

**DOWNTOWN DEVELOPMENT AUTHORITY MEETING**  
**Tuesday, November 22, 2016**  
**City Hall Council Chambers**  
**301 South LeRoy Street**  
**6:00 PM**

Craig Schmidt called the meeting to order at 6:00 PM and welcomed Michael Hart.

Present: Bertschy, Green, Henderson, James, Kasper, Osborn, Saule, Schmidt,  
Strayer, Sweetman  
Absent: Bayer, Canever (*excused*)  
Others Present: Lynn Markland, City Manager, Michael Hart, Incoming Assistant City  
Manager, Cindy Shane, City Treasurer

**DIRECTOR'S REPORT**

Lynn Markland has been working with the Corlin Group regarding the new building on Leroy Street. An agreement is in the process of being drawn up by the City Attorney. Crust property swap closing will be early next week and construction is set to begin. No new news to report on the Horizon building. Markland will meet with John Strayer to reposition art work for snow removal this winter. Street decorations are up. Mums removed from light poles will be replaced with pots of holiday greens and berries prepared by Gerych's. Money will be taken out of DDA streetscape budget. Next year look into bidding it out. Mike Hart is set to begin on December 12, 2016. Markland met with the Methodist Church regarding 111 Leroy Place. They object to a business with liquor license near the church on the South side. They are ok with it on the North side.

**FINANCIAL REPORT**

Cindy Shane gave the financial report. No questions were raised.

**CONSENT AGENDA**

Craig Schmidt reviewed consent agenda items.

Motion made by Sweetman and Supported by Kasper to authorize payment of bills in the amount of \$3,438.50 and to approve meeting minutes of October 17, 2016.

YEAS: Bertschy, Green, Henderson, James, Kasper, Osborn, Saule, Schmidt,  
Strayer, Sweetman

NAYS: None

ABSENT: Bayer, Canever

**Motion was carried by Roll Call Vote**

**DIRECTOR'S CONTRACT**

Michael Hart introduced himself and was happy to meet everyone. The preliminary agreement for Mr. Hart was reviewed by the board. Markland entertained questions. Saule questioned the salary split between DDA and the City. The primary work of the Assistant is economic development and Shane explained the DDA contribution of 75% and LDFA contribution of 25%. Markland stated that percentages could possibly change.

Motion by Schmidt and Supported by Strayer to approve Mr. Hart's contract as presented.

**Motion carried by a voice vote.**

### **JINGLEFEST SPONSORSHIP**

Markland spoke with Jinglefest coordinators who will provide a written report detailing the specific costs supported by DDA. Some sponsorship costs include fireworks, advertising, marketing, and Community Center rental. A \$5000 sponsorship was requested and budgeted. Motion made by Sweetman and supported by Strayer for sponsorship of Jinglefest 2016.

**Motion carried by a voice vote.**

### **CALL TO THE AUDIENCE**

Cherie Smith welcomed Michael Hart. No other requests to speak were made.

### **BOARD COMMENTS**

Osborn will be making some replacements to the DDA Board. Osborn announced Bobbie Sweetman's resignation from the board and thanked her for her dedication and service. Markland commented on what a joy it has been working with Bobbie on both the DDA and the Library boards. Sweetman thanked the DDA for their support of the Library renovation. Schmidt suggested having a handout for board members regarding absentees. Markland will be sending out information on the rules of board membership. The December 20, 2016 meeting was tentatively changed to a joint meeting with City Council on Monday, December 12th to facilitate the signing of the agreement of 111 Leroy Place. Schmidt wished everyone a Happy Thanksgiving.

Meeting was adjourned at 6:31 PM



Craig Schmidt  
DDA Chairman



Jennifer Kienast  
DDA Recording Secretary

Date Approved: 1/17/2017