

## Meeting Minutes

### St. Joseph Downtown Development Authority

Wednesday, January 9, 2013 1:00 PM St. Joseph City Hall

	<i>Present</i>	<i>Absent</i>
Members	Bret Bortner Vickie Campbell Janet Dykstra Mary Goff Stephanie Grill Tom Jennings (arrived at 1:42 pm) Frank Walsh Diane Wollenslegel	J. Dowdy
Staff:	Susan Solon, Communications & Marketing Director Derek Perry, Director of Public Works Jill Stone, Director, St. Joseph Today	

**Minutes.** The Minutes of both October 23<sup>rd</sup> and October 31 were presented for approval. Bortner noted that the October 31<sup>st</sup> minutes reflected the board approving the purchase of 20 banners, when in fact it was 12 banners. Solon will change the minutes to reflect approval of 12 banners to be purchased; and would further place a postscript into the minutes to read as follows: 'Following the meeting, Solon contacted each non-profit organization who had invested in the banner program to ask if they would support removing their banners and placing holiday, followed by Magical Ice Fest, banners as part of the banner program along Main Street. Unanimous support was received. Because time was of the essence, Solon then contacted the DDA board through email advising of the non-profit support and received board support with moving forward to order 20 banners, in lieu of the original 12.

**Financial Reports.** Solon reviewed the December, 2012 financial report with the Board and the report was unanimously approved, as presented.

#### **Agenda Items.**

- Master Plan Process and Time Line. City Manager Walsh shared his recommendation to change the project name to say 5-year Goals and Objectives since Master Plans have state mandates and guidelines, which are not applicable to the process we are accomplishing. He noted that a date to share our goals with the public needed to be determined. After discussion, the date of Wednesday, February 20<sup>th</sup> at both 8:30 a.m. and again at 6:30 p.m. was decided upon. It was discussed that the St. Joseph Today Member meeting being that same day; the Executive Director will notify the membership of this public meeting in lieu of their monthly meeting. Staff will prepare the presentation and request input prior to February 20<sup>th</sup>.
- Board Code of Conduct and Oath of Office. Chair Goff noted that the City Commission is requesting each of their board members to review the Code of Conduct and Oath of Office and, if appropriate, sign the form as an agreement to adhere to the Code of Conduct and represent the City's best interest in the manner outlined.

- Banner Update. Susan noted that KBW is aware of the damaged banners and asked that they be sent over to their Kalamazoo office so they could take a look to investigate cause of the damage. KBW questioned installation and hardware might being the problem for the damage. Much discussion ensued and it was noted to hold off on pursuing repair of the banners based on the potential to go with another fabric and color. At that juncture, St. Joseph Today Executive Director Jill Stone shared the new design of the Magical Ice Fest banners and requested financial assistance from the DDA with purchasing the banners for a cost not to exceed \$2,300. Stephanie Grill moved, seconded by Vickie Campbell, to purchase 20 Magical Ice Fest banners as presented. Motion passed. The banners would be made and hung by Friday, January 25<sup>th</sup>.

Much discussion regarding fabric, color, consistency, and the potential to use a “local” company such as Revolution Design out of Benton Harbor pursued. It was decided to have staff obtain quotes for new banners and bring back to the February meeting.

Derek Perry responded to the request to lower the banners as being under the jurisdiction of the Michigan Department of Transportation (MDOT) and noted that the banners are as low on the pole as they can go.

- Decorative Planters – Main Street. Solon noted that the cost to place planters on Main Street will be around \$10,000 and inquired whether the DDA wished to pursue this project? The board requested a site plan for placement as well as costs to be brought back at the February meeting.
- DDA Boundaries. Discussion about the process for changing boundaries to include The Whitcomb pursued. Staff noted that approximately \$2,800 annually would be collected from The Whitcomb as part of the DDA millage revenue if they were to be included in the DDA. Discussion of including Lake Bluff Park into the DDA also pursued.

### Other Business

Jill Stone reviewed the vacancies and new businesses downtown (Vitales, Moxies II, old Harbor Shores, Majereks, old Centennial space) and noted that the Welcome Wagon had no report.

With no further business, the meeting adjourned at 2:28 p.m. The next regular meeting is scheduled for Wednesday, February 20, 2013 at 1 p.m. in City Hall with two informational 5-year Goals & Objectives meetings on that same day, being held at 8:30 a.m. and 6:30 p.m.

Respectfully submitted,

Susan Solon  
Staff