

**DDA**  
**DDA Meeting Minutes**  
**October 15th, 2019**  
**Electric Department Conference Room**  
**8:00 AM**

**Members Present:** Marcy Skwor, Derby Chase, Jay Bostwick, Kyle Closs, Linda Norlander, Robert LeDuc, Linda Howlett, Mike Williams, Sarah Slagstad and Mayor Thompson

**Members Absent:** None

**Vacancies - 1**

**Other Staff Present:** Renée Barron and Eric Buckman (Ron Miaso excused for medical reasons)

**Meeting was brought to order at 8:02 by Jay Bostwick**

**I. CALL TO ORDER:**

Roll Call was noted

**II. AMENDMENTS TO AGENDA:**

None

**III. PUBLIC COMMENT:** None

**IV. APPROVE MINUTES**

Motion by Derby Chase; seconded by Marcy Skwor to approve the following minutes:

i. Regular Meeting Minutes – September 17, 2019

ii. OFC Committee Minutes—October 1, 2019

**MOTION CARRIED UNANIMOUSLY**

**V. PUBLIC HEARING:** None

**VI. BUDGET:**

Linda Howlett took over duties as Chairperson and a Staff report from Ron Miaso was reviewed by Renee Barron on the budget detail year to date as of September 30th, 2019 as Ron was unable to attend the meeting.

Budget and staff report were reviewed with no concerns.

**VII. UNFINISHED BUSINESS:**

**A. Steve Mann—Miller Canfield**

Steve Mann was invited to attend the staff meeting via teleconference to answer questions about the Turner report and the resolved litigation with Mike O’Conner. After

careful consideration it was decided that any discussion with our attorneys regarding these issues should be done in closed session as we are entitled to by law.

**Turner Report Update**

Barron reviewed that the report is final and discussed a tentative schedule that the Turner report would be shared with the community. The City will also be sharing the rate study that was performed as part of the settlement. The DDA board members are encouraged to attend those meetings. The reports will be shared when the meeting dates are determined.

**B. 9<sup>th</sup> Street Bond Project Update**

Buckman reported that he has discussed the project with Baird (Bonding Attorney) and that we are on course to secure funding. The interest rates are lower than what was projected. This is good news for the City and DDA and Buckman is considering locking in early to ensure we benefit from the unexpected low rates.

**Restricted Fund for DDA Funding**-this item was tabled until Ron returns.

**C. North Shore Update**

**Place + Main Meeting**

Buckman gave a review of the meeting that took place on 9/8/19 with Joe Borgstrom from Place +Main. They updated the map, reviewed Phase 1 environmental on the property and discussed the hold up for moving forward. Currently we are waiting on the First Right of Refusal to be cleared off of Paul Coppo's property. Staff will continue to work with the attorneys on this issue.

**D. Rialto Center Project:**

Patrick Johnson presented the status on his building. \$25,000 was granted towards the engineering study that needed to be completed on this building in order for Johnson to apply for MEDC grants. Johnson explained that he has completed the roof work, a mural façade, repurposed some of the commercial space and is working to move his existing business into the building. 3 apartments currently exist upstairs with the potential for 3 additional units. The engineering funds were granted 3 years ago with no caveat of an expiration or timeline.

**Motion by Derby Chase; seconded by Jay Bostwick to review this project again in one year (October 2010). MOTION CARRIED**

**E. Old Fashioned Christmas:** Minutes from the last subcommittee meeting provided an overview of the OFC activities. Jay Bostwick reviewed the activities and changes for this year and secured availability of the DDA members for the day of the event.

**F. Delta Avenue Parking Update:** Barron gave an update on what Coleman engineering has been doing. Currently Coleman is waiting for the City to provide them with what each

business is required to provide for parking.

- G. DDA Plan Amendment/Timeline:** Ron Miaso provided materials which included an updated timeline for the DDA amendment activities.

**VIII. NEW BUSINESS**

- A. DDA Board Application:** Jeff Diebolt submitted an application to be considered as a member of the DDA. Barron shared that the current DDA opening was posted in the press by the City Clerk and that the posting stated that applications will be accepted until November 13<sup>th</sup>, 2019. The DDA discussed whether to wait until the posting deadline or to accept Diebolt's application as presented.

**Motion by Jay Bostwick; seconded by Derby Chase to accept Jeff Diebolt's application to fill the vacant DDA position. Roll Call Vote:**

<b>Closs-No</b>	<b>Norlander-No</b>
<b>Chase-Yes</b>	<b>LeDuc-No</b>
<b>Bostwick-Yes</b>	<b>Slagstad-Yes</b>
<b>Williams-No</b>	<b>Thompson-Yes</b>
<b>Skwor-No</b>	<b>Howlett-No</b>

**Motion Failed: 6-No 4-Yes**

**IX. Comments**

- a. City Manager – Buckman updated the DDA on Delfabs new machine, reviewed his recent meeting with the library, the rate study, an order of the court to tear down the residential building at 1311 Delta, new employee in Community Development; Dave Cowen, clean audit report and that the Housing Commission will not be developing as planned.
- b. DDA/EDC Coordinator, Ron Miaso - None
- c. DDA Board Comments – Linda Howlett—reported that the school has flat enrollment, they are also in the audit mode and trying to grow fund balance.

**H. PUBLIC COMMENT**

TJ Thomas, EDA Director reported on his work in the county regarding SBDC trainings for online businesses, the Northshore project and RRC activities.

- I. ADJOURNMENT: Meeting adjourned at 9:21AM.**

**Respectfully Submitted,**

**Renee Barron, Community Development Director**