

Downtown Development Authority
Regular Meeting Minutes

Wednesday, June 16, 2010
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 Vice-Chair Cathy Daldin @ 7:30 p.m.

2) Roll Call

Board Members Present:	Board Members Present: Mayor Jeffrey Cuthbertson, Chair Mike Clayman (7:55 p.m.), Cathy Daldin, John Pino, Marilyn Trent, Dr. Atallah, Linda Lucaj, John Modetz, Vito Pampalona, Patricia Kane
Board Members Absent:	Mary Wilson, Donn Dumouchelle
Council Liaison Absent:	Ben Giovanelli
School Board Liaison Member Absent:	Lisa Nowak
Chamber Liaison Present:	John Gaber
Executive Director Present:	Kristi Trevarrow

Cathy Daldin welcomed new Board members Vito Pampalona and Patricia Kane.

3) Approval of Meeting Minutes

A. Approval of Regular Meeting Minutes – May 19, 2010

Motion By:	Jeffrey Cuthbertson to approve the Regular Meeting Minutes of May 19, 2010.
Support By:	Dr. Atallah
In Favor:	All
Opposed:	None
Motion Passed	

B. Approval of Closed Session Minutes – May 19, 2010

Motion By:	Jeffrey Cuthbertson for approval of the Closed Meeting Minutes of May 19, 2010 as presented.
Support By:	Linda Lucaj
In Favor:	All
Opposed:	None
Motion Passed	

4) Audience Comments

There were no audience comments. John Modetz took the opportunity to speak on behalf of the Memorial Day Parade committee, and thanked Mayor Cuthbertson and the City for their participation and assistance. Mayor Cuthbertson thanked John and his committee for their commitment to this important event.

5) Façade, Sign & Lighting Grants

A. Sign Grant Request for Tracy Jane Jewelry, 416 Main

Kristi noted that the diagram of the request had some vinyl window signs that were not part of the grant request.

Motion By:	John Modetz to approve the Sign Grant Request for Tracy Jane Jewelry, pending any required administrative approvals and the one-year waiting period for new businesses.
Support By:	Patricia Kane
In Favor:	All
Opposed:	None
Motion Passed	

6) Liaison Reports

A. City Council

Ben Giovanelli was not present, so Mayor Cuthbertson mentioned 2 items of interest: the Council is moving towards final adoption of a fire alarm ordinance to reduce the incidence of false alarms, and the Council has undertaken a process for soliciting applications for the PSD (Principal Shopping District) Board, and will review applications at the July 12 Council meeting.

B. Chamber of Commerce

John Gaber reported that the Chamber's Golf Outing was a resounding success, and noted several dates for future events: a Commissioners Panel in September and a November Forum on Health Regulation in partnership with Crittenton Hospital.

C. School Administration

The liaison was absent, hence no report.

7) General Business Agenda Items

By consensus, Item 7A. 'Election of DDA Board Officers – 2010-11' was moved to accommodate the pending arrival of Mike Clayman.

B. Request for Recommendation – Lebfest

John Akouri from the Lebanese American Chamber of Commerce was present to describe the events and answer any questions. Mr. Akouri noted that the festival would be held over 3 days, August 6-8, 2010 at River Square, 543 North Main. The current Miss USA, Rima Fakhri, is expected to be in attendance. Kristi asked about projected attendance, and Mr. Akouri anticipates approximately 1,000 over the 3-day period.

Cathy Daldin asked about his organization, which he said was growing. Patricia Kane asked where previous festivals have been held, and Mr. Akouri answered Birmingham and gave a brief history of the festival.

Dr. Atallah noted that, since the festival would be held on his property, he would abstain from any vote.

Marilyn Trent wanted to ensure that the festival was open to the public. John Modetz thought this was a great idea and was very excited about it. Vito Pamplona asked several questions regarding security and the possibility of keeping the event in Rochester.

Motion By:	Mayor Cuthbertson to accept and enthusiastically welcome Lebfest to Rochester.
Support By:	John Pino
In Favor:	Mayor Cuthbertson, Cathy Daldin, John Pino, Marilyn Trent, Linda Lucaj, John Modetz, Patricia Kane, Vito Pamplona
Opposed:	None
Abstain:	Dr. Atallah
Motion Passed	

At this point, Cathy Daldin paused the meeting to allow Mike Clayman to take the Chair. The meeting resumed at 8:01 p.m.

C. Main Street Reconstruction Technical Assistance Visit Report

Kristi presented the report.

Motion By:	Cathy Daldin to accept the report and have Kristi to refer to the various committees for review as appropriate.
Support By:	Marilyn Trent
In Favor:	All
Opposed:	None
Motion Passed	

Jeffrey Cuthbertson suggested that Kristi and Nik Banda act as communications captains to ensure that business owners and landlords are kept in the loop.

Mike Clayman suggested that the Organization Committee would be involved in that, and noted that Paul Haig had suggested there be block captains for each of the downtown blocks.

D. Review of Third & Walnut Parking Lot Screening Proposal

Kristi noted that the proposal was considerably lower than the amount set aside for it. After some discussion regarding the appropriate number of trees, it was decided to provide a contingency amount to ensure adequate coverage.

Motion By:	Cathy Daldin to accept the proposal from Lawnworks as presented for the amount of \$4,714.25 for 6-7 ft. trees, with an additional \$2,000 allocated contingencies.
Support By:	Dr. Atallah
In Favor:	All
Opposed:	None
Motion Passed	

E. Consideration of Committee Appointments – Promotions & Green City

The proposed appointments were presented by the respective chairs of the committees. The Chairman signified approval of the appointment of Hillary Heacock and Sue Keels to the Promotions Committee, and Shelleen McHale to the Green City Committee.

A. Election of DDA Officers – 2010-11

Motion By:	Mayor Cuthbertson to nominate the following: Mike Clayman – DDA Chair Cathy Daldin – Vice Chair Mary Wilson - Secretary
Support By:	Dr. Atallah
In Favor:	All
Opposed:	None
Motion Passed	

Patricia Kane noted that she supported the current slate of DDA Officers.

- 8) Receipt of Regular Reports
 - A. Executive Director’s Update
 - B. Events & Marketing Update
 - C. Business Recruitment Update
 - D. May 2010 Financial Report for DDA/Promotions
 - E. Organization Committee
 - F. Business Development Committee

- G. Promotions Committee
- H. Site Development Committee
- I. Green City Committee of Rochester

The reports were received.

9) Discussion of Reports

Kristi noted that The Big, Bright Ball is developing nicely, with new items coming in for the Silent Auction and additional restaurants participating in the Strolling Dinner.

10) Miscellaneous

Kristi presented a Façade Grant application that was submitted after the meeting packet deadline. The application is for Shehrzad Restaurant, 139 S. Main Street.

Board members felt they needed time to review the application before making a decision. Dr. Atallah thought the DDA had put a moratorium on façade grants. It was also noted that the Building Department had not yet granted a permit for the proposed work. Dr. Atallah suggested that the application be tabled, and it was agreed by consensus to do so.

11) Closed Session to Discuss Acquisition of Property

Motion By:	Mayor Cuthbertson to move to closed session without an intent to return.
Support By:	Dr. Atallah
In Favor:	All
Opposed:	None
Motion Passed	

The Board meeting went into Closed Session at 8:30 p.m.

Respectfully Submitted,

Karen Koski
Recording Secretary