

MINUTES
Downtown Development Authority
Board Meeting
Friday, January 15, 1999
C.D. Smith Building, 233 South 5th Street

PRESENT: Mary Crumbaker, Chris Launer, Mark Hermundstad, Gene Kinsey, Teresa Kareus, Bruce Bengel, Becky Brehmer, Pat Gormley, Rich Helm, Kathleen Killian, Barbara Creasman, Jean Morgan, guest Mark Relph,

ABSENT: Bill Petty, Bruce Hill

CALL TO ORDER: The meeting was called to order by Mark Hermundstad at 7:35.

APPROVAL OF MINUTES: The minutes for December 4th, December 18th, and January 8th were approved with one correction to December 4th.

POSTING OF NOTICES AND DOWNTOWN DEVELOPMENT AUTHORITY MEETING SCHEDULE:

Barbara Creasman explained the State law requires an annual designation of the DDA's official location for the posting of meeting notices, and suggested the front door of the DDA Building to be designated. Gene Kinsey made a motion to approve this location, Chris Launer 2nd, motion carried.

FINANCIAL REPORT: Barbara Creasman stated that cash flow is currently negative. However we do anticipate additional revenues of approximately \$44,000 including TIF project funds of \$20,000 to \$30,000.

Chris Launer asked about the reports beginning and ending fund balance. Mark Hermundstad questioned the negative figures. Barbara noted that these balances are annual for the beginning and vary on cash flow monthly for the ending fund balance. When year-end adjustments are made the ending fund balance should be positive

BOND UPDATE: – Initial Assessor's office numbers are not very high on the target properties, Barbara called for clarification and should have better information for the February 5th meeting.

ANNUAL MEETING WITH CITY COUNCIL: We need to determine a location for the annual city council meeting. Overall consensus is whatever is easiest. No location was determined at this time.

AGENDA OVERVIEW AND PROJECT PRIORITIES: Barbara recommended that Project Priorities and Target Projects need to be looked over by the board and discussed at the next meeting on February 5th. A draft of the final packet will be completed at that time.

TWO RIVERS FINAL REPORT: The consultant is scheduled to make his final presentation to City Council at the January 18th Workshop. Barbara will fax the workshop agenda to all board members.

REED BUILDING: Barbara presented information on the renovation of South Bay Offices in the Reed Building. The estimated costs of listed expenses total \$70,000 for a minimal cost to relocate our offices. This does not include moving expenses. She also suggested the use of volunteers to keep costs down but there is only so much they can do. Bruce Bengé questioned if this estimate was low. “Will we end up with a \$100,000 bill?” Barbara’s responded no but could be \$80,000. Chris Launer questioned the total square footage and how much the DDA will need and can we lease the remainder? Barbara stated we can not lease additional space until additional work is done, primarily the support structure between the 1st and 2nd floors with an estimated cost of \$80,000-\$100,000. Chris then asked if we should spend more to complete the entire floor then lease.

That would also take a much longer time frame and if we want to help facilitate the Museum expansion we need to move as soon as possible. Barbara then explained that the Museum wants the entire C.D. Smith building this spring.

Gene Kinsey asked how much the entire project would cost for second floor renovations. Barbara estimated \$250,000 to \$300,000. The board then speculated on the possibility of the City utilizing the remaining space during the City Hall Construction. It will take \$80,000 to \$100,000 for structural upgrades plus the sprinkler system, but no historic renovations. Also the need for an elevator was discussed. It will need to be done eventually, cost estimate \$115,000.

Chris suggested getting the City to help with renovation costs and they could use the space during the construction. Pat Gormley stated that the City does not want to be fragmented, and would prefer one big space. Barbara noted that the rental space at Foresight is not working out for the City, so they have considered splitting up.

Chris made a motion to move forward on the project, Becky Brehmer second, motion carried.

Rich Helm discussed the new tower. Tentative Grand Opening is scheduled for Wednesday, January 27th at 10:00 a.m. Everyone is invited.

Barbara noted that there are three meetings in February, so shall we cancel the workshop, will we get enough done on February 5th? The board will make the final decision at the meeting on the 5th.

WEST METRO TRANSPORTATION: Mark Relph expressed the need for a representative from the DDA to be on this committee. First meeting will be on January 25th at 2:00 with an Open House to follow at 4:00. This study will discuss several things, including Downtown, First and Grand, Riverside Drive, I-70 as an alternative to Patterson, and G Road. How does the current system look in 20 years? We want to establish a long-term plan and how it effects costs, service, noise and other neighborhood concerns. This process should be concluded by August.

Mary asked “How often are the meetings?” Mark replied, a couple of times a month we don’t have a specific schedule yet.

Chris asked how many on the committee? Mark, 24.

Barbara can be a backup to our committee representative.

Street Projects South Avenue & 5th Street:

South Avenue improvements, 5th through 7th Street will be first with a completion date end of May. The second phase is 7th through 9th Street with a completion date the end of July. The third phase of the project is 5th Street improvements from South Street to Main Street, which will run from June to October.

Parking Improvement Project:

90% Plans have been approved and will go to bid mid February, Construction end of April and finish mid July. The 500 Ute lot will be done first.

New Parking Development:

Mark passed out information on acquiring a consultant for this project, “Scope of Work” and discussed items 1-5. A copy is attached. Cost is between \$25,000 - \$65,000 with a best guess as \$30,000.

The board has determined there is a need for the development of additional parking. The goal of this project now is to identify need, have a consultant understand that need, then communicate it to the public and determine long-term solutions. The Board will participate in the expenses of the study a 50/50 split with no budgeted specific amount. Mark Relph plans to discuss this with City Counsel on February 15th at the council workshop. If the board has any thoughts on this please forward them to Barbara.

Mary felt the word opportunities in the “Scope of Work” proposal did not sound appropriate and proposed Mark replace it with need. Barbara noted that the DDA and Association Boards have been pushing to develop more parking and have generally determined that structures are needed.

Recap of Reed Building 2nd floor renovation with Mark Relph. Input from Mark sounded unlikely for the City to use space in that location. Many different plans are being considered for the City’s relocation. They prefer one building to house everyone during the relocation and that has proved difficult. However, they may now have a solution. Previously splitting up the offices was considered.

ADJOURN:

The meeting was adjourned at 8:57 a.m.