

Downtown Development Authority
Regular Meeting Minutes

Wednesday, September 15, 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 Chairman Mike Clayman @ 7:30 p.m.

2) Roll Call

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

3) Approval of Meeting Minutes

A. Approval of Regular Meeting Minutes – August 18, 2010

Motion By:	Mayor Jeffrey Cuthbertson to approve the Regular Meeting Minutes of August 18, 2010 as presented.
Support By:	Patricia Kane
In Favor:	Jeffrey Cuthbertson, Mike Clayman, Cathy Daldin, John Pino, Dr. Atallah, Marilyn Trent, Vito Pampalona, Patricia Kane, John Modetz, Ben Giovanelli
Opposed:	None
Abstain:	Dr. Atallah
Motion Passed	

B. Approval Closed Session Meeting Minutes – August 18, 2010

Motion By:	Mayor Jeffrey Cuthbertson to approve the Closed Session Meeting Minutes of August 18, 2010 as presented.
Support By:	John Pino
In Favor:	Jeffrey Cuthbertson, Mike Clayman, Cathy Daldin, John Pino, Dr. Atallah, Marilyn Trent, Vito Pampalona, Patricia Kane, John Modetz, Ben Giovanelli
Opposed:	None
Abstain:	Dr. Atallah
Motion Passed	

4) Audience Comments

There were no audience comments.

5) Façade, Sign & Lighting Grants

None accepted at this time pending program policy review.

6) Liaison Reports

A. City Council

Ben Giovanelli presented a report since a new City Council liaison has yet to be appointed. He noted that among other items, the Council had approved an outdoor dining license for Tower Pizza, had resolved an employment question vis-à-vis PSD Board applicants, and passed a resolution to submit the Rochester Elevator to the Register of Historic Places. He noted that the Mill Street extension had been opened and that the transition from the previous trash contractor to the new one appeared to be going smoothly. He also noted that the President of Albania was scheduled to be in town on September 22.

B. Chamber of Commerce

The liaison was absent, hence no report

C. School Administration

The liaison was absent, hence no report.

7) General Business Agenda Items

A. Award of Bid – Olde Towne Road

Gary Tressel from Hubbell, Roth, Clark presented a recommendation to reject the current bids and re-bid the project.

Motion By:	Jeffrey Cuthbertson to reject all current bids for the Olde Towne Road project and re-bid.
Support By:	Dr. Atallah
In Favor:	All
Opposed:	None
Motion Passed	

Gary then gave an update on the 2012 Main Street Project. The most recent discussions have indicated that total closure of Main Street during reconstruction would speed up the project by approximately 6 weeks, so that the anticipated end date would be August 22, 2012. Mike Clayman voiced concerns about on-time completion, and Dr. Atallah observed that he had never seen a construction project end up on time. Dr. Atallah noted that he supported total closure as the best way to get the project done before the peak retail season, and then asked about the possibility of getting MDOT to cover the resurfacing of Olde Towne and Walnut, as these roads would be bearing the majority of redirected traffic. Gary responded that MDOT does have penalties in place for contractors who miss deadlines, but that no one can guarantee a completion date. He also said that he didn't think MDOT would finance the resurfacing at this time.

Patricia Kane asked about the flow/disruption of electrical power during construction. Gary responded that there are no primary or secondary electrical lines in Main Street, so it should be pretty safe. He did note, however, that the system is very old. Considerable discussion occurred about power outages and how it affects businesses and residents alike downtown.

B. Review of Façade, Sign and Lighting Grant Program Policies

Kristi reviewed the proposed changes with the Board. Cathy Daldin suggested recommending the policy changes pending attorney review.

Motion By:	John Modetz to accept the recommended revisions to the Façade, Sign and Lighting Grant Program Policies pending attorney review and with the addition of a requirement to submit 3 bids, with the amount of the lowest bid being the maximum amount approved.
Support By:	Ben Giovanelli
In Favor:	All
Opposed:	None
Motion Passed	

Further discussion on the subject of the priority policy was held. Concern over clarity was expressed by several Board members.

Motion By:	Mayor Jeffrey Cuthbertson to refer the priority policy to the Business Development Committee for review and recommendation of a procedure to the Board.
Support By:	Ben Giovanelli
In Favor:	All
Opposed:	None
Motion Passed	

C. Creation of The Big, Bright Light Show Fund at the City of Rochester

Kristi presented the proposal. Jaymes Vettraino confirmed that this fund would be at no cost to the DDA. Considerable discussion occurred over the appropriate direction to go for the future funding of the BBLs.

Motion By:	Dr. Atallah to pursue 501(c)(3) status for The Big, Bright Light Show
Support By:	John Modetz
In Favor:	All
Opposed:	None
Motion Passed	

It was decided to defer consideration on establishing a fund at the City.

D, Consideration of Committee Appointments – Green City & Site Development

Mike reviewed the applications for William Rex for the Green City Committee, and for Vito Pampalona for the Site Development Committee. Upon hearing the recommendations of the committee chairs and with no objections from the Board, Mike accepted the appointments.

E. Request for Recommendation – Trek Women Breast Cancer Awareness Ride

Cathy Daldin noted that she was a volunteer board member for this group.

Motion By:	Mayor Jeffrey Cuthbertson to recommend approval to City Council of the Trek Women Breast Cancer Awareness Ride, with all attendant road closings as appropriate.
Support By:	Dr. Atallah
In Favor:	All
Opposed:	None
Motion Passed	

F. Request for Recommendation – Green Living Festival

Mayor Jeffrey Cuthbertson noted that his wife was an independent contractor for the organization putting on the Festival and that he would therefore abstain from voting. Marilyn Trent reviewed the proposal and the history of the organizers, noting that this current incarnation; MI Green Team, Inc, was a for-profit entity, unlike previous organizational entities. Ben Giovanelli asked that the staff codify levels of support available for non-profit and for-profit organizations putting on events in downtown Rochester.

Motion By:	Dr. Atallah to recommend the Green Living Festival event to City Council for approval, with any road closures as deemed necessary.
Support By:	Ben Giovanelli
In Favor:	Mike Clayman, Cathy Daldin, John Pino, Dr. Atallah, Marilyn Trent, Vito Pampalona, Patricia Kane, John Modetz, Ben Giovanelli
Opposed:	None
Abstain:	Mayor Jeffrey Cuthbertson
Motion Passed	

G. Request for Recommendation – Promotions Committee Events

- i. Girls’ Night Out
- ii. Trick-or-Treat/Halloween Parade
- iii. Lagniappe
- iv. The Big, Bright Light Show

Motion By:	Mayor Jeffrey Cuthbertson to recommend the four Promotions Committee Events – Girls’ Night Out, Trick-or-Treat/Halloween Parade, Lagniappe, and The Big Bright Light Show – for approval to City Council.
Support By:	Ben Giovanelli
In Favor:	All
Opposed:	None
Motion Passed	

8) Receipt of Regular Reports

- A. Executive Director’s Update
- B. Economic Development Officer Update
- C. Business Recruitment Update
- D. Events & Marketing Update
- E. August 2010 Financial Report for DDA/Promotions
- F. Organization Committee
- G. Business Development Committee

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

The reports were received.

9) Discussion of Reports

Kristi noted that the current vacancy rates in downtown Rochester were 3.5% for retail and 26% for office. Vito Pampalona said he thought the office rate was much higher than average in the area. Mike Clayman wanted to know the area statistics, and Nik Banda responded, comparing percentages to amounts of available square footage. In terms of square footage, Rochester is far better off than other local communities, but everyone on the Rochester economic development team is aware of the need to fill those spaces.

10) Miscellaneous

Dr. Atallah had some observations about July’s report on economic development projects, and then asked if there was some way to have a closed session to discuss the events of the last closed session. Discussion occurred regarding the legality of having a closed session that did not specifically meet the requirements, but was concerning matters previously discussed in closed session. The Board directed Kristi to contact Jim Adams for an opinion on the matter.

Mayor Cuthbertson stated that the Council was considering adding a liaison from the Historical Commission to the DDA Board. He asked that the matter be referred to the Organization Committee for their recommendation to the Board.

John Modetz commented that Fortesa is a great addition to downtown.

Kristi asked that the Board request the Council to once again bag the parking meters for the holiday season.

Motion By:	Ben Giovanelli to recommend to City Council that the parking meters be bagged from November 30, 2010 – January 3, 2011.
Support By:	John Pino
In Favor:	All
Opposed:	None
Motion Passed	

Marilyn Trent reminded everyone that she would be part of a canning demonstration at the Farmers’ Market this coming Saturday.

11) Adjournment

Motion By:	Dr. Atallah to adjourn the meeting.
Support By:	Ben Giovanelli
In Favor:	All
Opposed:	None
Motion Passed	

The Board meeting adjourned at 9:29 p.m.

Respectfully Submitted,

Karen Koski
Recording Secretary