

**DULUTH
DOWNTOWN DEVELOPMENT AUTHORITY
Main Street Conference Room
April 18, 2017
MINUTES**

Present: **Rob Ponder – DDA Chairman
Ron Osterloh – DDA Vice Chairman
Ken Odum – DDA Member
Slade Lail – DDA Member**

Absent: **Pam Smith - DDA Member
Jim Graham – DDA Member
Bill Weaver - DDA Member**

Staff: **Economic Development Manager Chris McGahee
Economic Development Will Corbin
Assistant to Mayor and City Mgr. Kim Jackson
Finance Manager Ken Sakmar**

Council: **Mayor Nancy Harris**

DDA Chairman Rob Ponder called the April 18, 2017 DDA meeting to order at 6:31 p.m.

MINUTES

Chairman Rob Ponder requested approval of the minutes from the February 21, 2016 meeting. **Jim Graham made a motion to approve the October 18th DDA meeting minutes; Slade Lail seconded the motion. All voted in favor.**

FINANCE REPORT

Ken Sakmar reviewed the DDA Budget and updated the authority on the activities in their accounts.

RED CLAY REPORT

Chris McGahee gave an update on the Red Clay Music Foundry to the DDA; to date 914 shows, 100,236 people attended.

OLD BUSINESS

Staff updated the DDA on the progress of several projects; Parsons Alley tenant update, building 600, Proctor Square/District at Duluth, Home South Residential, Railroad Crossing repair update, Truck and Tap and the Seed Capital building.

Merchant Liaison Committee – Staff covered the research on existing merchant liaison committees. The DDA tabled the talks until Eddie Owen was available for further discussion about the committee.

Façade Grant Request Modifications – Staff has three modifications they would like to make to the Façade Grant Policy

1. Prior to dispersing Façade Grant Funds from the City of Duluth Downtown Development Authority the Business Office for the City of Duluth will verify that all relevant taxes due to the City of Duluth by the property owner are current.
2. Prior to dispersing Façade Grant Funds from the City of Duluth Downtown Development Authority the Business Office for the City of Duluth will verify that all relevant taxes and fees due to the City of Duluth by the business owner are current.
3. Prior to adaptively reusing any item previously paid for by City of Duluth Downtown Development Authority funds by a property owner or business the Business Office for the City of Duluth will verify that all relevant taxes due to the City of Duluth by the property owner are current

Ron Osterloh made a motion to amend the Downtown Development Authorities policy to include the three bullets provided by staff upon approval by the city attorney. Ken Odum seconded the motion. All voted in favor.

Piatto has submitted a façade grant to the DDA for the additional sides not previously approved and sign of the business. **Ken Odum made a motion to approve the increase of the façade grant for an additional \$3,575 for a total of \$5,075 to Piatto. Ron Osterloh seconded the motion. All voted in favor.**

NEW BUSINESS

Rail Observation Platform Project – Mayor Harris discussed the vision, plans and ideas for a rail observation platform.

Staff covered new projects in the city; Hospital connector project, food truck programing update, the downtown event calendar, redevelopment peer tour, Parsons Alley-Town Green crosswalk construction and the Commercial/Residential broker event being hosted by Duluth’s Economic Development department.

PUBLIC COMMENTS

ADJOURNMENT

There being no further business, Ken Odum made a motion to adjourn the regular session of the DDA; Slade Lail seconded the motion. All voted in favor. The meeting closed at 8:12 p.m.

Next scheduled DDA meeting is May 4, 2017

Chairman, Rob Ponder

Secretary, Chris McGahee

KJ