

## Meeting Minutes

### St. Joseph Downtown Development Authority

Wednesday, April 24, 2013 1:00 PM St. Joseph City Hall

	<i>Present</i>	<i>Absent</i>
Members	Janet Dykstra Mary Goff Stephanie Grill Deb Sailor Frank Walsh (joined the meeting at 2:00 p.m.) Diane Wollenslegel	Vickie Campbell Tom Jennings

Staff: Susan Solon, Communications & Marketing Director  
Derek Perry, Director of Public Works  
Jill Stone, Director, St. Joseph Today

**Minutes.** The Minutes of the March 20, 2013 meeting were unanimously approved, as presented.

**Financial Reports.** Solon reviewed the March 2013 financial report with the Board and the report was unanimously approved, as presented.

### **Agenda Items**

- **Banners.** Solon reviewed the design of the banners with the board and after much discussion, the board decided that Captain Navy blue would be the color of choice with the following list of items noted at the bottom of the banners: Art & Museums, Downtown, Carousel & Fountain, Beaches, Dining, Shopping, and Welcome Center. The banners will be in place prior to the Memorial Day weekend. Additionally, Susan reported that she will notify the non-profits of the change in the banner project since non-profits paid for 2 years of banners and that the DDA will reimburse them 50% of what they paid in 2012.
- **Planters/Flowers –Main Street.** Derek Perry advised that a permit was issued by MDOT for planter placement along Main Street. Following that approval, Susan noted that she ordered the planters and that delivery is guaranteed for the week of May 20, 2013. She then presented an invoice from Wausau Tile Inc., which included placement and shipping and handling totaling \$10,463.00. She asked for direction from the DDA because they previously approved expenditures for the purpose of purchasing planters not to exceed \$9,000. Stephanie Grill moved, supported by Diane Wollenslegel, to approve the additional expenditure for the planters. Roll call taken: Ayes: 6: Nays: 0. Motion passed.
- **Expanding DDA Boundaries Update.** Susan shared that the City Commission held a public hearing on Monday, April 22, 2013, for the purpose of considering expanding the physical boundaries of the DDA to include 509 Ship Street and 100 State Street and there were no comments from the public. Chair Goff added that the owners of the Whitcomb are aware of this potential inclusion and understand the procedure and the additional tax revenue of approximately \$3,100 and have no problem with proceeding. Susan advised that the next step is to pass an ordinance with readings

taking effect 10 days after the final reading and that under state law, the City Commission must wait at least sixty (60) days after the April 22<sup>nd</sup> public hearing before they can give the new ordinance its first reading; thus, the first reading of the ordinance will be at the July 1 City Commission meeting. Chair Goff thanked John Hodgson and Solon for their work with getting to this point.

- Overhead Wires. Derek Perry spoke about his meeting with I & M and the status of the wires in question along the west alley in the 400 block of downtown. He said that I & M staff confirmed that the cost to remove the wires would be approximately \$6,500. Discussion ensued with Chair Goff recommending that this be brought up at the next study session to see what financial assistance the City Commission may have. Staff will report back.
- Bike Racks. Susan shared a recent email she received from Kelly Engel, a tenant at the 505 Building, regarding the need for bike racks and posed the question of how many racks would be needed and where the best placement should be in the downtown area. Jill Polmanteer, a co-worker of Kelly's at the 505 Building, was in attendance at the meeting and shared information she had acquired regarding bike racks. She spoke about the increase in physical exercise, the national trend of "Bike to Work", and the need for visible and safe racks. Derek Perry showed a photo of a current bike rack in the 300 block of downtown, in front of South Bend Chocolate Café. Discussion ensued about whether people recognize the type of rack and noting that it is being used to tie dogs to and not as a bike rack. Discussion ensued about the use of a parking space for bikes. It was suggested that Kelly and Jill find a good central location and recommend the type of rack they feel would be appropriate and to work with staff and bring back a recommendation.
- 5-Year Goals and Objectives. Susan reported that she will include the 5-year goal and objectives with every board packet monthly to keep it at the forefront for the board.
- New Business Vacancies. Jill Stone, Executive Director of St. Joseph Today, reported on new stores in the downtown, including Yoba's, Founder's Wine Tasting, Port St. Joseph, I love St. Joseph, and Grin.
- Welcome Wagon. Jill mentioned that she places a priority on visiting new stores and introducing herself to the owner, manager and staff; and will continue to do so.

With no further business, the meeting adjourned at 2:32 p.m. The next regular meeting is scheduled for Wednesday, May 15, 2013 at 1 p.m. in City Hall.

Respectfully submitted,

Susan Solon  
DDA Director