

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **January 22, 2009**

Hansen led a 12:00 noon walkthrough of the property at 111 North Mill Street, then group convened at City Hall afterwards.

Present: Lewis, Vibber, Morrow, Zoppa, Near, McConkie, Meyer, Hornus, Hoyt and Hansen
Absent/Excused: Kubin, Readman, Moore, Crowley

Meeting called to order by Lewis at 12:15 p.m.

Moved by Meyer, supported by Morrow to elect the following slate of DDA officers for 2009:
Chairman – Lewis, Vice-Chair – Hornus and Secretary – Vibber.

All Ayes/Motion Carried.

McConkie made one request that minutes be clarified to include the purchase price of 111 North Mill Street as \$73,000.

Moved by McConkie, supported by Zoppa to approve the minutes of December 4, 2008 with the aforementioned change.

All Ayes/Motion Carried.

Financial report presented through November 30, 2008.

Moved by Hornus, supported by Vibber to accept and file financial reports through November 30, 2008.

All Ayes/Motion Carried.

City Manager McConkie requested that the DDA consider changing the method of record keeping for DDA funds. Asked that DDA checking account be closed so that account could be part of the regular City of St. Louis system. Expenditures would still need to be approved by DDA Board and monthly financial report would still look exactly the same but this new method would allow the DDA to be charged for City workers to do work on DDA projects, such as the 111 North Mill Street project. In addition, a complete listing of checks issued each month would be made available as part of financial report to offset the fact that DDA officers would not be actually signing checks.

Discussion was held to clarify some of the points above. Vibber took part in the discussion but then explained that he would abstain from any vote because he was a Chemical Bank employee.

Moved by Near, supported by Zoppa to grant City's request to move their financial account into the City's overall system as long as monthly reports of each check were provided.

Aye: Lewis, Vibber, Morrow, Zoppa, Near, McConkie, Meyer, Hornus, Hoyt
Nay: None
Abstain: Vibber
Motion Carried

Façade Program was discussed. Hansen waiting for paid invoice from Gratiot Car Company to reimburse them and Hornus is working on The Bustle & Grind business Façade Grant project.

Report and discussion on 111 North Mill Street project. Building was purchased in late December. Interior cleanout has been just about completed and DDA Board walkthrough allowed different items to be pointed out. Idea is to get the downstairs ready first with priorities

being structural stabilization, sewer line and new floor. Cost estimates are currently being gathered. Once cleanout was in process it was obvious that there were some structural and floor/foundation issues that must be addressed. Architect is currently putting together a list of items and potential solutions. Plumbing, heating/cooling and electrical work will also need to be done to bring building up to code. In order to keep the project moving, Hansen requested that the DDA approve spending additional funds.

Discussion was held on how best to come up with consensus on necessary items, cost estimates, etc. Vibber suggested a small committee be formed to be in charge of this.

Moved by Vibber, supported by Zoppa to create a Project Committee for the 111 North Mill Street project to include board members Moore, Morrow and McConkie along with Hansen.
All Ayes/Motion Carried.

Moved by Hornus, supported by Vibber to authorize the Committee to spend \$15,000 for items described above beyond the original loan amount.
All Ayes/Motion Carried.

Hansen and McConkie are working on a lease agreement with attorney Rhonda Clark to put her law office on the first floor. Final draft proposal should be ready soon.

Board agreed in principle that, though the DDA may be spending a significant amount of money, this is an important project for the downtown. It stabilizes an historic building that is in need of structural repair which adjoins two other properties. It hopefully adds a new business to the downtown and improves the appearance of the streetscape. It also offers the opportunity to add an apartment in the downtown and will provide increased tax income.

Downtown website is up at www.downtownstlouismi.com and we are starting to announce it. Businesses need to look at their pages and provide any information that they want on the site.

Brief review of Reverse Angle Parking just FYI for Board. Not likely that we will try to implement it, but Hansen wanted to explain it at least. Morrow asked if we could perhaps change straight-in parking behind Kentwood Pharmacy to angle parking to discourage people from driving the wrong way in the parking lot.

North Mill Street Streetscape project for 2010 or 2011 was not discussed at this time. Purchase of additional green banners was tabled as well.

McConkie reported briefly about progress with City gaining complete title to the Mineral Springs area near the swimming pool. Enhancement project there might be part of large list that City is compiling to be prepared for potential Stimulus Package grant money that may be available soon.

Board agreed to have next regular meeting on Thursday, February 19 which is one week earlier than usual as Hansen will be out of town on February 26. Board agreed that a Special Meeting may be necessary in between now and then as well.

Meeting adjourned at 1:05 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, FEBRUARY 19, 2009
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **February 19, 2009**

Present: Lewis, Morrow, Zoppa, Near, McConkie, Meyer, Hornus, Hoyt, Kubin, Moore and Hansen

Absent/Excused: Vibber, Readman, Crowley

Meeting called to order by Lewis at 12:15 p.m.

Moved by Hornus, supported by Zoppa to approve the minutes of January 22, 2009.

All Ayes/Motion Carried.

Financial report presented through December 31, 2008.

Moved by Kubin, supported by Morrow to accept and file financial reports through December 31, 2008.

All Ayes/Motion Carried.

Façade Program report includes progress by Hornus on The Bustle & Grind storefront. He will get invoices to Hansen once weather gets better and exterior work can be completed. Presented a request by Dan Raysby of Dan's Novelty & Bingo Supplies for \$300 for an exterior sign for his new business, located in the former Paint Pantry building at 321 North Mill Street. Dan has become a FedEx center and is handling the bingo business formerly run by Chuck Murphy.

Moved by McConkie, supported by Moore to award a Façade Grant to Dan's Novelty & Bingo Supplies in the amount of \$300 for an exterior sign.

All Ayes/Motion Carried.

Discussion held regarding the progress of renovation of the building at 111 North Mill Street. Low bid for excavating in front of the building in order to install new water and sewer lines was received from D & E Excavating in the amount of \$8,500. Low bid for the interior work involving structural work on the north wall as well as two support beams was received from Freed Construction in the amount of \$10,695. Consensus was to approve these two projects to move forward. City Council approved expenditures at their meeting this past Tuesday, February 17. Board felt that a special meeting could be called prior to the next regular meeting date of March 26 should things move quickly and more funds needed to be spent in that time period. Committee of Moore, Morrow, Hansen and McConkie will continue to interact throughout the project.

Hansen and McConkie reported that Rhonda Clark had been working with us on a lease agreement with an option to buy. Some wording still needs to be finalized, but board was comfortable with renter paying \$450 per month, plus all utilities and taxes with a stated purchase price of \$80,000. Clark is also willing to put in \$10,000 of her own funds to create interior office rooms. Moore had question about who is responsible for maintenance of heating system, etc. Hansen and McConkie will clarify and bring lease to DDA Board before anything is signed. Board agreed that they were comfortable with Clark putting a "future home of" sign in the front window at 111 North Mill Street. Hansen will coordinate.

Other potential projects downtown were discussed including the Office of Human Services and the China City building. China City owners have moved out of the area and City is concerned about condition of roof as well as electric situation there.

Downtown St. Louis website added pages this week for The Bustle & Grind, Law Office of Rhonda Clark and continues to update information on business pages. St. Louis Family Clinic and Gratiot Health Center also provided new information for their page. Comedy Night, sponsored by the Middle of the Mitten Association is coming up on Saturday, March 14 and Hansen encouraged DDA Board members to attend. Flyer was included in DDA packet.

Potential Streetscape improvements for North Mill Street were discussed briefly. Most likely Streetscape item coming up any time soon would be new metal Victorian light poles to replace the fiberglass poles currently downtown. Stimulus Package money may be available for this to include LED lighting that could save the City quite a bit of money yearly in electric costs. Moore mentioned that some of the newer poles we've installed don't have electric outlets near the top. Hansen will check to see if our Electric Department can add them, and will make sure that whatever we order from now on will have them. Other possible features on new poles could include banner arms, flower baskets or speakers for music.

Hornus asked that Hansen send out another letter soon reminding downtown business owners to keep the downtown parking spots available for customers, and not have them used by owners or employees of the businesses.

Meeting adjourned at 12:55 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, MARCH 26, 2009
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **March 19, 2009**

Present: Lewis, Morrow, Near, McConkie, Meyer, Hornus, Hoyt, Kubin and Hansen
Absent/Excused: Moore, Zoppa, Vibber, Readman, Crowley

Meeting called to order by Lewis at 12:15 p.m.

Moved by Hornus, supported by Morrow to approve the minutes of February 19, 2009.
All Ayes/Motion Carried.

Financial report presented through January 31, 2009.

Moved by Kubin, supported by Hornus to accept and file financial reports through January 31, 2009.
All Ayes/Motion Carried.

Update on Façade Grant Program. Confirmed \$300 sign grant to Dan's Ship Center, Novelties & Bingo Supplies. Sign has been installed. Progress on Bustle & Grind front façade and sign is going on now that weather is nicer. Received application from Jerry Lewis at Jim's Barber Shop for \$710 to install a new energy efficient front window and to have lettering/sign work on the glass of that new window and the existing door.

Moved by Kubin, supported by Morrow to approve a \$710 Façade Grant to Jim's Barber Shop.

Aye: Kubin, Morrow, Near, McConkie, Meyer, Hornus, Hoyt
Abstain: Lewis

Morrow asked Hansen to try to find out who does work similar to what Main Street Pizza did on areas of brick that are no longer stable enough to hold paint. Mentioned that south wall of Kentwood Pharmacy looks like it has areas that might be in that situation.

Hansen will also prepare a financial summary of the 2008-09 Façade Grant program and determine exactly how much money is left through June 30.

Renovation of 111 North Mill Street was discussed and Hansen and McConkie gave an update. Support work has been finished by Freed Construction and wood floor has been removed. Two bids have been received to haul sand in and pour the new cement floor. Bids are not far apart and board confirmed that we do not have to take the lower bid, depending on the method that each would use. Board felt that it would be better if the work could be done through the back alley rather than by blocking off North Mill Street to traffic and reducing parking while the work was going on. Hansen will speak to both bidders to determine the method each would use. Meyer mentioned how many spaces were taken up during recent work, even by City employees.

Moved by Morrow, supported by Hoyt to authorize McConkie and Hansen to make the final decision on this bid award.

All Ayes/Motion Carried.

Bids should be received on the plumbing/heating/cooling work by early next week. This will need to be coordinated somewhat with the floor work. Hansen will stay in touch with DDA Board once he has more information.

Other available properties were mentioned including the China City building, Rudy Hornus' building at 122 & 124 North Mill Street, the St. Louis Mini-Mart and possibly Charlie Smith's Sportsmen's Barber Shop. Hansen will talk to Charlie to see if he is interested in selling as there may be a party interested. Hansen has already been working with a different prospect for another office space and Lewis mentioned that he also has a 13' x 16' space in the back of his building.

Promotional items in progress are the annual St. Louis brochure which has been a cooperative project between the DDA, City and chamber as well as a Constant Contact e-newsletter and a poster for the nearby MDOT rest area on US-127 north of Ithaca. Recent Comedy Night event was sold out, as was the latest blues performance at the GEM Theater. Hansen handed out Middle of the Mitten Golf Outing flyers as that is coming up on June 11 and is the main fundraiser for the fireworks. Morrow mentioned that the first Downtown Sale day is coming up on Sunday, May 3 from 11 a.m. to 4 p.m.

Streetscape related items are on hold at the moment until the 111 North Mill Street project can be completed and more specifics are discovered about potential funding sources that might become available, particularly through the Stimulus Package.

Morrow and Lewis mentioned that some people might consider benches in front of their storefront on North Mill Street this year. Board reiterated the fact that they did not want to place benches in any particular pattern so that it looked "cookie-cutter" downtown but that if someone wanted to place a bench, we should have some ideas on styles, costs, etc. available to them. Hansen and Morrow will get together on this and Hansen will include it in a letter that reminds store owners and employees not to park in prime spaces on North Mill Street.

Meeting adjourned at 1:05 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, APRIL 23, 2009
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **April 23, 2009**

Present: Lewis, Morrow, Near, McConkie, Meyer, Hornus, Hoyt, Kubin, Moore, Vibber and Hansen

Absent/Excused: Zoppa, Readman, Crowley

Meeting called to order by Lewis at 12:15 p.m.

Moved by Hornus, supported by Morrow to approve the minutes of March 19, 2009.
All Ayes/Motion Carried.

Financial report presented through March 31, 2009.

Moved by Vibber, supported by Moore to accept and file financial reports through March 31, 2009.
All Ayes/Motion Carried.

McConkie and Hansen reported that City budget for 2009-2010 was in process and asked that Vibber meet with them as a DDA Board rep to review a draft for the DDA budget.

Update on Façade Grant Program. Hansen presented financial summary for 2008-09 so far (attached). Requests from Kubin's Furniture & Gifts for \$1,000 towards \$3,450 brickwork and \$280 from Lodewyk, Nesen & McKim for a new sign.

Moved by Vibber, supported by Hornus to approve the requests from Kubin's and Lodewyk, Newsen & McKim.

Aye: Lewis, Morrow, Near, McConkie, Meyer, Hornus, Moore, Vibber
Abstain: Hoyt, Kubin

Kubin will get name for Hansen of person doing their brickwork for possible future use. Also need to call Jan Bunting to find out who painted her building as it is holding up very well.

Discussion was held about continuing the Façade Grant Program for the next year. It was pointed out that we already have a list of potential projects for the next Fiscal Year.

Moved by Moore, supported by Morrow to thank the City Council for supporting the Façade Grant Program so far and to request that the program continue in 2009-2010.

Aye: Lewis, Morrow, Near, Meyer, Hornus, Moore, Vibber, Kubin, Hoyt
Abstain: McConkie

Project at 111 North Mill Street was discussed and board confirmed e-mail and verbal approval for the following bids:

Plumbing	Weatherby Plumbing & Heating	\$5,637.00
Heating and Cooling	Powell's Service	\$8,849.00
Cement Floor	Freed Construction	\$7,561.00

Meyer asked what the schedule might be for sidewalk and road repair in front of the building and McConkie said he would get it on our DPW schedule with Mark Abbott.

Electricians need to be brought in next. Hansen will contact Worthy Electric. Robinson Electric from Elwell was mentioned and they have done work for the City before.

Other property activity downtown includes a major interior renovation by McDonald's, the ongoing Office of Human Services project, an inquiry into the availability of the Sportsmen's Barber Shop building, interest in The Friendly Tavern, progress with evaluation of the China City building, potential meeting on the Old Bank building and a possible new business for the south half of the Paint Pantry building. Morrow mentioned that the owner of the building with the Safe Teens Driving Academy on the first floor might be interested in selling. Hansen will follow up on this.

Copies of the 2009 St. Louis Promotional Brochure were passed around and Hansen presented a poster to be installed in the US-127 MDOT Rest Area just north of Ithaca. Mention was also made of this year's first downtown sale day, Customer Appreciation Day which will be Sunday, May 3 from 11 a.m. to 4 p.m. Flyer for the June 13 St. Louis Fishing Derby was distributed as well.

Streetscape related items are on hold at the moment until the 111 North Mill Street project can be completed and more specifics are discovered about potential funding sources that might become available.

Meeting adjourned at 1:00 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, MAY 28, 2009
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **May 28, 2009**

Present: Lewis, Morrow, Near, McConkie, Meyer, Hornus, Hoyt, Vibber, Zoppa and Hansen
Absent/Excused: Readman, Crowley, Kubin, Moore

Meeting called to order by Lewis at 12:15 p.m.

Moved by Hornus, supported by Morrow to approve the minutes of April 23, 2009 and Special Meeting of May 19, 2009.

All Ayes/Motion Carried.

Financial report presented through April 30, 2009.

Moved by McConkie, supported by Hornus to accept and file financial reports through April 30, 2009.

All Ayes/Motion Carried.

Hansen and McConkie presented a list of potential expenditures and income projections for the 2009-2010 Fiscal Year. With the 111 North Mill Street project using up a good portion of our reserve, thought it was important to look at what we will be able to do in the upcoming year.

Update on Façade Grant Program. Lodewyk, Nesen & McKim sign project is finished and Kubin's is in process. Request from Anderson Custom Carpeting for their front façade and sign but work cannot be completed until after July 1 so application will be kept on file.

Project at 111 North Mill Street was discussed and bids for insulation/drywall and electric work were presented.

Moved by Morrow, supported by Hoyt to award insulation/drywall bid to Freed Construction for \$11,000.

All Ayes/Motion Carried.

Moved by Morrow, supported by Hoyt to award bid for electric work to Worthy Electric for \$11,750.

All Ayes/Motion Carried.

Hansen mentioned that Mike Worthy is working to try to keep costs under bid as much as possible and sees a \$600 savings or so by not relocating the main box. Also possible to use some of the overhead lights salvaged from Roy's TV business.

Discussed potential lease with Rhonda Clark and McConkie and Hansen will bring revised draft to board in near future. Clarified that leasee would pay monthly rent, taxes and all utilities and that the lease refers only to the first floor space. Need to clarify who is responsible for repairs, etc. Board also mentioned need to improve the front façade of the building.

Office of Human Services project was reviewed as City met with OHS representatives early that day. Demolition is scheduled to begin next Wednesday, June 3 with the major portion to be

done on Saturday, June 6. Removal and the backfill of the basement to be completed by Friday, June 12 with construction of new building to begin soon thereafter.

Copies of the 2009 St. Louis Promotional Brochure were passed out to board members who had not received them yet. Upcoming event dates were reviewed including the Middle of the Mitten Golf Outing on Thursday, June 11 as well as the St. Louis Fishing Derby on Saturday, June 13 and the Blues Festival and 4th of July Fireworks on Friday & Saturday, July 3 & 4.

Summer worker Nick Davaloz has met with Hansen and is putting in some time downtown, cleaning sidewalks, pulling weeds, watering flowers, etc. Board asked that he keep a log of what he does and also asked Hansen to communicate with Mark Abbott about him wearing safety glasses when using the leaf blower. Board seemed happy that this work was going on and are satisfied with Nick's results so far.

Board requested that Hansen contact Mike Parsons at the St. Louis Electric Department and request that they get the green banners up.

Meeting adjourned at 12:50 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, JUNE 25, 2009
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Special Meeting: **May 19, 2009**

Present: Lewis, Morrow, Zoppa, McConkie, Meyer, Crowley and Hansen

Absent/Excused: Near, Readman, Moore, Hornus, Vibber, Hoyt, Kubin

Meeting called to order by Lewis at 12:00 noon.

Six members attending did not constitute a quorum.

Hansen and McConkie led discussion regarding the construction project at 111 North Mill Street.

Most recent expenditures include interior insulation and drywall, awarded to Freed Construction for \$11,000 and electrical to Worthy Electric for \$11,750.

Reviewed expenditures so far on project and estimated what still needed to be done.

Board members attending were of a consensus that we should proceed with the insulation, drywall and electrical work.

Meeting adjourned at 1:00 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, MAY 28, 2009
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **June 25, 2009**

Present: Lewis, Morrow, Near, McConkie, Meyer, Hornus, Hoyt, Crowley, Kubin, Moore and Hansen. Also, Ryan Schlehuber, Gratiot County Herald.

Absent/Excused: Readman, Zoppa, Vibber

Meeting called to order by Lewis at 12:15 p.m.

Moved by Hornus, supported by Morrow to approve the minutes of May 28, 2009.

All Ayes/Motion Carried.

Financial report presented through May 31, 2009.

Moved by Moore, supported by Hoyt to accept and file financial reports through May 31, 2009.

All Ayes/Motion Carried.

Façade Grant Program was discussed as Fiscal Year nears its end. Kubin's Furniture & Gifts project just completed and grant paperwork turned in. Hornus mentioned it might be a good idea to do a three-year summary of the program so far. Hansen will do this for the next meeting. Board can also look over its rules/guidelines to see if anything should be changed for 2009-2010. Consensus was to hold off announcing the 2009-2010 program until the financials are finalized for the project at 111 North Mill Street.

Board discussed project at 111 North Mill Street. Hansen described lease details after meeting with McConkie and Rhonda Clark. Rent to be \$450 per month and taxes will be paid by lessee as well as utilities. Lessee will get 25% of rent payments put towards purchase of building and base price will be \$85,000. Lessee will also get credit for 25% of \$10,000 of their own money that they are putting into construction and the minimum amount of credit they would receive would be \$5,000. Board was agreeable to these terms and Hansen and McConkie will finish this off and have City Attorney review it before signing.

Hornus mentioned that we should make sure that the front façade gets some attention too, after the interior gets taken care of.

Demolition and construction by the Office of Human Services has gone very well. Metal frame is already up and they have kept on schedule completely. Board mentioned that it will be nice to have new construction visible during the Blues Festival on the 4th of July weekend.

Hansen mentioned that he is working on putting together an "Available Properties" list for the Downtown St. Louis website. We have had some interest lately from potential businesses and it would help if they could review what was available in more detail online.

Discussion was held about Shop Local programs that Hansen had mentioned. Board felt like this topic was worth exploring, especially in regards to how to educate our local citizens on the importance of spending their money locally as much as possible. How can we put forth the positives that come from shopping locally and the cost of NOT shopping locally? Committee of Near, Hornus and Hansen will meet to take this further. Grocery store especially mentioned and

how to keep them successful. Board mentioned that it might be a good idea to get downtown business owners together again soon. Best would be a 5:30 p.m. meeting with some light food.

Several events are coming up soon, highlighted by the Blues Festival and 4th of July activities. Hansen provided flyers for all upcoming events.

Discussion was held regarding signage promoting downtown. Hansen has had good response regarding billboards on US-127 and poster in MDOT rest area north of Ithaca. Lewis suggested we consider doing something similar on southbound US-127. Hansen will call Mike Pung regarding signs just north of the Alma/St. Louis exits and discuss rules with Kurt Giles about ROW distances from MDOT, cutting down trees, brush, etc.

Mitten signs on M-46 and South Main Street should also be redone within the next several weeks.

Meeting adjourned at 1:00 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, JULY 23, 2009
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **July 23, 2009**

Present: Lewis, Morrow, Meyer, Hornus, Kubin, Moore, Vibber and Hansen.

Absent/Excused: Readman, Zoppa, Near, Crowley, Hoyt, McConkie

Meeting called to order by Lewis at 12:15 p.m.

Moved by Hornus, supported by Moore to approve the minutes of June 25, 2009.

All Ayes/Motion Carried.

Financial report from June, 2009 were not yet available.

Three year summary of Façade Grant Program was presented (attached.)

Discussion and review of program prior to making it available again for the 2009-2010 Fiscal Year. Topics included awarding how often each business is eligible to be awarded, priorities given to new or first time applicants, how much private investment the project includes, etc. These would need to be considered if there were more applications than there was money available. Board members will review the program individually and bring suggestions to August meeting to finalize.

Project at 111 North Mill Street continues. Electrical and plumbing inspections passed this week. Lease close to being finalized and has been reviewed by City Attorney. Vibber, Moore and Hansen will meet on this soon. Board wanted to have a certain number of years designated where the lessee no longer would receive 25% of rent payment go towards the building purchase price, perhaps five or six years. Also, wanted to clarify when taxes would begin being paid by lessee.

Office of Human Services construction is ahead of schedule. Brickwork is just about finished. Have received a lot of positive comments on this so far.

“Available Properties” list for the Downtown St. Louis website is still being worked on. Hansen is also putting together a list of City-owned properties that might be available for sale. There has been some interest in the lots that used to contain the Tester building and the Hagen house, both of which have been torn down.

Hornus and Hansen reported on committee meeting regarding potential efforts to create a Shop Local initiative for St. Louis. There will be a column in the August 1 City Newsletter listing seven reason why people should consider shopping locally. Committee felt that there were several facets to this process including educating people, getting people’s input and promoting the downtown more. Specific ideas included a walking/biking map of downtown and comment cards in local businesses

Brief discussion was held emphasizing the importance of supporting St. Louis Food Pride and how it might be done. Cooperative advertising was discussed and board members thought that was a good idea. Moore, Kubin and Hansen will look into costs for the Alma Reminder for a one or two-page spread, as they have had success in that publication before. The Saginaw Valley Shopper was also mentioned in a positive way. Hornus will put together a draft of a comment

card for the next meeting. Board hoped that banks would perhaps be involved in cooperative advertising as well.

Board felt that downtown business people should get together again and tentative date was chosen as Wednesday, August 12 at 5:30 p.m. Hansen will get mailing and invitations out.

Several events coming up include Community Day, this Saturday, July 25 and the Old-27 Motor Tour on Thursday, August 20. Flyers were available for both events.

Discussion was held regarding signage promoting downtown. Hansen is looking into billboard possibilities on southbound US-127 as well as at other rest areas. Project with the Mitten signs on M-46 by the VFW and on State Road by the Industrial Park entrance is getting close to completion too.

Meeting adjourned at 1:00 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, AUGUST 27, 2009
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **August 27, 2009**

Present: Lewis, Morrow, Meyer, Hornus, Kubin, Moore, Vibber, Zoppa, Near, Crowley, McConkie and Hansen.

Absent/Excused: Readman, Hoyt

Meeting called to order by Lewis at 12:15 p.m.

Moved by Hornus, supported by Morrow to approve the minutes of July 23, 2009.

All Ayes/Motion Carried.

Financial report presented through June 30, 2009. End of Fiscal Year 2008-09 still being worked on so these are still not final numbers, though they should be accurate. July and August financials to be available at the September meeting.

Moved by Kubin, supported by Moore to accept and file the financials through June 30, 2009.

All Ayes/Motion Carried.

Façade Program for 2009-2010 was discussed. Though financials are still not finished for the 111 North Mill Street project, board still felt that we could announce the program and begin taking applications. Hansen will do a mailing, offering the program and explaining the funding situation.

Discussion about ongoing project at 111 North Mill Street. Electrical, plumbing and heating/cooling should all be done this week for inspections next week. Hansen, Vibber and Moore will get together for final review of lease document. Lease has already been reviewed by City Attorney.

Moved by Vibber, supported by Morrow to authorize DDA Chair Lewis and Vice-chair Hornus to sign lease on DDA's behalf after final review.

All Ayes/Motion Carried.

Last week Hansen got verbal approval from board members for final significant expense for interior work at 111 North Mill, and asked that we approve it for the minutes today.

Moved by Vibber, supported by Zoppa to approve \$4,650 bill from Randy Stewart, Builder for interior construction and finishing work.

All Ayes/Motion Carried.

Office of Human Services project continues ahead of schedule and should be finished within the next few weeks. City working with them on dumpster placement, work behind St. Louis Family Clinic, etc.

Hornus mentioned that it looks like the back space in his building will be rented once Rhonda Clark leaves, and that person will use the space for the six winter months while he and Jennifer will use it for the warmer months to display more antiques and collectibles for The Bustle & Grind.

Downtown Business People meeting from August 12 was reviewed. Many of the DDA Board members did attend, but notes from that meeting were provided anyway. People who attended meeting were very positive and wanted to work on how businesses can work together better. Next meeting is scheduled for Wednesday, September 23 at 5:30 p.m.

Recent and upcoming events downtown were reviewed. Board was happy about the Old-27 Motor Tour results with around 200 cars visiting. Downtown businesses seemed to do well that afternoon and we got a lot of nice comments on how well it was run. People seemed to like the "ride around the Mill Pond" before heading down North Mill Street too. Next event is St. Louis High School Homecoming on Friday, October 2. Hansen encouraged board members to support our school sports teams and reviewed how to get internet access to sports schedules.

Board had several ideas on how to improve interaction with the schools. Hansen will send a letter to all teachers welcoming them back to school and encouraging them to visit downtown. Morrow asked that we make contact with the Business Club at the high school, find out which teacher handles it and invite them to a DDA meeting. We can also contact the new art teacher and see about students either painting signs or painting the actual storefront windows downtown for Homecoming. Kubin felt we should try to get downtown businesses to give a 10% discount coupons to teachers at the beginning of the school year.

Signage and promotional items were discussed. Hansen recently had sign installed in rest area in Higgins Lake on southbound US-127 by MDOT. We should also be looking at other road sign possibilities along M-46. Welcome signs are finished on M-46 at VFW and South Main Street near Industrial Park entrance.

Hornus showed a copy of the September/October issue of The Country Register, where several Downtown St. Louis businesses had advertised. He then brought up the fact that an old grain silo stands at the intersection of US-127 and Begole Roads that is visible from both. This can be seen on US-127 northbound just before the final St. Louis exit that connects with M-46. He and Rich Apps would like to approach the owner about painting the silo white and putting a St. Louis logo on it. Asked that the DDA consider paying for the paint for the project, which he estimated between \$300-400 and he and Rich will provide the labor free.

Moved by Hornus, supported by Vibber to approve up to \$400 for the purchase of paint for the proposed silo project.

All Ayes/Motion Carried.

Hornus will follow up and contact the owner and get back to us with their response.

Meeting adjourned at 12:55 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, SEPTEMBER 24, 2009
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **September 24, 2009**

Present: Lewis, Morrow, Hornus, Kubin, Vibber, Zoppa, Near, McConkie and Hansen.

Absent/Excused: Readman, Hoyt, Moore, Meyer, Crowley

Meeting called to order by Lewis at 12:15 p.m.

Moved by Hornus, supported by Zoppa to approve the minutes of August 27, 2009.

All Ayes/Motion Carried.

Financial reports not available from July and August. City audit being finalized through June, then 2009-2010 FY can be accurately reported.

Façade Program mailing went out after last DDA meeting with September 18 response deadline. Hansen presented applications from Anderson Custom Carpeting, Primerica Financial Services, Kubin's Furniture & Gifts, HairWorx Plus, Greg Butcher and Jim's Barber Shop.

After discussion of each application, board approved each application, pending final recommendation from Façade Program Review Committee.

Project at 111 North Mill Street is nearing completion. Final draft of lease being prepared and Rhonda Clark plans to move in for early next week.

Several board members mentioned potential parking problems in the alley behind 111 North Mill Street once law office opens up and also the ongoing challenge of employees taking up spots on North Mill Street. Hansen will check on the lease situation in the alley behind 111 North Mill.

Hornus asked if we could work more closely with Kathy Roslund to consider some potential blight spots in and around downtown buildings. McConkie and Hansen will discuss with her.

City continues to work with commercial prospect, now looking at the Rowley & Church property at 320 South Main Street.

Discussion held reviewing yesterday's Downtown Business People meeting. Many of the DDA Board members attended and had positive comments. Next meeting for that group scheduled for Wednesday, November 4 at 5:30 p.m.

Upcoming events were discussed including St. Louis High School Homecoming on Friday, October 2 and the Downtown Halloween Decorating Contest. Businesses are encouraged to participate in both.

Signage and promotional items were discussed. Hornus reported that the owner of the grain silo that we approached about a sign project decline our offer to paint it. Owner did

have a lot of nice comments about Downtown St. Louis however and thanked us for all our work.

Morrow mentioned that perhaps one of the blank sides of the St. Louis Subway might be used for a downtown logo and directional sign. Hansen will follow up. Also will continue to look for possible sign sites on US-127 and M-46.

At DDA Board's request, Hansen will contact St. Louis High School Business Club advisors Ben Goward and Terri Reeves to see if they'd like to attend a DDA meeting to discuss how we might collaborate.

Meeting adjourned at 12:55 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, OCTOBER 22, 2009
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **October 22, 2009**

Present: Lewis, Morrow, Hornus, Vibber, Zoppa, Hoyt, Meyer and Hansen.

Absent/Excused: Readman, Moore, Crowley, Kubin, McConkie, Near

Meeting called to order by Lewis at 12:15 p.m.

Moved by Hornus, supported by Zoppa to approve the minutes of September 24, 2009.

All Ayes/Motion Carried.

Financial report presented through September 30, 2009.

Moved by Morrow, supported by Zoppa to accept the Financial Report and place on file.

All Ayes/Motion Carried.

Façade Program Committee still needs to meet to finalize recent grant applications. Board agreed that we should still accept new applications with the understanding that they may not be able to be funded in this Fiscal Year but will be kept on file.

Rhonda Clark moved in to 111 North Mill Street and lease took effect on October 1. Still a few little things to take care of but project is almost done. Rhonda is having the first floor façade taken care of.

City continues to work with commercial prospect, now looking at the Rowley & Church property at 320 South Main Street. If that area does not work out, other suggestions were the corner of Michigan Avenue and Cheesman and the Bob Ancel area off South Main Street, though that may not be big enough.

Hansen and Mari Anne Layman are almost ready to display Available Properties pages on the Downtown St. Louis website. This will be announced soon so that people interested in starting a business can see what might be available. It was mentioned that maybe Dave Duba at the Old Bank Building would be willing to lease the storefront space he has on Saginaw Street. We also need to follow up with Gary Sych on his space that used to have Mill Pond Treasures in it.

The next Downtown Business People meeting will be Wednesday, November 4 at 5:30 p.m. Some topics mentioned by the DDA Board for that meeting included business attraction, businesses needed, services required downtown, etc.

Hansen also mentioned that he is trying to meet with individual downtown businesses on an ongoing basis to review their business plans, progress, etc. Hornus mentioned that maybe we should ask each of them what they think downtown needs in general, to hear from some that haven't been able to attend the Business People meetings. Hansen will follow up.

Upcoming events mentioned were an Office of Human Services Open House tentatively scheduled for November 7, the end of the Halloween Decorating Contest next week and the Small Town Family Christmas Parade and Reception with Santa on Friday, December 4 at 6 p.m.

Board talked about signage and other advertising ideas. Hansen will talk to Subway owners about possible use of their blank walls for a sign. Yearly rental payment will be made in November for the Downtown St. Louis sign rental on US-127 northbound. When banners on M-46 need to be replaced, we could possibly offer space to downtown businesses to put their name on them to attract travelers to turn down North Mill Street.

Hornus also asked that we continue to look into potential blight areas around downtown. Hansen will work with Kathy Roslund to keep this effort moving forward.

Reminder given that we will, as usual, combine the November and December DDA meetings to avoid the holidays by having one meeting on the first Thursday in December.

Meeting adjourned at 1:00 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, DECEMBER 3, 2009
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **December 3, 2009**

Present: Lewis, Morrow, Hornus, Vibber, Meyer, Near, McConkie, Kubin, Moore and Hansen.

Absent/Excused: Readman, Crowley, Hoyt, Zoppa

Meeting called to order by Lewis at 12:15 p.m.

Moved by Hornus, supported by Vibber to approve the minutes of October 22, 2009.

All Ayes/Motion Carried.

Financial report not available at this time. Board discussed fact that there is not much money available for the rest of this Fiscal Year, but that the key items had already been paid for including bond payment on parking lots, sign on US-127, website costs, summer worker costs, etc.

Hansen prompted discussion of programs and initiatives that DDA could still move forward that did not require expenditures.

Kubin volunteered to meet with Hansen and St. Louis Schools Business Club teacher representatives to brainstorm. Possibility of job shadowing, teachers and/or students attending DDA meetings, etc. Perhaps teachers can include local business as a part of the curriculum, make suggestions from kids on businesses they would like to see, ideas for improvements, etc.

Façade Program will be put on hold until later this Fiscal Year to make sure that there is enough money in reserve in case of any further expenditures needed at 111 North Mill Street. Hansen will send letter to current applicants to let them know about this.

City continues to work with commercial prospect, now looking at the Rowley & Church property at 320 South Main Street. If that area does not work out, they will explore other options in St. Louis. Developers are waiting to hear back from RailAmerica.

Business attraction was discussed again. Hansen will e-mail board members for their thoughts on what types of businesses might work well or help out here, where they could be located, etc.

Brief discussion on recent projects and possibilities including St. Louis Food Pride situation as well as another potential downtown client that Hansen is working with. Joseph & Joseph Tax & Payroll Prep will be opening in the back of Hornus building soon at 124 North Mill Street and nice sign has been put up. McConkie and Hansen informed board about possible Wind Farm project east of St. Louis to Breckenridge. Potential for huge investment and a lot of activity to be brought to our area and hopefully downtown. City is working with the company as well as townships, Gratiot County, schools, etc.

The next Downtown Business People meeting will be Wednesday, January 6 at 5:30 p.m. Some topics mentioned by the DDA Board for that meeting included business attraction, businesses needed, services required downtown, etc. DDA Board expressed their desire to support the efforts of a potential St. Louis Business Association.

Upcoming event mentioned was the Small Town Family Christmas Parade and Reception with Santa on Friday, December 4 at 6:00 p.m.

Brief discussion about potential openings on the DDA Board as we head into 2010. Board members will try to come up with list of names to discuss in January.

Meeting adjourned at 1:00 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, JANUARY 28, 2010
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**