

**DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Monday, October 28, 2024  
12:15 P.M.  
MINUTES**

Chair Kelly Dvorak called the meeting to order at 12:15 p.m. in the Attic at City Hall.

Roll Call: Greg Scott, Jeanine Garcia, Ed Lindwall, Terry Tarsi, Rick Kinsey and Dvorak.

Absent: Dennis Powell and Mark Saigh.

Also Present: City Manager Rachel Andreski, City Clerk Tyana Elenbaas, Craig Richardson (WICKWIRE), and Zach Hautala (ICECA).

**PUBLIC COMMENT**

None.

**APPROVAL OF THE AGENDA**

Kinsey moved with support from Tarsi to approve the agenda as presented. All were in favor. Motion carried. Absent - 2: Powell and Saigh.

**APPROVAL OF MINUTES**

Kinsey moved with support from Tarsi to approve:

- September 16, 2024, Regular Meeting Minutes
- October 21, 2024, Regular Meeting Minutes

All in favor; Motion carried. Absent - 2: Powell and Saigh.

**REPORTS**

**City Manager**

- Andreski updated the Authority on The Corner Drug, stating that they are currently working with contractors to fix the façade of their building. They are hoping to get it finished before the snow comes.
- Andreski also stated that The Shared Streets and Spaces Grant was awarded to the City this past week in the amount of \$200,00. With this grant and the money obtained from the State for the flood, it should be enough to cover the costs of restoration.

**Façade Committee**

Nothing to report.

**Iron County Economic Chamber Alliance (ICECA)**

- Harvest and Haunt Festival – Hautala noted that once again the event was a success. He estimates that approximately 2,500 to 3,000 people attended. He thanked the Authority for their Platinum Sponsorship and showed the Authority how the funds were used. He had examples of advertisement posters that were displayed throughout the City and on social media.
- 2025 Visitors Guide – Hautala explained that he would like to have the Guides distributed in January instead of March to allow tourists to better plan their getaways to Iron County.
- He noted that KFC had 160 applicants to work there. He is trying to figure out a way to get those applicants to apply to one of the many job listings the ICECA has compiled.

**Beautification Committee**

Nothing to report.

## **FINANCIAL REPORTS**

Kinsey moved with support from Garcia to approve the September 2024 DDA Financial Report. Roll Call: Ayes – 6: Scott, Lindwall, Tarsi, Garcia, Kinsey and Dvorak. Nays – 0. Absent – 2: Powell and Saigh. Motion carried.

Kinsey moved with support from Scott to approve the September 2024 DDA Accounts Payable Report.

Roll Call: Ayes – 6: Garcia, Lindwall, Tarsi, Scott, Kinsey and Dvorak. Nays – 0. Absent – 2: Powell and Saigh. Motion carried.

## **OLD BUSINESS**

### **Parking Lot Improvements – Bid Award**

Richardson explained that WICKWIRE has looked over all the bids that were received, and Bacco came in with the lowest bid. Bacco's bid came in around \$9,000 less than WICKWIRE's estimate. Richardson discussed the bid with Bacco Construction and stated that all parties are comfortable with the bid. He recommended to the Authority that they accept Bacco's bid as presented.

Kinsey stated that this project has been started a year ago and he felt like the Authority is not moving quickly enough. He noted that we should not only do the base bid but also include the alternates listed. He stated that construction costs are going to keep rising and he believes we should only pay for mobilization once, if possible. He noted that completing this project would bring the parking lots throughout the City up to ADA compliance.

Scott asked about the bids and why there was such a variance in the totals. He also asked if we could use money from the Fund Balance to help pay for this project. He thought it might be beneficial if the bond amount we requested was the lowest possible.

Dvorak stated that we should try to borrow the least amount of money. She also asked if the City Council would help with some of the costs.

Andreski explained that the Fund Balance is sort of like a savings account. The money does roll over to the next year, but the State does not recommend having large amounts of money saved. She stated that she will bring to the City Council the proposal to fund the alternatives to the tune of \$75,000 to help offset the cost of paving the alleys.

Dvorak motioned to approve the base bid amount of \$417,981.34, taking out \$75,000 from the Fund Balance to put towards the costs, and the alternates 1 and 3 contingent upon the City Council approving funds to help with the alternates 2 and 4. Kinsey seconded the motion.

Roll call: Ayes – 5: Scott, Lindwall, Tarsi, Kinsey and Dvorak. Nays – 1: Garcia. Absent – 2: Powell and Saigh. Motion carried.

### **DDA Authority Plan Update Proposal – Miller Canfield**

Andreski explained that to be approved for the bond, we would need to have the parking lots and alleys put into our plan. She noted that Miller Canfield can update our plan for \$4,500.

Tarsi made a motion to allow Miller Canfield to update our plan in the amount of \$4,500. Lindwall seconded.

Roll call: Ayes – 6: Scott, Garcia, Kinsey, Lindwall, Tarsi and Dvorak. Nays – 0. Absent – 2: Powell and Saigh. Motion carried.

### **Bond Counsel Services Proposal for 2024 Capital Improvements Bond – Miller Canfield**

Andreski stated that we need to approve Miller Canfield's proposal for Counsel service in order to receive the bond.

Tarsi moved to accept the Bond Counsel Services Proposal for legal fees in the amount of \$8,500. Lindwall seconded.

Roll call: Ayes – 6: Scott, Garcia, Kinsey, Lindwall, Tarsi and Dvorak. Nays – 0. Absent – 2: Powell and Saigh. Motion carried.

### **Iron County Water Shed Coalition**

The Iron County Watershed Coalition sent the DDA a letter to let them know that they did not use all the \$1,100 the DDA donated. There was a remaining \$900. The Iron County Watershed Coalition would like to know what the DDA would like to do with those funds.

Scott motioned to request a refund of the remaining \$900. Kinsey seconded the motion and gave his thanks to the Coalition for their honesty and would like it noted that the Coalition is more than welcome to ask for sponsorship in the future.

Roll call: Ayes – 6: Garcia, Lindwall, Tarsi, Kinsey, Scott and Dvorak. Nays – 0. Absent – 2: Powell and Saigh. Motion carried.

### **New Business**

#### **ICECA – Christmas in Lights Sponsorship**

Kinsey motioned with the support from Garcia to sponsor the Christmas in Lights in the amount of \$2,500.

Roll call: Ayes – 6: Scott, Lindwall, Tarsi, Garcia, Kinsey and Dvorak. Nays – 0. Absent – 2: Powell and Saigh. Motion carried.

### **PUBLIC COMMENT**

Richardson noted that WICKWIRE has assisted the City in obtaining the Shared Street and Spaces Grant in the amount of \$200,000. They have also helped Caspian obtain the same grant. He noted that Caspian will be fixing their portion of the Apple Blossom Trail and redoing a fishing pier. Richardson stressed that this is \$400,000 that will be directed towards Iron County and improvements.


### **DDA MEMBER COMMENTS**

Scott inquired about the Christmas lights on Genesee Street. Andreski noted that even if we ordered the lights now, the odds of the items arriving in time are slim. Dvorak asked if there is a time to buy where the items are cheaper. Andreski explained that January through March when they run their sales. Scott stated that we are further ahead tabling this until next year.

Scott also noted that the signage at the Disc Golf Course is lacking. Andreski stated that she and Hautala will be working on signage.

### **ADJOURNMENT**

Motion made by Dvorak and supported by Tarsi to adjourn the meeting at 1:10 P.M. All in favor; Absent - 2: Powell and Saigh. Motion carried.

  
Tyana Elenbaas, City Clerk