

Downtown South Neighborhood Improvement District
Advisory Council Meeting Minutes
Veterans Conference Room, 2nd Floor, City Hall
November 12, 2014

Members Present

Rex V. McPherson II, Chair
Jon Toothman
Shannon Gravitte

Members Absent

William Nassal, Sr., Vice Chair

Call to Order

Rex McPherson, Chairperson, called the meeting to order at 9:15 a.m. Information items were presented until 9:27, when Shannon Gravitte joined the meeting via phone.

Public Comment

Chair McPherson asked if there were any comments from the public on any matter prior to beginning the meeting. Rich Crotty of the Crotty Consulting Group commented that they have declined to pursue an extension to their contract until the end of the year. He thanked the Advisory Council for working with them during the referendum, and mentioned that his firm is working on other City priorities and would be available if called on in the future. The promise of the NID is we should be seeing improvements in the area.

Shannon Gravitte joined the meeting at 9:27 am.

Chairperson Rex McPherson opened the floor for additions or corrections to:

Meeting Minutes of September 10, 2014

Shannon Gravitte moved for acceptance of the minutes, seconded by John Toothman and was VOTED upon and PASSED by unanimous voice of those present.

Staff Reports

- a. Annual Report and State Registration. Jason Burton distributed copies of the annual report to the City Clerk's office and reviewed the past year's accomplishments and noted the upcoming workplan for this fiscal year. The advisory council is also going to an every other month schedule, and will meet 6 times in this fiscal year.

The Staff has also sent in the annual registration with the Department of Economic Opportunity to register the Downtown South Neighborhood Improvement District.

- b. Safe Neighborhood Improvement Plan (SNIP) Amendment. Mr. Burton reported that we need a recommendation to update the SNIP to reflect the revised boundaries that were created over the past year and handed out a copy of the current boundaries of the area. The City staff will update the SNIP and continue work on a Growth Management Plan Amendment.

John Toothman moved that we accept the revised boundaries and authorize staff to modify the SNIP to reflect the boundaries, and initiate Growth Management Plan Amendment to refer to the SNIP and reflect the revised boundaries, seconded by Ms. Gravitte, and was VOTED upon and PASSED by unanimous voice of those present.

- c. Crotty Contract. As previously noted, the Crotty Group has declined to be hired for the remainder of the calendar year to be administrative support to the NID; the City staff will round out the current support, and it is anticipated that an Executive Director search will be successful in the first quarter of the 2015 calendar year.
- d. Ongoing Development in the Area. Jason Burton updated the Advisory Council on the development ongoing in the area, which includes:
- a concrete batch plant on Grant Street
 - development inquiries about the “Lake Copeland” site
 - the ongoing construction of a Hampton Inn on Columbia
 - proposals for the redevelopment of the Lucerne Hospital Campus (just north of the NID).

Future Staffing Options

Charlotte Manley, the president of the Downtown South Main Street, was presented by chair Rex McPherson – Charlotte and Rex have met twice previously to work out business terms for a potential merged position. The Advisory Council has previously been presented the business terms for a potential Main Street/DSNID merging of responsibilities with one executive director after Charlotte and Rex had settled on potential terms. Charlotte described how both organizations had common interests, and the executive director is imagined to support both the Main Street Board and DSNID Advisory Council; however, would only staff two of the four Main Street committees (Economic Restructuring and Design, which are the committees that have the most common interest with the NID).

It is proposed that the Main Street enter into a one year contract with the NID for administrative services with the merged position; a ration 3.33/1 caps the Main Street’s contribution towards the new salary, unless they choose to pay more for a particular candidate. Charlotte and Rex will have to recruit and interview the candidates. The Main Street carries the proper insurance for an employee. The new employee will also report directly to the NID Board.

Shannon Gravitte asked if the Main Street would house the employee at their offices, which Charlotte responded affirmatively. Mr. Toothman commented that since the Main Street has lost their director and is relying on part-time help, it is urgent that we move forward today to agree to the business terms and authorize the chair to complete the process. Charlotte and Rex will be the search committee with staff support from Pauline Eaton, the City's Main Street Coordinator.

John Toothman moved that we:

- Approve the business terms of the merged DSNID and Main Street Executive Director.
- Authorize the Chair to Negotiate, Finalize and Execute the agreement with the Downtown South Main Street, and
- Authorize chair Rex McPherson to participate and hire in the search for a potential Executive Director.

Seconded by Ms. Gravitte, and was VOTED upon and PASSED by unanimous voice of those present.

Next Meeting

January 14, 2013 at 9:00 AM, Veteran's Conference Room.

Announcements

None

Adjourn - Chair McPherson moved for adjournment at approximately 9:50 a.m.

City Staff/Consultant's Present

Jason Burton

Richard Crotty, Richard Crotty Consulting Group

Members of the Public Present

Buck Miller, Downtown South

Charlotte Manley, President Downtown South

Attachments:

Business Terms for merged Executive Director Main Street/DSNID