up a proposed bill that is moving through the state government for downtown funding. He stated that the DDA should become informed of the details.
Mr. Chaffin excused himself from the remainder of the meeting at 8:35 am.

4. Other Business

A. DMBN – Gabe Martin

Mr. Martin stated that there was no report.

Ms. Jones inquired as to when the DDA would like the end date to be for the seasonal employees. There was discussion regarding the budget. There was discussion regarding staff options. There was discussion regarding areas that need attention. The Board agreed to keep the seasonal staff until the budget runs out taking into account budget needs for the beginning of next summer.

5. Communications

Comments

Mr. Wickenheiser stated that the brick wall cap did not look completed.

Mr. Kinsey inquired as to the cost of living raise that the City employees received and whether the Board would like to look into that for Ms. Jones.

There was discussion regarding graffiti.

Vice-Chairperson Wszelaki gave an update on the Organization Committee minutes and projects they are discussing regarding liability insurance and City vs. DDA funding of maintenance and capital projects.

There was discussion regarding city and state funding. There was discussion regarding costs and need for police and fire protection. There was discussion regarding city staff. There was discussion regarding city marketing.

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

There was discussion regarding the set up of the parking committee and the DDA discussion of parking. There was also discussion regarding the parking spaces/issues.

6. Adjournment

A motion to adjourn was made by Mayor Worrell and seconded by Mr. Martin at 9:15 A.M.

Motion carried unanimously