

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **January 24, 2008**

Present: Lewis, Hornus, Moore, Hoyt, Readman, Zoppa, Near, Vibber, Meyer, Crowley and also Hansen

Absent/Excused: Kubin, McConkie, Morrow

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

Welcomed Lenore Meyer from Hair Worx Plus and Michelyn Crowley from Frosty Cone to the DDA Board. Other board members introduced themselves to the new members.

Moved by Meyer, supported by Moore to name the following slate of officers for 2008:
Chair – Kubin, Vice-Chair – Lewis, Secretary/Treasurer – Vibber

All Ayes/Motion Carried.

Board reviewed minutes from regular meeting of December 6, 2007.

Moved by Hornus, supported by Zoppa to approve the minutes of December 6, 2007.

All Ayes/Motion Carried.

Attendees reviewed financial reports through December 31, 2007.

Moved by Vibber, supported by Hoyt to accept and file the financial reports through December 31, 2007.

All Ayes/Motion Carried.

Hansen led discussion to assist with planning for 2008 and reviewed accomplishments from the last few years. Board declared that their priorities were to enhance the physical appearance of the DDA area, support local merchants within that area and attract new businesses.

Committee was formed to discuss strategies for attracting businesses to the downtown. Committee members are Kubin, Hornus, Meyer, Zoppa and Hoyt. They will meet once before the next DDA meeting to put together a proposal that includes the type of businesses to attract and what methods can be used to accomplish our goals.

Board was open to spending more money to promote and advertise our downtown and our local businesses. Hansen will present some ideas at the next DDA meeting. Board also mentioned continuing to improve the DDA section of the City website and to install a counter on the site to see how often it is visited. Mention was also made about promoting the DDA itself, to better inform our citizens of what our role is in the community and what we are responsible for.

Façade Grant projects were discussed and Hansen gave update. Completed projects include Common Threads, Tony's, Main Street Pizza, St. Louis Marathon, Evans Drug

Store, Delta Chiropractic, Weathervane Antiques, Kubin's Furniture & Gifts and Gratiot Car Company. Projects to be completed this spring include Lodewyk, Nesen & McKim Insurance, Hair Worx Plus, Mill Street Furniture and St. Louis Food Pride.

Additional sign and streetscape projects were discussed. Sign has been installed north of the Mill Pond. Stamped concrete bill on Saginaw Street has been paid and City will reimburse DDA for ½ of the \$4,400 cost. Plans are still moving forward to meet with state representatives to discuss a potential North Mill Street Streetscape in 2009.

Discussion held about pocket park project and swimming pool area proposed improvements. Hansen will contact Rowe, Inc. to get us cost estimates on implementing the ideas in their drawings for a pocket park on the corner of North Mill and Center Streets. Hansen will meet with Zoppa in regards to a possible land swap to allow the pocket park to be a bit bigger.

Available properties were discussed including Roy's TV, China City, Speedy Cash Outlet, the Old Bank building, the D & E Construction building and the Ancel/ADM/Rowley & Church block. Spaces for potential renters include Jan's Pizzeria building, former Ugly Mug site and St. Louis Marathon oil change section.

Recent activity included the sale of the "Crib" building, development plans at Victoria's Flower Cottage, River Rock Bar & Grill expansion, Delta Chiropractic expansion and potential new business in the Hornus building.

Hansen handed out flyer on St. Louis Middle of the Mitten Association's Comedy Night, to be held on Saturday, March 1.

Meeting adjourned at 1:00 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, FEBRUARY 21 2008
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **February 21, 2008**

Present: Lewis, Hornus, Zoppa, Kubin, Morrow, Vibber, Meyer, Crowley and also Hansen

Absent/Excused: McConkie, Moore, Readman, Hoyt, Near

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

Board reviewed minutes from regular meeting of January 24, 2008.

Moved by Hornus, supported by Zoppa to approve the minutes of January 24, 2008.

All Ayes/Motion Carried.

Attendees reviewed financial reports through January 31, 2008. Hansen mentioned that expenses included \$4,400 (\$2,200 to be reimbursed by City) for stamped concrete, \$1,000 for Façade Grant for Common Threads and \$480 for Downtown St. Louis sign north of Mill Pond.

Moved by Hornus, supported by Zoppa to accept and file the financial reports through January 31, 2008.

All Ayes/Motion Carried.

Hansen presented ideas for 2008 promotional materials including a possible 8-page newsprint item that would be significantly less expensive than the MDOT piece we currently do in cooperation with the chamber. Still could do a standard tri-fold size item in addition to this for same amount of money. Discussion also about opportunities to give financial assistance to larger events that are held downtown. Board felt that this shouldn't be the primary focus of the DDA but has an open mind to considering requests.

Brief discussion about Façade and Sign Grant Program. Board feels this has been highly successful and Hansen will write a letter to the City Council requesting funding for a third round for the 2008-09 FY.

St. Louis Electric Department reports that they will be making every effort to get the US-127 Downtown St. Louis sign lighted late this winter before the ground turns soft and wet in the area of the sign. Money has already been approved for this project.

After discussions with MDOT representatives, Hansen reported that any Streetscape/Enhancement Grant project for North Mill Street will be available for 2010 construction at the earliest. MDOT also encouraged application as soon as possible with conceptual drawings as funding is uncertain and the earlier we get things in, the better. Hansen will compile a list of items that have been discussed in the past to consider as parts of this project including possible water/sewer/storm sewer upgrades. This is a project that DDA can help pay for and should be budgeted by the City probably over two budget years. A bond could also be considered.

Rowe, Inc. continues to work with Hansen on design for a potential Pocket Park at SW corner of the St. Louis Food Pride block. Zoppa and Hansen will meet to look over property issues that could benefit the City/DDA and the Food Pride business.

McConkie, Giles and Hansen met regarding potential improvements of the swimming pool area as previously discussed. The state is requiring that the City designate an area for canoe portage across the Pine River as well as river bank stabilization so the City has budgeted money over the next two years that could be used as match money for grant applications. The group proposed to have a bridge constructed as part of this project south of the dam running east/west in the Barnum Park area. This project could be combined with the proposed improvements to the pool area. DDA Board like this idea and it may or may not require DDA financial assistance. Zoppa and Hornus, who owns a nearby home, mentioned potential river bank cleanup and removal of trees/bushes could be a part of the project.

Board continued brainstorming about business attraction and reviewed notes from the committee meeting. Consensus was that it will be easier to attract a new business if we have a specific place for them to locate. Hansen will write a letter to the owners of the China City building, expressing our interest in purchasing that property. Other available properties were discussed.

Meeting adjourned at 1:00 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, MARCH 27, 2008
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **March 27, 2008**

Present: Lewis, Hornus, Zoppa, Kubin, Morrow, Meyer, Crowley, Moore, McConkie and also Hansen

Absent/Excused: Readman, Hoyt, Near, Vibber

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

Board reviewed minutes from regular meeting of February 21, 2008.

Moved by Hornus, supported by Zoppa to approve the minutes of February 21, 2008.

All Ayes/Motion Carried.

Financial report presented through February 29, 2008.

Moved by Moore, supported by Meyer to accept and file the financial reports through February 29, 2008.

All Ayes/Motion Carried.

Hansen reported that 8-page newsprint promotional piece will be worked on in April for use in MDOT rest areas as well as in our local businesses. The Morning Sun will also be publishing a special insert at the end of March focusing on Economic Development in Gratiot County and St. Louis will have an article included.

Letter has been written to the City Council requesting funding for a third round of the Façade Grant Program for the 2008-09 FY. Council will consider this during their upcoming budget planning. Hansen will meet with those grantees who still have an approved project to complete prior to June 30: St. Louis Food Pride, Lodewyk, Nesen & McKim Insurance and Mill Street Furniture. Meyer from Hair Worx Plus is going to decline her grant award for this Fiscal Year and hopefully apply again for the 2008-09 round. Hansen will check with Readman of Mill Street Furniture to see if they want to apply for funds in the name of Sunshine Used Clothing for their awning project and will check with the Façade Program Rules to see what is allowed.

Mike Parsons of the St. Louis Electric Department told Hansen that the US-127 Downtown St. Louis sign should be lighted within the next few days.

Discussion held about possible Enhancement/Streetscape project for North Mill Street. McConkie mentioned that it was possible that the City undertake a large utilities upgrade in the 2010-11 Fiscal Year that could include underground utility work and repaving of North Mill Street. Hansen has already made preliminary contacts with MDOT and SHPO to help construct a list of Streetscape items that could be included in such a project. Work could either occur in late summer and fall of 2010 or spring and early summer of 2011. Items mentioned again for Streetscape included underground electric to trees, new Victorian light poles, some brick pavers as accent on sidewalks, curb replacement, etc.

After a complete list is made, McConkie felt we should move forward to the conceptual drawing phase. Hansen will contact Sigrid Bergland from MDOT and SHPO.

List of projects were discussed for the north end of downtown including a new bath house for the swimming pool, a method of canoe portage, Pine River bank stabilization, a possible bridge from the pool area across to Barnum River Park, the pocket park on Center Street, paving the parking lot south of the pool, the Tester lot corner and Hagen house teardown and the potential historic site of the Magnetic Mineral Springs. City officials will continue to meet in order to put together a coordinated project.

Vacant and available properties were discussed. China City owners have been contacted but have not replied to the DDA's offer to consider purchasing that building. Meyer mentioned that Roy's TV business may be closing and Hansen gave a brief report on his meeting with Office of Human Services officials and their options for the further operation of that service and use of their building on North Mill Street.

Hornus gave reminder that the Dedication Celebration for the Enhancement Project that included the St. Louis Area Historical Society area will be held Sunday, May 4.

Meeting adjourned at 1:00 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, APRIL 24, 2008
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **April 24, 2008**

Present: Lewis, Hornus, Zoppa, Readman, Vibber, Near, Meyer, Crowley, Moore, McConkie and also Hansen

Absent/Excused: Hoyt, Morrow, Kubin

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

Board reviewed minutes from regular meeting of March 27, 2008.

Moved by Moore, supported by Zoppa to approve the minutes of March 27, 2008.

All Ayes/Motion Carried.

Financial report presented through March 31, 2008.

Hansen noted that \$2,200 transfer of funds from City to DDA was not reflected on March financial report, but occurred on April 10 and will show up in the April financials.

Moved by McConkie, supported by Hornus to accept and file the financial reports through March 31, 2008.

All Ayes/Motion Carried.

Promotional materials, advertising and events were discussed. Hansen presented color flyers that will be going into the Gratiot County Herald's second annual Community Guide. This is not a DDA expense but helps to promote the downtown. The 2008 tri-fold brochure should be finalized next week and the 8-page newsprint tab will follow after that, hopefully to be printed by about the third week in May and should be all 4-color. Also, the Dedication of the St. Louis Area Historical Society's "Historic Park" will be this Sunday, May 4 from 2:00-4:00 p.m.

McConkie is working on the City budget and the hope is to include \$10,000 again to the DDA for a third year of Façade Grants for the 2008-09 FY. Hansen needs to meet with three current grantees to confirm their projects will be done by June 30, 2007.

US-127 sign is now lighted and Hornus reported that it looked good at night. The proposed North Mill Street Streetscape project will continue to move forward as Hansen has had initial discussions with MDOT and SHPO and both groups are supportive of the idea. Project likely to be no sooner than 2010 or even 2011. Brief discussion was held on how we can make North Mill Street a little more colorful this season. Suggestions on flowers, planters, urns, etc. but consensus was that the DDA shouldn't buy things to put in a "pattern" but rather provide ideas to the downtown store owners. Hansen will put together some options for the next meeting. One suggestion was to use the tops of the existing trash containers somehow, as most buckets/urns are too low to the ground to be seen when cars are parked on the street in front of them. Hansen will check with DPW to see if we can design a template to build wooden boxes for the top of the trash containers.

The St. Louis Parks and Recreation Commission and City Council have approved having Spicer Group design a new bath house for the W.T. Morris Memorial Swimming Pool. This will be part of a larger project that the DDA will help to plan as it moves ahead. Hansen will check with Utilities Director Giles if we can get some work done on the corner of North Mill and Center Streets by using brown dirt and seed in the pocket park area for the time being. Lewis also provided an ad for a smaller gazebo that we might consider for that corner eventually. Hornus asked whether or not a fish ladder had been considered over the dam as part of the project.

Recent activity was discussed regarding properties in the downtown area. Quality Clutch and Gear is now open on South Main Street on the Ancel property. Safe Teens Driving Academy will be opening soon at 225 North Mill Street. Vacant and available properties were discussed. Roy's TV is still for sale and the Office of Human Services officials are working on a plan for their corner. Lewis mentioned that there has been activity at the Jan's Pizzeria building so Hansen will check on that.

Hornus mentioned that the stamped concrete on Saginaw Street looks like it has been scraped by our snow removal over the winter and also that the curbs downtown have been damaged. Hansen will talk with Giles to see if there are any remedies to this happening next year and beyond.

Meeting adjourned at 1:00 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, MAY 22, 2008
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **May 22, 2008**

Present: Lewis, Hornus, Readman, Vibber, Near, Moore, McConkie, Morrow, Kubin and also Hansen

Absent/Excused: Hoyt, Crowley, Zoppa, Meyer

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

Board reviewed minutes from regular meeting of April 24, 2008.

Moved by Moore, supported by McConkie to approve the minutes of April 24, 2008.
All Ayes/Motion Carried.

Financial report presented through April 30, 2008.

Hansen pointed out that \$2,200 transfer of funds from City to DDA is reflected on the April March financial report and the only other expenses were related to getting the US-127 billboard lighted.

Moved by Hornus, supported by Moore to accept and file the financial reports through March 31, 2008.
All Ayes/Motion Carried.

New tri-fold brochures are finished. Hansen provided copies to each business owner to display in their stores. Work continues on the newsprint "tab size" promotional piece. Both will be sent to MDOT welcome centers and rest areas.

Discussion held on opportunity for DDA to sponsor the live radio broadcast at the St. Louis Fishing Derby on June 7. Pros and cons were discussed.

Moved by Vibber, supported by Near to approve \$300 to sponsor the live radio broadcast at the St. Louis Fishing Derby this year.
All Ayes/Motion Carried.

Hansen will send mailing to all DDA area businesses letting them know we are doing this and also provide the DDA Board a list of all businesses that are within the DDA area.

Board reviewed a Façade Grant application from Sunshine Used Clothing. Since Hair Worx Plus declined their grant for 2007-08 there is \$1,000 available. Grant application would allow Sunshine Used Clothing and Mill Street Furniture to have a new quality shingle covering on their overhang, replacing old wooden shakes.

Moved by Vibber, supported by Hornus to approve a \$1,000 Façade Grant to Sunshine Used Clothing.

Ayes: Kubin, Hornus, Vibber, Morrow, Moore, McConkie, Near, Lewis
Abstain: Readman

Lodewyk, Nesen & McKim Insurance and St. Louis Food Pride still need to complete their grant work by June 30 and Hansen will contact both of them.

McConkie announced that the 2008-09 City budget does have a \$10,000 donation to the DDA included in it to put towards another round of Façade Grants. Council has verbally approved this and it will be officially adopted at the June City Council meeting.

Enhancements and signage were discussed. St. Louis VFW Post #3055 recently installed all new United States flags on all the Victorian light poles downtown, as they agreed last fall. Hansen wrote a thank you letter to them on behalf of the City and DDA.

DPW Director Mark Abbott has followed up on the DDA's idea to put flower containers on the top of each wooden trash container downtown. He feels his workers are able to cut out a one foot square out of the top of each container and place a small planter in that opening. He will have costs for us soon. The containers need to be stained/painted anyway so they could do all this at one time.

The Pocket Park area on North Mill and Center Streets will be worked on this summer. City workers can break up old concrete, put in topsoil and seed the area. Most of this work can be done prior to the 4th of July but Hornus suggested that we don't seed the area until after the 4th since that area may see a lot of traffic that weekend.

Discussion was held on recent activity and possibilities downtown. Hansen reported that a couple is preparing to re-open Jan's Pizzeria and offer pizza, sandwiches, etc. This will probably be open in late August as school gets back in session.

Hansen discussed a recent meeting he and Paul Erskine had with the Office of Human Services representatives. They are fairly sure that the existing buildings will have to be demolished and are looking for the best place to rebuild. They are not tied to that spot, and are a bit concerned that there is a basement that would have to be filled in prior to a rebuild. Board mentioned possible sites such as the Rowley & Church site, Ancel property, Michigan Avenue/Cheeseman corner and the former St. Louis Florist Gifts & Greenhouse area. Hansen will follow up on these ideas and continue to meet with Human Services on this. Kubin mentioned that they once expressed an interest in his storage building and for Hansen to mention that to them.

Morrow asked for suggestions for an Eagle Scout project for Josh Craddock. Hornus said that doing planting/landscaping at the base of the Historical Society sign south of the RR tracks could be done. New welcome sign is going up in Clapp Park this week and the same thing could be done on the base of that. Any additional work at the Pocket Park might be an option too, working with our DPW.

Meeting adjourned at 12:55 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, JUNE 26, 2008
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **June 26, 2008**

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

Absent/Excused: Crowley, Zoppa, Readman, Moore

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

Board reviewed minutes from regular meeting of May 22, 2008.

Moved by Hornus, supported by Hoyt to approve the minutes of May 22, 2008.

All Ayes/Motion Carried.

Financial report presented through May 31, 2008.

Moved by Vibber, supported by Hornus to accept and file the financial reports through May 31, 2008.

All Ayes/Motion Carried.

Newspaper "tab size" promotional piece will be produced sometime after 4th of July activities get finished.

Kubin and Hansen reported that live radio broadcast from the June 7 St. Louis Fishing Derby went well and promoted the DDA's role in St. Louis' development.

Discussion held at Hansen's request about the DDA helping financially with the 4th of July activities. Blues Festival to be two days this year and some additional funding might be helpful for expenses for either the fireworks, Rent-Rite setup, etc. Some board members were concerned that DDA might be seen as a board to come to for donations to other community events, but felt that DDA could give money to City of St. Louis for use in this area. Hansen pointed out how the City and many of its departments including DPW and Electric donate time and money towards this event and he felt that the DDA should play a part as well.

Moved by Hornus, supported by Hoyt to approve \$1,000 to help with the 4th of July activities to the City of St. Louis but that we didn't pay any money directly to the events. Hansen and McConkie will meet to determine the best way for the bookkeeping on this.

All Ayes/Motion Carried.

Hansen and McConkie will present 2008-09 budget at next DDA meeting. Line items for this type of thing can be shown in budget.

Ken Zoppa from St. Louis Food Pride contacted Hansen this month and notified him that they will not be able to use their Façade Grant prior to June 30. Hansen contacted DDA Board members for approval of request from Rudy Hornus for work on the Ugly Mug

building's back façade and seven of those contacted gave approval for that request. Hansen gave Hornus the go-ahead to do this so that it could be completed by June 30 but requested that the board make it official at this time.

Moved by Vibber, supported by Hoyt to grand a Façade Grant in the amount of \$350.78 to Rudy Hornus for the replacement of a broken window on the back façade of 124 North Mill Street.

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

Hoyt reported work is just about completed on the Brooke Insurance (formerly Lodewyk, Nesen & McKim Insurance) façade and turned in paperwork for reimbursement by the DDA Façade Grant program.

McConkie confirmed that \$10,000 donation from the City to the DDA for the purpose of Façade Grants for 2008-09 is part of the approved budget after the last Council meeting.

Physical improvements were discussed including Mark Abbott's work on the flower inserts for the tops of the wooden trash containers. Mark should have a sample for us soon. The next phase is nearly complete at the future Pocket Park site by the City DPW. This includes the removal of all concrete and brick from the corner, fill dirt added and compacted and topsoil included.

Property activity and ideas were discussed including the possible re-opening of a business at Jan's Pizzeria or possibly in the Ugly Mug building. Monte Reichard has purchased the office building that D & E Excavating had owned and will open a Farm Bureau Insurance office. Tacho's continues to explore options to expand. Hansen continues to work with the Office of Human Services to determine their best option after their existing building is torn down. Suggestion to talk to Gratiot Community Hospital to see if there was a related business that they might like to see on that site. Rowley & Church site was discussed again and Hansen will contact RailAmerica to see if they are willing to sell. Kubin will write to China City owners to see if they are willing to sell their empty building.

Meeting adjourned at 12:55 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, JULY 24, 2008
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **July 24, 2008**

Present: Lewis, Hornus, Vibber, Morrow, Meyer, Crowley, Zoppa, Moore and also Hansen

Absent/Excused: Near, McConkie, Kubin, Hoyt, Readman

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

Board reviewed minutes from regular meeting of June 26, 2008.

Hornus asked for minutes to be amended to reflect that his motion regarding helping out with the 4th of July activities recommended that the DDA take \$1,000 less in Façade Grant money rather than actually spending DDA funds on the events.

Moved by Hornus, supported by Morrow to approve the minutes of June 26, 2008 with the above amendment.

All Ayes/Motion Carried.

Financial report presented through June 30, 2008. Kathy Smith requested that Hansen pass along to DDA Board that these were not the official financials for the end of the 2007-08 FY but may have some adjustments.

Moved by Vibber, supported by Meyer to accept and file the financial reports through June 30, 2008.

All Ayes/Motion Carried.

Newspaper “tab size” promotional piece still in process. Hansen is working on possible design and update of the DDA pages on the St. Louis website.

Upcoming events mentioned were Community Day in Clapp Park and Car Cruise at the Church of God Campgrounds both this Saturday, July 26. Downtown Summer Sale will be next Saturday, August 2. Second Annual Old US-27 Car Tour will be Thursday, August 21.

Board commented on the July 4th & 5th events including the Blues Festival.

Hansen reported that mailing had gone out to all DDA area businesses about the next round of Façade Grants. Board agreed that review committee would remain the same with Moore, Morrow, Hoyt and Hansen making recommendations after reviewing applications. Deadline for application is August 8 so committee will meet after that and before the next DDA meeting on August 28.

Physical improvements were discussed including the flower inserts for the tops of the wooden trash containers. Containers have been finished and are back in place. Hansen

has received several positive comments since the work has been done and he sent a thank you note to Mark Abbott and the St. Louis DPW for their efforts.

Abbott had also mentioned to Hansen that DPW remains a bit short-handed and wondered about the possibility of having the DDA financially support a part-time person to do downtown projects, maintenance, etc. Board felt it was an interesting idea but needs more details. Hansen will put together a proposal in coordination with Abbott and Utilities Director Giles.

General consensus was to hold off on seeding the pocket park area until a final plan is developed. If a gazebo is to be part of the project then the cement pad and other work should be done before seeding.

Streetscape items were discussed and Hansen mentioned the fiberglass light poles downtown and how they were really due for replacement. Poles are not real sturdy and should be replaced with metal ones as we have been using elsewhere throughout the City. LED lights are also a possibility. Discussed the idea of having something different on the Main Street and Mill Street bridges. Hansen will meet with Giles and McConkie to create a tentative plan/schedule for light replacement. Since there are fiberglass poles on Center and Saginaw Streets, Hornus thought it might be best to replace them first, saving North Mill Street for a possible grant-supported project in 2010 or 2011.

Available properties and potential downtown projects were discussed. Monte Reichard will be opening Farm Bureau Insurance office in August. Kubin, as Mayor, wrote letters to Dave Duba of the Old Bank Building, China City's owners and Roy Most expressing the City and/or DDA's interest in potentially purchasing or helping them to sell their buildings. No reply from China City. Dave Duba does not want to sell the building but is interested in trying to partner with the City/DDA to do something on the second and/or third floors.

Roy and Judy Most of Roy's TV and Appliance stopped in and stated that they would be willing to sell their building at 111 North Mill Street if the DDA and/or City would like to make an offer. Board told the Mosts that they would put an offer together. After Mosts left, board created a committee including Vibber, McConkie and Hansen to create a proposal.

Hornus asked board to clarify our reasoning for purchasing the building and board responded with the fact that its appearance needs to be improved, there is the possibility of income from an upstairs apartment, it is in a good location and it would give us a place to recruit a business that would generate some traffic. Hornus was in support of the potential purchase but wanted to mention that his buildings at 122 and 124 North Mill Street are for sale as well.

Meeting adjourned at 1:00 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, AUGUST 28, 2008
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **August 28, 2008**

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

Absent/Excused: Hoyt, Readman

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

Moved by Moore, supported by Hornus to approve the minutes of June 24, 2008.
All Ayes/Motion Carried.

Financial report presented through July 31, 2008.

Moved by Vibber, supported by Morrow to accept financial reports through July 31, 2008.

All Ayes/Motion Carried.

Façade Program applications were received by HairWorx Plus, River Rock Bar & Grill and Gratiot Car Company, LLC. Design Review Committee recommended that all three be approved. Hansen gave a brief description of all three projects.

Moved by Vibber, supported by Morrow to award a \$1,000 DDA Façade Grant to each of the businesses listed above.

Ayes: Kubin, Lewis, Morrow, McConkie, Moore, Near, Vibber, Hornus,
Crowley, Zoppa

Nays: none

Abstain: Meyer

Motion Carried

Hansen will continue to meet with DDA Area businesses that have expressed an interest in doing a project that could qualify for a Façade Grant and bring them to the Design Review Committee as the applications are completed. Sunshine Used Clothing and The Hair Loft have applications in process. Steve Near is working on a possible sign for his business as well.

Discussion was held regarding the DDA purchasing the building at 111 North Mill Street currently housing Roy's TV & Appliance.

Moved by Moore, supported by Meyer to offer the amount of \$73,000 to purchase 111 North Mill Street.

All Ayes/Motion Carried.

Vote was a confirmation of telephone vote made on August 18.

Vibber reported that Roy Most, owner of 111 North Mill Street is still considering the offer but appears to be willing to accept. Vibber will work with Greater Gratiot Development to explore the possibility of using their Revolving Loan Fund to pay for the

building. Consensus from the board was that it would be better to use GGD rather than the St. Louis Electric Facility for this project. Board was reminded that we might need to call a special meeting before our September meeting if the building purchase project needs to move faster. Vibber will put together a Purchase Agreement for Most to consider.

Todd Cecil of RailAmerica did call Hansen back and leave a voice message concerning the status of the Rowley & Church property on South Main Street. Hansen will follow up to determine if RailAmerica is interested in selling the property.

McConkie and Hansen noted that the City continues to work on the demolition of the Garza property on Michigan Avenue and with the Office of Human Services for a new home.

Shada Biabani of Concept Communications and Hansen will meet to move forward on the newspaper tab promotional piece that has been discussed for the past few months.

Design of a separate website for Downtown St. Louis is complete and Hansen and Mari Anne Layman are working on creating individual pages for each downtown business. Goal is to have this up and running this fall.

Utilities Director Giles, DPW Head Abbott and Hansen met to move forward on the idea of designating a seasonal employee to work exclusively in the downtown area, starting next spring. Proposal will be put on paper for the next DDA meeting. Initial idea would be to hire them for 16 weeks at 20 hours per week and \$11 per hour. Dates would be roughly May 4 through August 21. This cost would equate to \$3,520 needed from the DDA. Duties included would be landscaping work, weeding flower beds, watering, every day trash pickup off the ground and other more specific jobs as the need arises. A list will be part of the proposal. Near suggested that we get a retired person to do this so that the same person could perhaps be hired year after year, rather than having a different student every year.

Victorian lights to be installed this fall on the Clapp Park block of M-46 between Franklin and Clinton Streets. Hornus mentioned that we should buy banners for those new poles.

Moved by Hornus, supported by McConkie to purchase five green banners for the new Victorian poles in the Clapp Park block.

All Ayes/Motion Carried.

Lewis turned over quite a few banner arms to the City that were left over from the old red banners. They are in good shape and should save us some money by only requiring us to buy the actual new banners rather than both banners and arms.

Pocket Park and Pool areas discussed. McConkie reported to board that City is making contact with Andrews family to clear up ownership/easement situation for the Mineral Springs wells. Once that is done, plans can move forward to design improvements we want to make in that area.

Hornus suggested that we consider putting Historical Marker representing the Mineral Springs area in the Pocket Park area rather than over by the pool. It would be more

visible in the Pocket Park rather than hidden behind the St. Louis Food Pride building. Thought we could also have a sign on M-46 with an arrow pointing out “Historic Marker” down North Mill Street. We could also have a historic photo of the Mineral Springs and Park Hotel on the Pocket Park corner.

Meeting adjourned at 1:05 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, SEPTEMBER 25, 2008
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **September 25, 2008**

Present: Lewis, Vibber, Morrow, Meyer, Zoppa, Near, McConkie, Kubin, Readman and also Hansen

Absent/Excused: Hoyt, Moore, Crowley, Hornus

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

Moved by Near, supported by McConkie to approve the minutes of August 28, 2008.
All Ayes/Motion Carried.

Financial report presented through August 31, 2008.

Moved by Meyer, supported by Morrow to accept financial reports through August 31, 2008.

All Ayes/Motion Carried.

Façade Program applications were received from The Hair Loft, Sunshine Used Clothing and Herbs in the Middle. Board discussed the scope of each project.

Hansen clarified with board that \$1,000 is the maximum amount of a Façade Grant but that it can include no more than \$500 of the \$1,000 for work on the back and/or sides of the building. Sign grants are for a maximum of \$300.

Moved by Vibber, supported by Zoppa to award a DDA Façade Grant to The Hair Loft, Sunshine Used Clothing and Herbs in the Middle, and Sign Grants to The Hair Loft and Sunshine Used Clothing.

Ayes: Kubin, Lewis, Morrow, McConkie, Near, Vibber, Meyer, Zoppa
Nays: none
Abstain: Readman
Motion Carried

Discussion was held regarding the DDA purchasing the building at 111 North Mill Street currently housing Roy's TV & Appliance. Vibber reported that he and Roy Most are trying to get together to get a purchase agreement signed. Most has had health issues recently that sometimes make it difficult to travel to St. Louis. Meyer also asked Vibber to let Roy know that she is going to be painting her building exterior and what she was planning to do where their two buildings came together in the front.

Newspaper tab promotional piece still getting started. Hansen and Mari Anne Layman working on material to include on the new downtown website for St. Louis. Some data may be transferred from our existing City site.

Meyer reported on Halloween Decorating Contest for downtown. Sponsored by Middle of the Mitten Association but the DDA area will certainly benefit from this. Lots of participation from both business and school system. Decorations will be up by Homecoming Parade date of Friday, October 3. Zoppa asked about the schools

decorating posters for Homecoming for store windows and also where businesses could get Sports Booster Shark signs. Hansen will make contact with schools on both of these with Art teacher Karen Fredericks.

Hansen presented a proposal that he created with Utilities Director Kurt Giles and DPW Head Mark Abbott regarding the DDA investing funds to pay a worker for the downtown area. (copy of proposal attached) Discussion was held by board.

Moved by Vibber, supported by Morrow to approve spending \$3,520 in 2009 to help hire a City employee to work within the DDA area.

All Ayes/Motion Carried.

Board discussed development of the Pocket Park area on the NE corner of North Mill and Center Streets. Board agreed that nice landscaping, benches and an area for an historic marker would be preferable to a gazebo on the site. Board felt that the lot is so small that a gazebo would look out of place. DDA Board preferred a U-shaped bench/conversation area. Hansen will contact the Parks & Recreation Commission to put together a plan that may not require an engineered drawing.

Hansen will get five new green banners ordered from Superior Sign for the new Victorian poles to go up on M-46 between Franklin and Clinton Streets.

McConkie and Hansen mentioned that the Office of Human Services has turned in preliminary drawings for a new building at their current site at 232 North Mill Street.

Meeting adjourned at 12:55 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, OCTOBER 23, 2008
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **October 23, 2008**

Present: Lewis, Vibber, Morrow, Zoppa, Near, McConkie, Kubin, Hoyt, Moore, Crowley and also Hansen

Absent/Excused: Hornus, Readman, Meyer

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

Moved by Vibber, supported by Morrow to approve the minutes of September 25, 2008.
All Ayes/Motion Carried.

Financial report presented through September 30, 2008. Hansen noted that we made a bond payment on the parking lot project in September.

Moved by Zoppa, supported by Moore to accept financial reports through September 30, 2008. All Ayes/Motion Carried.

Façade Program was discussed. Nice article in the Morning Sun yesterday about it. HairWorx Plus painting finished, Hair Loft in progress, River Rock to get us invoice, Sunshine Clothing in process, Gratiot Car Company waiting for windows to come in, Herbs in the Middle in process. Anderson Custom Carpeting has also shown interest but no application as of yet.

Discussion was held regarding the DDA purchasing the building at 111 North Mill Street from Roy & Judy Most. They requested that, as part of the closing, they be reimbursed for the cost of installing a fence that a City/DDA project tore out by mistake. A quote for \$650 was presented for this.

Moved by Moore, supported by Hoyt to issue a check to Judith Most as owner of Roy's TV and Appliance for \$650 as reimbursement for the cost of their fence prior to the DDA purchasing the building. All Ayes/Motion Carried.

Vibber will proceed with getting details from Greater Gratiot including the total amount proposed to be borrowed, interest rate, number of years to pay back, etc. Board felt that we could find a renter for the upstairs apartment as well as prospect for a business to use the first floor. Board mentioned that we could have City employees do some of the inspections on the building.

The Downtown St. Louis website project continues. Hansen reported that the front page is ready to be viewed and some of the material that was on the Downtown page of the City website has been transferred over. Work continues on creating a page for every business in the DDA District with the help of Mari Anne Layman. More photos will be taken soon for this purpose. Site address will be www.downtownstlouismi.com.

Halloween Decorating Contest judging will be done between now and October 31 and prizes will be announced and presented that day. Thanks to Lenore Meyer and the Middle of the Mitten Association for coordinating this and providing the prize money.

Hansen has contacted the owner of a 10' x 15' billboard on US-127 just south of the Alma and St. Louis exits and made a proposal that the DDA have a sign made similar to the one further to the north that we did last year. This sign would be smaller but much closer to the road. Cost to have the sign made is approximately \$500 and the rental cost for the sign per year would be \$1,000. St. Louis DPW or Electric Department could install the sign.

Moved by Vibber, supported by Zoppa to approve up to \$1,600 to purchase a downtown promotional sign and lease the space for one year on a trial basis. All Ayes/Motion Carried.

Near asked Hansen to look into the possibility of having our Historic Downtown St. Louis logo made available in an embroidered format so that downtown businesses could use it on clothing. Contact was made with Alley Tee in Ithaca and the setup cost would be \$60.00 which is a one-time fee. After that, any downtown business could have a logo embroidered for \$9.95. Discussion was held and consensus was that it was a good idea.

Moved by Near, supported by Morrow to pay \$60.00 to Alley Tee in Ithaca to setup the Historic Downtown St. Louis logo for use in embroidery. All Ayes/Motion Carried.

McConkie and Hansen reported that the DPW worker that is assigned to downtown next spring and summer will probably not be a full-time employee at this point. Every effort will be made however to have an experienced person be in charge of this work.

Board discussed the need to purchase more green banners for Victorian light poles on M-46 and South Main Street. Hansen reminded them that five new banners had already been approved but that five more would be needed once the new poles are installed on the Clapp Park block of M-46.

The Pocket Park and Swimming Pool area projects were discussed. Hansen has been in contact with the State Historic Preservation Office (SHPO) regarding obtaining an Historic Marker for that corner describing the impact of the Magnetic Mineral Springs and the Park Hotel. The other side of the marker could have more detail about the downtown area of St. Louis in general and its history. McConkie continues to attempt to contact the Andrews family regarding the well sites and possible existing easements. Hansen also found an old plat map that shows where the old foot bridge across the Pine River south of the dam was actually located.

The Office of Human Services continues to work on either rebuilding or relocating. They are waiting for another bid on a teardown and rebuild.

Meeting adjourned at 12:50 p.m.

**NEXT REGULAR MEETING DATE IS
THURSDAY, DECEMBER 4, 2008
AT 12:15 P.M. IN COUNCIL CHAMBERS IN CITY HALL**

City of St. Louis Downtown Development Authority

Minutes of Regular Meeting: **December 4, 2008**

Present: Lewis, Vibber, Morrow, Zoppa, Near, McConkie, Kubin, Moore, Crowley, Readman, Meyer and also Hansen

Absent/Excused: Hornus, Hoyt

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

Moved by Moore, supported by Near to approve the minutes of October 23, 2008.
All Ayes/Motion Carried.

Financial report presented through October 31, 2008.

Moved by McConkie, supported by Zoppa to accept financial reports through October 31, 2008.

All Ayes/Motion Carried.

Façade Program was discussed. Herbs in the Middle painting finished and paid for. Sunshine Clothing finished, can get them a check. River Rock to get us invoice. Gratiot Car Company finalizing window installation. Application from Rudy & Jennifer Hornus for 124 North Mill Street for \$558.20 for work on shingled awning and new sign for Bustle and Grind business. Hansen described their project and felt it fit our criteria. \$300 of the request would go towards the sign.

Moved by Morrow, supported by Readman to approve a façade grant for Rudy and Jennifer Hornus for \$558.20.

All Ayes/Motion Carried.

Vibber, McConkie and Hansen gave an update on the progress with the purchase of 111 North Mill Street from Judith and Roy Most of Roy's TV and Appliance. A purchase agreement has been drawn up and it is with Most's attorney for final approval. Purchase price of \$73,000 as previously approved. City will purchase building, then sell to DDA. Financing will be done with a loan from the St. Louis Electric Fund. Rate to be 5% with a monthly payment of \$700 for a 15 year term. Title work should be done this week and closing planned for next week. Loan will be for \$80,000 to cover the purchase price plus \$7,000 to use towards physical improvements to the building.

Moved by Morrow, supported by Readman to authorize Vibber and Moore to sign purchase agreement and loan documents on behalf of the DDA.

All Ayes/Motion Carried.

Hansen will schedule a time that the entire DDA Board can tour the property once purchase has been completed.

Hansen has been working with a potential renter for the first floor space.

Moved by Vibber, supported by Zoppa to authorize Hansen and McConkie to negotiate a proposed lease agreement between the DDA and potential renter.

All Ayes/Motion Carried.

Hansen and McConkie will bring a proposal to the DDA Board showing suggested terms in a rental agreement as soon as possible. They will also propose a list of improvements that should be made to the property.

Downtown website continues to progress. Some businesses still need to get information to Hansen for their individual pages, but we are nearing being able to announce the site name to the public.

Billboard sign has been installed on US-127 north near the St. Louis/Alma exits. Several board members had seen it and thought it looked good. Cost was \$1,000 for renting the sign for one year and \$580 to have the sign face made. St. Louis Electric Department workers installed the sign. Hansen also working with MDOT to possibly put some promotional materials in newly reopened Rest Area on US-127 too.

Reminder to the board of the Christmas Parade, Holiday Home Tour and Blues in the Night. Flyer was distributed.

Near showed a shirt with the embroidered Historic Downtown St. Louis logo. Board was encouraged to use the logo on their own shirts, sweaters, etc. Cost of having the logo put on something will be \$9.95 plus whatever individual business lettering is necessary, at Alley Tee in Ithaca.

Verizon has removed the outdoor phone booth behind St. Louis Variety. Hansen is looking into the possibility and costs of putting a small sign in its place, showing that the area is an entrance to a municipal parking lot, perhaps listing how many spaces are available. Will bring details back to the board.

DPW Director Mark Abbott had requested that the DDA Board support the idea of removing the downtown garbage cans for a few months to make sidewalk snow removal easier. Board was agreeable to the idea, as long as it didn't create a situation where trash was thrown on the ground and not picked up. Board instructed Hansen to give Abbott the OK to try this, but that if it didn't work out we would want them put back. Trash cans can also be cleaned up and any necessary repairs done over the winter.

Meeting adjourned at 12:55 p.m.

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