

Meeting Minutes

St. Joseph Downtown Development Authority

Wednesday, July 17, 2013 St. Joseph City Hall

	<i>Present</i>	<i>Absent</i>
Members	Janet Dykstra Mary Goff Stephanie Grill Tom Jennings Phil Kalamaros Deb Sailor Diane Wollenslegel	Vickie Campbell

Staff: Susan Solon, Communications & Marketing Director
Richard Lewis, Manager
Derek Perry, Director of Public Works

Minutes. The Minutes of the June 19th regular meeting and the July 3rd special meeting were unanimously approved, as presented.

Financial Report. Solon reviewed the June 2013 financial report with the Board and the report was unanimously approved, as presented.

Agenda Items

- Day/Time DDA Meetings. A request to change the monthly DDA meetings was brought forth to the Board. Some merchants felt that 1 p.m. (at lunch time) is not a feasible time for members to attend DDA meetings and requested that the time be changed to a more conducive time for the members. After discussion, Stephanie Grill moved, seconded by Deb Sailor, to move monthly meetings to the 3rd Thursday monthly at 8:30 a.m. in the City Commission Chambers. Ayes: 7; Nays: 0. Motion passed.

Tom Jennings entered the meeting at 2:12 p.m. Chair Goff asked Tom if he was interested in continuing on the DDA Board now that the Pump House Grill Restaurant is closed. He responded that he is still involved in the 505 Building and Czars; and would like to continue as a board member.

- Sidewalk Cleanup for Restaurants. City Manager Lewis shared an email from merchant Rachel Arent regarding sidewalk cleaning by sidewalk cafes, restaurants and eateries. She requested that the health inspector be asked to participate and speak to these venues because gnats and bugs seem to be abundant around the tables where food is served. A long discussion ensued about how to get them on board. The Sidewalk Amenities would need to be revamped to include what needs to be done: (i.e., power washing, the number of tables allowed, constant policing of keeping tables and chairs in place). Jill Stone spoke to the fact that the restaurants are having record breaking days, but that it would be a nice reminder to them.

Further discussion ensued about sidewalk marketing. Jill reported that she and Mr. Lewis walked the downtown and noted the troubled spots where sidewalks are

narrower; that they will continue to monitor the situation throughout the 60 day trial period. She spoke that there were approximately six (6) businesses participating in the Sidewalk Marketing trial and that she will provide feedback to the City Commission as requested.

- Recycling Survey – Sustainable Business Forum. Becky Kliss, a partner of the Sustainable Business Forum was present and spoke to the issue of recycling, or lack thereof, in the downtown and asked (1) if the City would become members of the Sustainable Business Forum for a \$50 annual membership fee; and (2) if the DDA could offer their blessing for a survey to be taken among the merchants/businesses within the DDA to measure the need for recycling. A copy of the survey is attached to these minutes. Discussion also ensued about opportunities available, different waste haulers, different types and sizes of bins available, parks recycling, placement of the bins for best use, etc.

Chair Goff mentioned that as a board member of the Solid Waste Committee, a County board, she recalled a tipping fee fund, which was quite a huge sum of money and to be used for educational purposes; that this project would be exceptional to receive some help from the County. Jill Adams, employed by the County, was present and stated that those monies are being utilized in other areas and it is her belief that the money will be exhausted in a year or two. Jill was asked to look into that and report back if she would please.

Tom Jennings moved to authorize the recycling survey be taken among the DDA with feedback upon the survey being completed by Phycotech. Deb Sailor seconded the motion. Ayes: 7; Nays: 0. Motion carried. Chair Goff thanked Phycotech for taking the lead on distributing the survey and compiling the feedback, and that the DDA looked forward to hearing the results.

Susan showed a segment from the City's marketing effort mid-state with JTV, Inc. Segments will continue to be shown as time permits.

New Businesses/Vacancies: Jill Stone spoke that Founders Winery opened the previous Thursday and that the Olive Cart would be having a ribbon cutting soon.

Member Kalamaros inquired whether the City or DDA had a web cam or thought about having a web cam installed? He spoke about 4 different web cams currently in place, but none of them are clear, etc. Discussion ensued about how a web cam is a passive marketing tool and should be explored further.

Discussion about the future of the lighthouses was brought forward. Chair Goff spoke to the fact that we need to find a way to keep it and seek funding for renovation. She spoke to a \$1 million immediate need for the first phase.

The meeting ended at 2:08 p.m.

- 5-Year Goals. Ongoing.

With no further business, the meeting adjourned at 2:17 p.m. The next regular meeting is scheduled for Thursday, August 15, 2013 at 8:30 a.m. in City Hall.

Respectfully submitted,

Susan Solon
DDA Director