

/MINUTES
Downtown Advisory Board
 Thursday, February 10, 2011– 2:00 P.M.
 350 Commercial St NE

Members Present	Members Absent	Staff Present	Guests
Jim Bauer - C Suzi Bicknell Bill Davis Paul Gehlar Darr Goss Jennifer Martin Mark Messmer Bill Puntney Carole Smith	Brian Moore - E Jim Lewis - E Allan Pollock - E	Sara Bratcher – UD Renee Frazier - UD Anita Sandoval – UD Sheri Wahrgren – UD	

1. CALL TO ORDER

Chair Bauer called the meeting to order at 2:02 PM, noting a quorum of appointed members was present.

2. APPROVAL OF AGENDA

A. February 10, 2011

Ms Bicknell made a motion to approve the agenda for February 10, 2011. The motion was seconded and passed by consensus.

3. APPROVAL OF MINUTES

A. January 27, 2011

Ms Bicknell made a motion to approve the minutes from January 27, 2011, with the following changes: 1) Ms Bicknell advised due to a miscommunication, her absence from the January 27th meeting should have been excused; 2) Rephrase D.3 to read “The Board agreed to discuss the Parking Tax.....”. The motion was seconded and approved unanimously.

4. REPORT ON COMMITTEES

A. Parking Fund Capital Needs

Ms Smith and Ms Martin joined Ms Frazier, Ms Wahrgren, and Mr Godfrey in a separate meeting to discuss ongoing Parking Fund capital needs. Ms Martin reported all Facilities proposed work has a 15 year + life; and most estimates seemed accurate or a bit on the high side. There should also be some savings on the structural renovations at Marion. Mr Godfrey will work on guidelines for determining if a structure is in “fair” condition, or “good” condition; and what is the useful life of particular structures. The group will continue to discuss potential recommendations for funding and analyze budget pieces beginning with capital needs, aesthetics, and sustainability. A survey will be developed to help understand garage usage and the customer base for each.

The subcommittee was also asked to determine the makeup of the revenue stream for all three garages.

Chair Bauer reminded the Board that subcommittees are considered public meetings and must follow all public meeting law, including posting the meeting and generating a written record. Ms Wahrgren distributed Guidelines for Downtown Advisory Board Subcommittee Meetings outlining pertinent information.

5. PUBLIC COMMENT

A. N/A

6. ACTION ITEMS

A. Parking Fund Budget

Ms Frazier distributed the updated parking fund budget. She explained the only change from the last meeting is the budget shows no increase in parking tax rates. This difference in revenue is about \$20,000, thereby reducing the contingency. She requested a recommendation from the Board.

Ms Smith announced an actual conflict of interest as a parking tax payer. And Ms Bicknell also announced a conflict as Go Downtown is a recipient of Parking Funds. Chair Bauer suggested staff invite legal counsel to a future meeting to discuss ethics.

Mr Puntney made a motion to recommend the staff proposed budget, minus the increase in parking tax, to the Agency. The motion was seconded. Mr Davis offered an amendment to the motion to recommend the staff proposed budget (omitting “minus the increase in parking tax”). The amendment was accepted and seconded, and passed unanimously by the remaining eligible members.

7. INFORMATION ITEMS

A. Riverfront-Downtown Urban Renewal Budget

Ms Frazier distributed the current proposed Riverfront Urban Renewal Area (URA) budget and reviewed all the documents. She emphasized the proposed budget is geared toward funding the projects outlined in the Strategic Action Plan. There is no additional funding reflected for the parking structures for the next few year in the draft revenue and expenditures presented.

Mr Puntney declared a potential conflict of interest as a potential applicant for Riverfront Toolbox funds.

Q. Who will review the RFP proposals for the Circulation study?

A. Ms Wahrgren will find out and report back

The Board discussed options for the unallocated line items, and how to shift funds once the budget is approved. Ms Frazier also explained a future concern regarding the Section 108 loan on the Salem Conference Center (SCC). The loan is repaid by a cascading source of revenue – 1) CDBG loan payments, 2) Toolbox loan payments and, 3) any available Riverfront URA funds. A shortfall in CDBG and Toolbox loan payments is possible in FY 2012-13 or FY 2013-14, so URA funds could be needed to assist in making debt service until the debt is retired – currently projected in 2015-16.

The Board questioned why the construction fund is paying for the SCC property insurance. Staff advised it is an allowable expense for the Agency to protect an asset it owns. Several Board members opined they would prefer the SCC pay for their own property insurance from their operating funds. Ms Wahrgren will review the issue and bring information back to the Board.

Ms Frazier emphasized the only item for Board approval at this time is the proposed budget FY 2011-2012. Any questions can be sent directly to Ms Frazier via email; a recommendation will be sought at the next Board meeting.

8. NEW BUSINESS

A. Conflict of Interest training will be requested for a 30-minutes period at the end of a future meeting.

B. Ms Smith suggested investigating the idea of a public art collection downtown, and proposed a discussion with the Public Arts Commission regarding the kind of collection, focus, budget, placement, and maintenance

of such a collection. Chair Bauer added the Artists Series Foundation would like to work with the DAB to create a strategy; he will see about scheduling a work session with them.

C. Chair Bauer reminded the Board there is still an open position on the DAB, the At-large position; he asked the Board to consider who might be available and willing to fill that position.

D. Chair Bauer suggested a different meeting time for the Board may be appropriate, and he will canvas the Board via email for a consensus.

E. Chair Bauer suggested the Workplan be reviewed to determine viability.

F. The Board discussed ideas to create excitement in the community, such as bringing in guest speakers.

9. ADJOURN

Chair Bauer adjourned the meeting at 3:27 P.M. The next scheduled meeting is February 24, 2011, at 2 PM.