

ACTION MINUTES

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

May 28, 2020

ZOOM VIDEO CONFERENCE

1:04 PM – 2:40 PM

ITEM NO. 1 - Meeting called to order and roll call

Chairman Steve Carver called the meeting to order at 1:04 PM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting via ZOOM.

DDA members present: Steve Carver, Chairman; Laura Kirk, Executive Director; Christian Henny, Board Member; Kevin Brady, Board Member; Charlie Willman, City Council Alternate Board Member; Jon Zalinski, Board Member; Chad Lee, Board Member;

DDA members not present: Steve Davis, City Council Representative; Lisa Nieslanik, Board Member; Kurt Carruth, Board Member

Non-DDA members present: John Burg, DDA Volunteer; Mary Elizabeth Geiger, DDA Counsel; Angie Anderson Chamber representative; Jen Ooton, Assistant City Manager; Gretchen Ricehill, Community Development; Terri Partch, City Engineer; Matt Langhorst; Cindy with the Farmer's Market

ITEM NO. 2 – Public Comment Limited to 3 Minutes Per Contributor: None

ITEM NO. 3 – Approve Consent Agenda:

Items may be removed from Consent Agenda for discussion on request of any Board member. Items not removed may be adopted by general consent without debate.

- A. Approval of Invoices for the Following:
 - a. DHM Design
 - c. Garfield and Hecht
 - b. Debra Bullock
- B. Approval of Minutes, April 9, 2020

Christian made a Motion to approve the Consent Agenda, seconded by Chad.

The Motion passed unanimously

ITEM NO. 4 – G4 Grant Program:

- Update – City received 150+ applications. Available funding was a total of \$300,000 - \$100,000 from the DDA, \$100,000 from the City, \$100,000 from FAB grant

program. Grant Review Committee is reviewing, and approvals are forthcoming. Grants will all be equal.

ITEM NO. 5 – Other Opportunities for DDA Assistance:

- Economic Development – DDA will continue to look for more opportunities to collaborate and market themselves. Keeping downtown vibrant is important. The DDA’s role moving forward was discussed.
- Promotional – There was discussion regarding promoting what the DDA is actively doing outside of capital projects. Event opportunities have not been identified specifically yet.
- Other Grant Programs – A program in the fall may make itself evident.

ITEM NO. 6 – Board Administrations

- Board Transitions – Steve Carver and Kurt Carruth’s terms are up. Kurt was to submit an application. Steve Carver’s term limit has been reached. No other applications have been received.
- Electronic Meetings – A draft policy/resolution was included in the Board packet. This would be temporary until the Board can meet in person again, following City Council guideline.

Christian made a Motion to adopt an electronic meeting policy that allows the DDA to meet electronically when it is not practical to meet in person, following City Council guidelines on when City Council is not meeting in person, and is using electronic means, but at all other times the DDA will continue to meet in person; seconded by Chad.

The Motion passed unanimously.

Chad Lee left the meeting.

ITEM NO. 7 – Bethel Lot Discussion:

- The Gdowski’s are getting closer to opening. Bids are forthcoming for paving.

ITEM NO. 8 – Cooper Ave:

- Outdoor Dining – A number of Cooper Avenue business are discussing outdoor dining with the City. North side of 7th Street is not something the State Liquor Enforcement will allow as a communal location.

• To accommodate outdoor dining the center delivery area will be removed from Cooper. This is consistent with business feedback. No other striping changes will be made at this time, but those will happen at a later time with parallel on one side and angled on the other per business requests.

- Forming a downtown business council was discussed by business owners, to be possibly facilitated by the DDA. The Board discussed this and would like to have the business owners lead this initiative.

ITEM NO. 9 – Future Meetings Relevant to the DDA:

- June 16th – Meeting time was discussed. This will be a Zoom session. This will be Steve Carver’s last meeting.

ITEM NO. 10 – Other Business: None

Jon made Motion to adjourn; seconded by Christian.

Mary Elizabeth Geiger reminded the Board that the City narrowed the DDA scope. The Board should go back to Council to have discussion about the DDA role moving forward. Updating the Downtown Development Plan needs to be considered.

Meeting adjourn at 2:40 PM