

## **ACTION MINUTES**

### **DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**April 9, 2020**

### **ZOOM VIDEO CONFERENCE**

**1:00 PM – 3:15 PM**

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

Chairman Steve Carver called the meeting to order at 1:00 PM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting via ZOOM. The meeting Notice was posted onsite at City Hall.

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

DDA members not present: Lisa Nieslanik; Board Member

Non-DDA members present: Mary Elizabeth Geiger, DDA Counsel; Jenn Ooton, Assistant City Manager; Terri Partch, City Engineer; Steve Boyd, Finance; Matt Langhorst, Public Works; Debra Figueroa, City Manager

#### **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. Debra Bullock: \$142.50
  - b. DHM Design: \$5,821.45
- B. Approval of Meeting Minutes:
  - a. March 27, 2020

*Chad made a Motion to approve the Consent Agenda and the March 27, 2020 Minutes, seconded by Christian.*

*The Motion passed unanimously.*

#### **ITEM NO. 4 – Economic support discussion:**

- Update from Angie Anderson with the Chamber – The Chamber has resource

pages on their website that provide a lot of information. Social media has helped stay connected with positive messages. Encouraging gift card purchases at local businesses. Assistance for online store sales is being provided. CMC will be hosting webinars and providing one on one coaching for struggling businesses. Information is available to everyone, not just Chamber members.

- Update from Matt Nunez – The City has a small business development center. City website has a lot of resources. Jen said the City is working on one place to go for information called Disaster Assistance Center. Regional coordination has been utilized. The City has revolving loan funds which is a new program offered through USDA Federal Grant Program to assist with recovery.

- Update from Laura on the other DDA initiatives – 9:00 AM Friday calls are still occurring. Laura attends calls every other week with DDAs across the state.

- Review of 2020 budget – Laura reviewed the budget and provided some background. Also reviewed were proposed expenses totaling \$523,000.

- \$248,000 is allocated to DDA participation in 6<sup>th</sup> Street Pine to Laurel project. This has been put on hold by the DDA. The project might be able to be done for \$200,00 leaving \$48,000 remaining that could be used for other things.
- An estimate for paving the Bethel lot is \$15,000 - \$17,000. Estimates to be verified by construction bid.
- Ongoing construction administration work in the roundabout with Shannon Murphy; \$6,000 remaining in her contract. The roundabout project will start around May 1st.
- The board was in support of looking at ways to provide economic support and promotional support for the downtown businesses. Total number of businesses in the DDA boundary is 260. Approximately 160 – 180 of them pay sales tax. Rent relief was discussed as was utility assistance. Businesses that provide vibrancy and pay sales tax were discussed. Allocation of funds and parameters were considered. Grants are preferred over loans. Federal grants and relief money already received should be a parameter. Grants could be awarded based on the sales tax paid by the business. Marketing and events to help return vibrancy was discussed. \$200,000 will be allocated for relief. \$100,000 will be allocated now for rent/ mortgage relief. This will be granted with a maximum (up to \$4,000), and the amount granted could be based on sales tax paid by the business. \$50,000 will be used for promotion to get people back downtown. \$50,000 will be held until the fall. A committee consisting of Christian, Steve Davis, Jon Zalinski, and Steve Carver will put together a basis for the grant program for Board review.

*Christian made a Motion to allocate \$200,000 for business relief, \$100,000 to be allocated now for rent/ mortgage relief, with a maximum of \$4,000; \$50,000 to be used for promotion to bring people back downtown, and \$50,000 held until the fall; seconded by Jon.*

*The Motion passed unanimously.*

**ITEM NO. 5 – Bethel Lot Discussion:**

- Management discussion update –This is still an open item.
- Review of lease for Gdowski food truck - Lease will be for 6-months for \$500 per month, first month free. Lease start date has not been determined. Health Department approval could take up to 90 days. Tenants are responsible for maintenance.

*Christian made a Motion to approve the lease as written; seconded by Chad.*

An adjustment may need to be made to the start date depending on the Health Department approval.

*The Motion passed unanimously.*

Contracting with someone to pave the Bethel lot was discussed as well as boundaries to be paved.

*Jon made a Motion to pave the Bethel lot, from lot line to lot line, within the \$15,000 to \$17,000 estimate; seconded by Kurt.*

*The Motion passed unanimously.*

**ITEM NO. 6 – Cooper Avenue Meeting Recap:**

- Seeking input from business on going back to previous parking plan. If there is a consensus to return to the old parking plan, restriping is ready to go.

**ITEM NO. 7 – Future Meetings Relevant to the DDA:**

- Discuss date and time – April 30th, 1:00 PM, 1-hour meeting to review the grant program.

**ITEM NO. 8 – Other Business: None**