

Minutes

**Downtown Development Authority
Regular Meeting
Wednesday, January 20, 2010
Main Street Office
118 E. Front St.**

Chairperson Floraday called the meeting to order at 7:03 a.m.

1. Roll Call

Present: Chairperson Rick Floraday, Vice-Chairperson Ken Wickenheiser, Gabe Martin, Janet Berns, Cheri Weakly, Kimberle Daniels (a 7:54), Barry Kinsey
Excused: Treasurer Mary Gail Beneteau, Mayor Clark, Michelle Cloutier
Staff: Andrea Jones (a 7:54)
Guests: Jeanne Micka

The Board went into Closed Session to discuss Andrea Jones' personnel review. Ms. Jones previously requested that the session be closed. The Board went into recess at 7:38am after the conclusion of the Closed Session. The Board returned from recess at 7:54am to conduct their regular monthly meeting.

Ms. Daniels and Ms. Jones arrived at the meeting at 7:54am.

Ms. Jones updated the year on the Agenda. Ms. Weakly revised her email address on the Board contact sheet.

2. Consent Agenda

January Agenda
December 16, 2009 MSM/DDA meeting minutes
December Financial Reports
June 30, 2009 Financial Audit Report
Board of Review Tax Charge Back
317 S. Monroe St. Façade Grant Reimbursement

It was moved by Mr. Kinsey and seconded by Ms. Weakly to approve the Consent Agenda as presented.

Motion carried unanimously.

3. 2009-2010 Work Program

A. 2010-2011 Budget Discussion

Ms. Jones introduced the Sub-Committee budget requests, capital projects and other budget numbers that she had compiled. Payroll and tax capture estimates are still being calculated by City departments. There was discussion regarding the budget estimates for different accounts. There was discussion regarding the Façade Grant program.

B. Schedule Goals and Objectives Work Session

The Board scheduled a work session for February 3, 2010 at 7:45am.

C. 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.
 - Cigarette Receptacles
Ms. Jones explained where the receptacles could be used and the reasoning behind purchasing them. There was discussion regarding cost sharing with adjacent property owners. There was discussion regarding who would be installing the receptacles and any cost associated with it. There was discussion regarding the enforcement of littering.

It was moved by Mr. Kinsey and seconded by Mr. Martin to budget \$400 to purchase as many cigarette receptacles as possible.

Mr. Wickenheiser stated that he would pay half of the cost of a receptacle to be placed in front of his building on West First Street. It was suggested that communication be sent to business owners to determine interest in cost sharing for cigarette receptacles.

Motion carried unanimously.

- Economic Restructuring – No meeting.
- Façade Grant Committee – No minutes were distributed.
- Capital Improvements Committee – No meeting.

4. Other Business

A. Historic District Commission Workshop Partnership & Information

Ms. Jones explained the request from the Historic District Commission and the request for information about topics that should be covered in the tax credit workshop. It was requested that the logo be included in advertising.

It was moved by Ms. Weakly and seconded by Mr. Martin to provide \$50 for refreshments for the workshop.

Motion carried unanimously.

B. 2010 National Main Streets Conference

Ms. Jones requested a budget of \$2,000 to attend the May Conference in Oklahoma City.

It was moved by Mr. Kinsey and seconded by Mr. Wickenheiser to approve \$2,000 for Andrea Jones to attend the National Main Streets Conference.

Motion carried unanimously.

C. Tree Replacement Species

Ms. Jones requested feedback on the species of the new trees that were planted last year. There was discussion regarding what trees would be replaced next. There was discussion regarding maintenance and proper planting. Ms. Jones will discuss projected costs with Patrick Lewis.

It was moved by Mr. Kinsey and seconded by Mr. Martin to approve a 3% salary raise for Andrea Jones.

Motion carried unanimously.

5. Communications

Ms. Weakly asked for an update on the sale of the United Furniture building and the status of the Monroe Street Grill Liquor License. There was discussion regarding the process for approval, and details of, the downtown liquor license. There was discussion regarding how the MSM/DDA can support downtown liquor licenses.

Ms. Micka presented information on the Centennial Anniversary Celebration of the Custer Monument in June 2010.

6. Adjournment

A motion to adjourn was made by Mr. Kinsey and seconded by Mr. Martin at 8:55 A.M.

Motion carried unanimously.