

**Downtown Development Authority
Minutes of the Regular Meeting
January 19, 2018**

Meeting called to order at 7:30 am by Jim Delemeester.

Members present: Jim Delemeester, Joe Kline, Pam Ginderske, Bob Burns, Karen Wood, Sue Bare, and Kathy Westervelt

Members Absent: None

Others Present: Matt Lane, Marie Roe, Nannette Pretzer, Mary Moeller

There was no payment of claims on the agenda for this meeting.

Motion by Wood, second by Ginderske to approve the December D.D.A. minutes. Motion carried.

Village Council Minutes were accepted and filed.

Lane explained the structure of the new leases that businesses in the Goodrich Building are seeing. They are agreeing to annual increases of 1.75% for indefinite period unless one party decides to end the lease, with 60-day notice. The leases automatically renew each year. All suites are now on this program, with the exception of the Secretary of State which requires the DDA to offer a rate and negotiate. The SOS rate offer was submitted to the state in December. Their lease is not up until December 2018.

Motion by Gerber, Second by Kline to approve the lease agreement with Advanced Eye Care and allow DDA Executive Director Matthew Lane to execute the agreement.

Motion by Gerber, Second by Kline to approve the lease agreement with the St. Charles Coin Shop and allow DDA Executive Director Matthew Lane to execute the agreement.

Lane detailed some of the items built into the proposed FY 2018/2019 Budget for the DDA. He advised that he expects the DDA's grant to the Library to be brought forward in some amount. There have been no expenses as of yet and the \$70,000 is being placed in the budget, just-in-case. Lane also gave an update on the Library project. He let DDA members know that the library is having some difficulty with their design consultant and have been looking at some alternative solutions. He advised that he believes the grant agreement allows for some flexibility in how they spend the money as long as it falls into the categories they outlined.

Nannette Pretzer from the library advised that Tithof Construction is working on some preliminary demolition and remodel work. Tithof is also expected to build the circulation desk and assist with moving books if necessary. Pretzer also advised that they have run into trouble with the furnaces on their new building. All three had to be replaced.

Lane also mentioned that the Village Council mentioned at their goal setting session that it is time to think about replacing the street signs in town. The wooden poles and frames are difficult to maintain and are frequently damaged. Lane suggested the DDA consider starting the program in the DDA district, since many of the signs are in the DDA area. Members were generally supportive of the project. Lane advised he will try to fit it into the budget.

No public comment.

Motion by Wood, Second by Westervelt to adjourn at 8:00 am. Motion carried.

Respectfully submitted,
Matthew S. Lane, Village Manager