

ACTION MINUTES

DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL MEETING

October 20, 2020

ZOOM VIDEO CONFERENCE

2:00 PM – 4:00 PM

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

Christian Henny, Board President, called the meeting to order at 2:03 PM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting via ZOOM.

DDA members present: Christian Henny, Board Chairperson; Laura Kirk, Executive Director; Lisa Nieslanik, Board Member; Jon Zalinski, Board Member; Kevin Brady, Board Member; Kurt Carruth, Board Member

Council members present: Steve Davis, City Council Representative; Charlie Willman, City Council Representative

City staff present: Jen Ooton, Assistant City Manager; Steve Boyd; Matt Nunez; Gretchen Ricehill; Angie Anderson

ITEM NO. 2 – Public Comment Limited to 3 Minutes Per Contributor:

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:
 - DHM Design
 - Debra Bullock
 - Garfield and Hecht
 - Chrissy Lee-Manes and Jeremy Velasquez for Wing Mural Project

- B. Approval of Minutes for
 - September 1, 2020
 - September 15, 2020

- C. Approval of Amended and Restated Bylaws

Jon Zalinski made a Motion to approve the Consent Agenda; seconded by Lisa Nieslanik.

The Motion passed unanimously

ITEM NO. 4 – DDA Plan Update:

- DCI representative Katherine Correll and Stephanie Owens made a presentation reviewing the draft update to the DDA Plan of Development. The draft plan had been provided to the Board as a part of the packet. The Board discussed the plan and provided comments to the consultants for consideration. The Board agreed to provide further comments to Laura by the 27th so that those comments could be incorporated into a plan update. No action required by the Board at this time.

ITEM NO. 5 – Outdoor Winter Dining:

- The Board discussed some of the challenges around the winter dining. Laura reviewed some of the options that are being considered by the City including igloos, warming tents, areas for open containers, etc. City staff provided additional info on options and status of the discussions. One option is to provide some type of outdoor dining on the Bethel Lot; those logistics are still being worked out. No action required by the Board at this time.

ITEM NO. 6 – 2020 Budget and Potential Expenditures:

- The City is moving forward with replacement of the tree lights along Grand Avenue. Cost for that item had been previously appropriated in the DDA's 2020 budget. The project is currently out for bid. Laura wanted a motion confirming use of the funds for that effort. After discussion on the subject, a motion was provided to contribute up to \$50,000 for the lights by Lisa Nieslanik, second by Kurt Carruth, the motion passed 3-1.
- Laura presented a number of options for consideration by the Board around 2020 expenditures to help support the downtown district. Those included a proposal for horse carriage rides in the downtown during the holiday season. Laura presented a proposal to have Taylor and Paradice Carriages provide that service. Lisa Nieslanik made a motion to authorize Laura to work with Taylor to spend up to \$4,000 on carriage rides during the holiday season. Second by Jon Zalinski. Motion passes unanimously.
- Laura discussed the Wing Mural project including a social media campaign focused on the Wings and Glenwood Gold cards for prizes for best photos. In a motion proposed by Jon Zalinski, second by Lisa Nieslanik the Board unanimously approved \$1,000 toward the Wing campaign: \$500 for promotion and \$500 for prize money.
- Laura also let the Board know that the DDA and City were working on a one-

minute video to highlight the downtown 7th Street and Underbridge project for an award submittal with DCI. Cost for that video was covered by the City.

- Laura discussed the interest in updating the DDA website and logo. The existing website and logo are outdated and there is a desire for a fresh image. After discussion, Kurt Carruth made a motion to have Trent Blizzard build a website and Rebecca Signorini make a logo; motion passed 3 to 1.

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

November 17th, 2:00-4:00.

Jon Zalenski made a Motion to adjourn; seconded by Lisa Nieslanik.

Adjourned at 4:15 PM