

**Downtown Development Authority
Board of Directors Meeting
Norsworthy Gallery
July 27, 2016**

Present

Christine Bailey
John Hubbard
Lydia Jackson
Terry Moore
Logan Schroeder
Stanley Varner

Absent

Keith Todaro

Staff

Liz Swaine
Janie Landry
E.D. Stewart

Others Present

Vickie Case – *Cook & Morehart*

I. CALL TO ORDER

Chairman Terry Moore called the meeting to order at 3:30 pm. The meeting was held at the Norsworthy Gallery, 214 Texas Street.

II. ROLL CALL

E.D. Stewart called the roll. Those present were: Christine Bailey, John Hubbard, Lydia Jackson, Terry Moore, Logan Schroeder, and Stanley Varner. Keith Todaro was absent. Mr. Moore noted there was a quorum present.

III. APPROVAL OF ABSENCES

John Hubbard made a motion to approve the absence of Keith Todaro. Christine Bailey seconded the motion. The motion passed unanimously.

IV. AMEND AGENDA

Mr. Moore noted there was a need to amend the agenda to move the 2015 Audit item from New Business to Presentations.

John Hubbard made a motion to move New Business (X. A.) 2015 Audit to Presentations (V. A.). Stanley Varner seconded the motion. The motion passed unanimously.

V. WELCOME / PRESENTATIONS / INTRODUCTIONS

Mr. Moore welcomed the board members and introduced Ms. Vickie Case of Cook & Morehart.

Ms. Swaine asked Ms. Bailey if she would like to tell the board members about the Norsworthy Gallery. Ms. Bailey shared that the gallery has been open for about 5 years and briefly explained the renovation and programming. She said that activity and business is growing and that the gallery space is almost completely booked through 2017. She invited board members to an upcoming reception.

After brief comments about the audit process, Mr. Moore asked Ms. Case to present the 2015 audit findings. Ms. Case stated that there were no unusual findings in the Audit. The only recommendations were the need for closing out both parking ticket processing programs (Complus & G-Techna) every day and for the parking administrator to reconcile deposits and reports monthly. These were suggestions for strengthening the current reports and processes. She noted that despite the large property tax deficit the DDA experienced, the year ended positively (full report in DDA

Board Meeting Binder).

Logan Schroeder made a motion to accept the 2015 DDA Audit as presented by Vickie Case of Cook & Morehart. Christine Bailey seconded the motion. The motion passed unanimously.

VI. PUBLIC COMMENTS (Agenda Items)

Mr. Moore asked if there were any public comments. There were no public comments.

VII. CONSENT AGENDA

A. Minutes

Mr. Moore asked for a review of the June 2016 minutes and for any amendments or revisions.

John Hubbard made a motion to approve the June 2016 minutes as presented. Logan Schroeder seconded the motion. The motion passed unanimously.

B. Financials

Ms. Swaine asked the board to review the June 2016 financials, which show activity through the halfway point of the year. The 2016 Streetscape contract, while signed, is still awaiting payment from the city. The city is also not current on payments for the Parking contract. The Deepwater Grant has been finalized and paid in full. Miscellaneous income reflects insurance dividends. Ms. Swaine stated that some office equipment is needed including a server and several computers. She noted that the expense for this equipment is approximately \$10,000, which will be taken from several line items that currently reflect a surplus. She called the board's attention to the Artspace support line item and reminded them that DDA and DSDC had paid to repair termite damage at 708 Texas. Ms. Swaine commented that there have been no unexpected expenses.

Logan Schroeder made a motion to accept the June 2016 Financials as presented. Christine Bailey seconded the motion. The motion passed unanimously.

VIII. REPORTS

A. Director's Report

1. 600 Block of Texas- Sears Project

- YPI Party at Rhino on August 2nd
- Moving Sale at Season's Salon weekend of July 29th – anticipated to move to the ground floor of the Sears building in August.
- Anticipated that Rhino Coffee and Rockin Sake will be open in August
- Expected completion for Sears project – end of 2016

2. 700 Block of Texas- artspace

- Parish Taceaux now open
- Strong crowds
- Sunday brunch to start soon
- Artspace Moonbot exhibit still drawing large crowds

3. 509 Market- Former United Mercantile Bank

- One of the owners was in town recently

- Name the Development event
- Space planning for commercial
- Aggressive timeline for finish: 3Q 2017
- Similar feel to “The Clemons” in Chattanooga

4. Selber Building- 601 Milam

- Close to finish – opening in August
- Ribbon cutting and block party planned for September or October

5. Santa Maria Produce Building- 528 Commerce

- Weiland-DAVCO Company

6. Post Office Building- 333 Milam

- Owned by James Thrower
- Life Changing Solutions on 3rd Floor
- Second floor will be co-working concept
- Nearing completion

7. Petroleum Tower Lofts- 415 Edwards

- Developer has signed letter of intent; is in 90-day due diligence period

8. Former Ridgway’s Building- 719 Marshall

- Under contract and expected to close in October
- Residential/Commercial use planned

9. Old Dee’s Building- 420 Market

- Work being completed
- Possible trucking dispatch company

10. Phoenix Underground, 600 Market

- Still no movement on lease

11. Times’ Building- 222 Lake Street

- U-Haul purchased.
- Times reportedly moving to American Tower.

OTHER KEY PROJECTS/ISSUES:

- Barnwell Center- City planning to make announcement soon. Word is filtering out on the street.
- Trespass Affidavits – Must have on file with SPD before action can be taken to remove anyone from the premises. DDA is offering signs. First sign for business is free; additional signs are \$20 to cover our cost.
- Riverfront Development Fund- Money in this fund has been going to the city’s General Fund for a number of years. Councilman Jeff Everson desires to have some of these funds directed for use in downtown, riverfront development, and economic development in accordance with the original intent of the legislation.

B. Parking Report

Ms. Swaine presented a brief parking report for June 2016. Boot averages have increased significantly. Ticket and coinage are consistent. Implementation of the proposed Park/Pay Parking App (anticipated to debut in August) should improve numbers. She noted that the city does not want to replace meters but does want to replace lost revenue.

Stanley Varner left the meeting at 4:16 pm but a quorum still remained.

IX. OLD BUSINESS

A. UDC Update

Ms. Swaine informed the board that the timeline for the UDC has been pushed back again and will not likely come to a vote in the fall. One change in the UDC proposal is to allow a gas station in the downtown 'entertainment' subdistrict (the current Downtown Tire location).

B. Parking App Latest

An educational campaign will be needed to inform people how to use the Passport parking app. The 90-day pilot program contract has been signed. Hopefully, the project will debut in August, but a number of variables will determine the introduction date, including training, signage placement, and educating the public. Parking will not be on a space number basis, but rather, on a zone/license plate entry.

C. Downtown Is Cool Grant Closeout

The final documentation and ad proofs have been submitted for the Downtown Is Cool grant (Deepwater Horizon grant fund), and the balance of the grant has been received.

X. NEW BUSINESS

A. 2015 Audit

Moved to Presentations.

B. Downtown Artwalk

Ms. Swaine directed the board members to a sample handout of the maps for the varying Artwalk "zones" for each first Wednesday of the month, starting September 7 from 5-8 pm. She welcomed any suggestions or ideas regarding the artwalk project.

C. Parish Taceaux Thank You Event

DDA and DSDC Board members are invited to a thank you event for everyone who played a role in bringing the restaurant to Artspace.

XI. ANNOUNCEMENTS

- Christine Bailey – Closing reception of her show at Norsworthy Gallery on Sunday, 7/31, from 2-4 pm.

XII. PUBLIC COMMENTS (NON-AGENDA ITEMS)

Mr. Moore asked for any public comments. There were none.

XIII. ADJOURN

With no further DDA business to conduct, John Hubbard made a motion to adjourn. Logan Schroeder seconded the motion. The motion passed unanimously.

Mr. Moore adjourned the meeting at 4:37 pm.

John Hubbard, Secretary