

MINUTES
Downtown Advisory Board
 Thursday, December 10, 2009 – 2:00 P.M.
 350 Commercial St NE

Members Present	Members Absent	Staff Present	Guests
Dana Vugteveen - C Suzi Bicknell Jeff Corner Bill Davis Sylvia Dorney Darr Goss Jim Lewis Brian Moore Anna Peterson	Jim Bauer - E Debra Edwards – U Allan Pollock - E	Rick Scott – UD Sheri Wahrgren – UD Sara Bratcher - UD Todd Klocke - UD Courtney Knox - UD Anita Sandoval – UD Denise Yale - UD	Paul Gehlar Bill Puntney

1. CALL TO ORDER

Chair Vugteveen called the meeting to order at 2:05 PM, noting a quorum of appointed members was present.

2. APPROVAL OF AGENDA

A. December 10, 2009

Ms Dorney **made a motion** to approve the agenda of December 10, 2009, as presented. The motion was **seconded** and **passed** unanimously.

3. APPROVAL OF MINUTES

A. November 12, 2009:

Ms Bicknell **made a motion** to approve the minutes from November 12, 2009, as presented. The motion was **seconded** and **passed** unanimously.

4. REPORT ON COMMITTEES

A. None.

5. PUBLIC COMMENT:

Ms Wahrgren welcomed and introduced Rick Scott, Director of Urban Development Department, and Bill Puntney, Developer and home owner of the new building on Chemeketa.

6. ACTION ITEMS:

A. Establishing Parking Service Fee – Chemeketa & Marion Parkade

Ms Wahrgren reviewed the memo regarding the Chemeketa and Marion Parkade fee increases and reminded the Board it will go before the Council on Monday, December 14.

Q - Why would we raise permit fees?

A – Permit fees should be increased to be competitive with surrounding parking areas and to support the Parking Fund. Ms Wahrgren explained earlier the DAB approved a phased increase for the Liberty and Pringle Parkades, and Chemeketa and Marion are due for an increase this year. Permits are the only source of revenue for the Parking Fund. Next year all four parkades will be on the same schedule.

The Board recommended the DAB establish a process to implement fee increases annually without having to go through this process every year. Because all the parkades will be on the same schedule, next year staff will work to recommend adoption of a resolution to allow for annual increases at all parkades without returning to Council every year.

Chair Vugteveen made a motion to approve staff recommendation to increase parking fees at Chemeketa and Marion Parkades by 3 % effective February 1, 2010. The motion was seconded and passed unanimously.

7. INFORMATION ITEMS:

A. 11/23 DAB Communication to Agency Board Update

Chair Vugteveen distributed a draft scope of work developed by staff and the DAB Subcommittee outlining dual objectives: 1) to effectively utilize and coordinate previous studies and plans, and to identify which group is doing what; 2) and define potential DAB projects that will have the greatest impact on downtown.

Ms Wahrgren added the Agency Board gave the DAB support to move forward at the November 23 Agency meeting. The Subcommittee will meet again to determine the final scope and cost estimate, then will return for Board consideration, and on to the Agency with a request for funding.

The Board requested more of an emphasis on Parking rather than assuming it will be part of the infrastructure.

8. NEW BUSINESS

A. A staff report will go forward Monday night as an information item regarding suggestions for use of the BOLI reserve funds. Mr Scott reported a reserve fund held \$3.2 million which was originally set aside for the BOLI litigation. There is not an anticipated appeal, so that money has become available. The staff report is a laundry list of potential projects. Staff will be coming back in the later part of January with specific recommendations taking into account Council goals and DAB priorities and try to find the perfect mix.

Mr Lewis suggested the Board keep in mind a way to help reduce the unemployment rate in Salem when considering how the funds should be spent.

B. The Budget office has accelerated the budget process this year. With this in mind, staff suggested two meetings a month thru the budget process. The Board agreed by consensus.

C. Ms Bicknell reported holiday events are scheduled for downtown. Reindeer will be at the south side of the Conference Center on Saturday. The Festival of lights parade is this Saturday evening. Also, a holiday shuttle was tested the weekend of Thanksgiving. It was advertised, but ridership was very low. The nice weather may have been a factor. Vendors reported a busy shopping weekend. Mr Vugteveen commented the Salem Center had a brisk Friday after Thanksgiving, but the remainder of the weekend was normal.

9. ADJOURN

Chair Vugteveen adjourned the meeting at 2:45 P.M. The next scheduled meeting is January 14, 2010, at 2:00 PM.