

**Downtown Development Authority
Board Meeting
Thursday, February 20, 2003
Whitman School, 248 South 4th Street**

PRESENT: Bruce Hill, PJ McGovern, Harry Griff, Gregg Palmer, Bruce Bengel, Larry Botkin, John Shaver, Susan Cafarelli, Harold Stalf and Sue Schore.

ABSENT: Doug Simons, Janet Terry, Pat Gormley, and Becky Brehmer

CALL TO ORDER: PJ McGovern called the meeting to order at 7:33 a.m.

FINANCIAL REPORT: Harold presented the final year-end report for 2002 and distributed copies of the sales tax report for 2002. The sales tax figures for the downtown area presented a good baseline of what the Downtown Partnership program should work from.

TWO RIVERS SIGN: Harold informed the Board that the price for the Two Rivers sign had increased to an estimate of \$80,000+ due to a six-year extended warranty program which was being included. Bruce Hill said the earlier commitment from the DDA Board was to help with a sign that was originally priced at \$30,000 to \$50,000 and it would be beneficial to know how the price got so high. Harold replied that the sign being purchased is the best quality, and that the purchase had gone through the competitive bid process required by the City. The lead time for manufacture is 14 weeks and the design is consistent with the Two Rivers design. He reminded the Board that with its contribution of \$41,000 towards the purchase price, the downtown would have use of ½ of the sign. John Shaver informed the Board that the sign code prohibits off-premises advertising; it could promote an event at the Avalon but not one at Mesa Theater. The sign can also promote events of public interest, but it cannot advertise. All copy changes will occur at mid-day. A written agreement has not yet been completed. Gregg Palmer moved that the Board approve its contribution of the \$41,350, subject to completion of a fully-executed agreement between the DDA and Two Rivers. The motion passed.

MOU: Harold distributed copies of John Shaver's final MOU drafts for review. Gregg stated that the language included recommendations by Harry, Harold, Janet and Dan Wilson and the current agreements are very close to saying what the DDA wants. Upon initial review, PJ stated that they were well done and they speak to exactly what the DDA needs. Board members are encouraged to study the agreements before the next meeting. It will be important to approve these documents in a timely manner or the \$75,000 grant will be delayed. Both the DDA and DTA must approve the services agreement, then it will be approved by City Council.

Harold announced that he had been working with Claudia Hazelhurst of the City's Human Resources Division and a job announcement for the DTA Marketing Coordinator will be posted in Sunday's Daily Sentinel.

GREYHOUND BUS DEPOT: Harold distributed a copy of a letter from the City to Dick Scariano in which Council stated its intent to pass on its option for the bus terminal property.

Harry Griff has left two telephone messages for Dick, but has not yet received a return call. He recommended the DDA send Scariano a letter stating its concern about the bus depot remaining on the property for a long period of time and requesting time to determine the estimated clean-up costs. This letter should also state the Board's interest in transferring property from the Smith family to the DDA. The hope is that the family will not do anything long-term with Greyhound until the DDA has an opportunity to explore that option. Harry Griff moved, with second by Larry Botkin, that Executive Director Harold Stalf and Acting Chairman PJ McGovern draft a letter to Dick Scariano, as the representative of the Smith family, stating the Board's concerns about a long-term lease with Greyhound and requesting an opportunity to discuss this with him. The motion passed.

DTA ANNUAL DINNER MEETING: Discussion focused on possible recipients for awards to be presented at the annual dinner meeting. Susan Cafarelli conveyed that the DTA Board was interested in seeing the Trophy Case receive an award for its renovation; however, it should be presented by the DDA. Harold suggested that, if an award were to be given for something adding to the vitality of night life in downtown, it should go to either Boomers or Greenshoe Theatre Company. Discussion will continue at the next meeting.

Harold asked the Board if it wanted to purchase tables for \$500 each, and the general consensus was that it would not be wise to spend tax dollars on the Boards' dinners and also that some individuals had already or would be purchasing tables for their own businesses. The DTA has streamlined the preparations for this event and the committee has been very cost-conscious this year. Bruce Bengé moved that the DDA contribute \$300 to the DTA to help with the cost of this affair. The motion passed.

REED BUILDING: John Shaver reported that he is very close to having a construction agreement for execution with Shaw Construction. There were several relatively minor problems with the draft contract which had to be dealt with—changes in pricing and the scope of the work which now has the project costs at \$301,000. In reference to changing conditions, if the cost is less than \$500 for a renovation change, Shaw will do it; anything costing more than \$500 would require a change order and the DDA would be responsible for payment. Harold reported that the bid documents were quite thorough and if there were to be any surprises, they would most likely be found under the six front metal panels or brick damage due to cleaning. John advised the Board that there might have to be an allowance budget for the changing conditions. PJ reminded the Board that the buyer had agreed to assume 60% of the change costs.

At 8:25 a.m. Bruce Bengé moved that the meeting be adjourned. Second by Larry "Botkin. The motion passed and the meeting was adjourned.