

Downtown Development Authority
Regular Meeting Minutes

Wednesday, July 15, 2009
Rochester Municipal Building – 400 Sixth Street
7:30 p.m.

1) Call to Order

The regular meeting of the Downtown Development Authority Board of Directors was called to order by Chairman Mike Clayman @ 7:30 p.m.

2) Roll Call

Prior to calling the roll, Stan welcomed the new members.

Board Members Present:	Board Members Present: Mayor Jeffrey Cuthbertson, Chairman Mike Clayman, Ken Johnson, Cathy Daldin, Dr. Atallah, Marilyn Trent(7:34 p.m.), Mary Wilson, John Pino, Donn Dumouchelle, John Modetz
Board Members Absent:	Stan Surratt, Scott Erskine, Paul Haig
Council Liaison Present:	Ben Giovanelli
School Board Liaison Member Absent:	Anna Reseigh
Chamber Liaison Absent:	Frank Sottile
Oakland University Liaison Absent:	Sonya Bellafant
Executive Director Present:	Kristi Trevarrow

3) Approval of Meeting Minutes

A) Approval of Regular Meeting Minutes – June 19, 2009

Jeffrey Cuthbertson asked that the minutes be amended to strike statements made by Ken Johnson and himself regarding City negotiations with the police union, as he did not remember participating in that conversation. Ken Johnson noted that the conversation did indeed happen as reported, with one correction: he stated that the police contract called for a raise in July and in the following year, not the fall of this year as recorded.

Motion By:	Jeffrey Cuthbertson for approval of the Regular Meeting Minutes of June 19, 2009, as amended.
Support By:	Dr. Atallah
In Favor:	All
Opposed:	None
Motion Passed	

4) Audience Comments

There were no audience comments.

5) Façade, Sign & Lighting Grants

A) Sign Grant Request from Sanders, 436 Main

Motion By:	John Modetz to approve the Sign Grant Request for Sanders, 436 Main, in the amount of \$1,000.00, subject to Planning Commission approval if applicable.
Support By:	Ken Johnson
In Favor:	Dr. Atallah, Jeffrey Cuthbertson, Cathy Daldin, Mary Wilson, Mike Clayman, John Pino, Ken Johnson, Marilyn Trent, John Modetz
Opposed:	Donn Dumouchelle
Motion Passed	

6) General Business Agenda Items

A) 2009 Resurfacing Program Update

Gary Tressel presented the recommendations of the Site Development Committee for the Resurfacing Program projects. The committee recommended proceeding with the East Alley, West Alley and Water Street projects, while postponing the repaving of the Mitzelfeld Parking Lot and Fourth Street from Walnut to Pine. There would need to be a budget amendment of \$50,602.40 to complete the recommended projects.

Dr. Atallah asked to go back to the contractor and renegotiate. Gary said that he had already gone back to the contractor and the bid was reduced by \$50,000. Gary also noted that the contractor was 15% under the next lowest bid. The largest portion of the expense was the underground hook-up to take care of the icing of the alleys. Jeffrey Cuthbertson expressed concerns regarding the legal issues and the benefits that private owners would gain from this.

Jaymes Vettraino suggested that, since the budget already had \$80,000 earmarked for alley improvements, that the \$50,602.40 be taken from that line item to cover the cost. Ben Giovanelli asked if there were environmentally friendly ways to utilize the run-off. Jeffrey Cuthbertson suggested that a Special Assessment be created. Dr. Atallah suggested that Gary Tressel go back again to the contractor. Jaymes Vettraino said that it was a sealed bid process. John Pino wondered if this would set a precedent for future blocks.

Motion By:	Ken Johnson to approve the Water Street project in its entirety.
Support By:	Jeffrey Cuthbertson
In Favor:	All
Opposed:	None
Motion Passed	

Gary Tressel then made the suggestion of only doing the East Alley project, as that would be within the allocated budget. Donn Dumouchelle said that Gus O’Connor’s is also experiencing very bad ice problems in the alley. Ben Giovanelli noted that Gus O’Connor’s was planning to remodel next year.

Motion By:	Jeffrey Cuthbertson to table the Alley Projects and refer to Site Development for a recommendation.
Support By:	Cathy Daldin
In Favor:	All
Opposed:	None
Motion Passed	

Gary Tressel will speak with the property owners about the hook-up to the underground run-off system.

B) Review of the DDA TIF Plan Status Report

Kristi introduced the report, asking for input. The report was created in response to a request from City Council. Decorative paving was given a status of “significant progress/ongoing” and parking garages were termed “subject under consideration”.

Motion By:	Marilyn Trent to forward to City Council as amended with DDA approval.
Support By:	John Pino
In Favor:	All
Opposed:	None
Motion Passed	

C) Update on the Wayfinding Program

Dr. Atallah introduced the subject of the proposed color change to the DDA logo, emphasizing that the logo design is very recognizable and has been used successfully. Marilyn Trent suggested that a Style Guide be developed for consistent usage.

Motion By:	Jeffrey Cuthbertson to approve the DDA logo change.
Support By:	Marilyn Trent
In Favor:	All
Opposed:	None
Motion Passed	

- D) Consideration of Application for the Great American Main Street Award
 Kristi presented this application. Donn Dumouchelle asked how much time will be spent on preparing the application. Kristi estimated a few hours, especially since much of the information had already been gathered for last year’s application, which made it into the top ten.

Motion By:	Cathy Daldin to prepare the application for the Great American Main Street Award for the Organization Committee.
Support By:	Marilyn Trent
In Favor:	All
Opposed:	None
Motion Passed	

- E) Receipt of Council Request for Information in Response to the DDA Request for PSD Reconsideration.
 Ben Giovanelli introduced this topic and went over the list of items. Ken Johnson pointed out what information would have to come from the City’s Finance Department. Jeffrey Cuthbertson suggested that questions concerning the Promotions budget be sent to the Promotions Committee to answer. Dr. Atallah asked about the agenda for the upcoming August 5th Joint Meeting with City Council, and Jeffrey Cuthbertson said the main items were relationship building and strategic planning.

Motion By:	Jeffrey Cuthbertson to send the Request for Information to the Promotions Committee and DDA staff as appropriate. The completed response should be ready for the next DDA meeting.
Support By:	Dr. Atallah
In Favor:	All
Opposed:	None
Motion Passed	

- F) Discussion on Committee Appointment Process
 Discussion occurred on creating a systemic process and guidelines for committee appointments.

Motion By:	Dr. Atallah to table this item and refer it to the Organization Committee.
Support By:	Marilyn Trent
In Favor:	All
Opposed:	None
Motion Passed	

G) Executive Committee Appointments

Mike Clayman asked for more time to make these appointments.

Motion By:	Jeffrey Cuthbertson to have the Vice Chair and Secretary attend the Executive Committee meetings on an interim basis.
Support By:	Donn Dumouchelle
In Favor:	All
Opposed:	None
Motion Passed	

H) Committee Appointments – Board Members

Mike Clayman appointed Donn Dumouchelle to the Business Development Committee and John Pino to the Site Development Committee.

Motion By:	Jeffrey Cuthbertson to accept the nomination of Donn Dumouchelle to the Business Development Committee and John Pino to the Site Development Committee.
Support By:	Ken Johnson
In Favor:	All
Opposed:	None
Motion Passed	

I) Receipt of Committee Chair Resignation – Cathy Daldin

The resignation was received. Kristi noted that Stan Surratt had declined to resume the chairmanship of the Promotions Committee when approached. Cathy will continue to serve until a new Chair is appointed.

7) Reports

A) Executive Director’s Update

The report was received. Kristi noted that Rochester was featured in CNN Money Magazine’s list of “Best Places To Live”. Dr. Atallah asked if there was any way that the Board could not go through each report? Jeffrey Cuthbertson mentioned the notion of a consent agenda, and the possibility of placing all committee reports as Item 7) A. Receipt and any discussion of any particular report as Item 7) B. Discussion. Discussion then occurred and the consensus was to refer this to the Executive Committee, as they are in charge of the agenda.

Motion By:	Dr. Atallah to accept and receive all staff and committee reports on the agenda.
Support By:	Jeffrey Cuthbertson
In Favor:	All
Opposed:	None
Motion Passed	

At a query from the Recording Secretary as to whether the motion included the Financial Reports, the answer was “yes”.

8. Miscellaneous Comments

Mike Clayman took a few minutes to describe his vision for the DDA.

Donn Dumouchelle suggested that, in the interests of accessibility, that each DDA Board member be given a public email address to be published.

Dr. Atallah welcomed all the new members, saying that change is good, and noted what a great job the DDA has done. He also thanked Stan Surratt and all previous Board members for their service. Jeffrey Cuthbertson concurred.

9. Closed Session to Discuss Acquisition of Property

Motion By:	Jeffrey Cuthbertson to go into Closed Session to Discuss Acquisition of Property.
Support By:	Donn Dumouchelle
In Favor:	All
Opposed:	None
Motion Passed	

The Board went into closed session at 9:45 p.m.

Respectfully Submitted,

Karen Koski
Recording Secretary