I. Call to Order

Chairman Heins called the meeting to order at 12:00 p.m.

II. Roll Call:

Present: Heins – Chair, Dull – Vice Chair, Callen, G. Hanks, Lopez, Sunderlin, VanLeeuwen-Vega, Willison, and M. Hanks (Council Liaison)

III. Approval of Minutes - (5/13/2021 and 5/27/2021)

Motion by Lopez, second from Sunderlin, to approve the minutes from the May 13, 2021 meeting and the May 27, 2021 Work Session. All in favor, motion carried.

Yes: 9  No: 0

IV. Approval of the Agenda

Motion by Callen, second from M. Hanks, to approve the agenda as presented. All in favor, motion carried.

Yes: 9  No: 0

V. Financial Reports

Burns reported that the DDA ended the Fiscal Year in good shape, and they were just into the new Fiscal Year, with not much in the way of expenditures yet. Dull asked if they would know by next month where they ended for last fiscal year. Burns said she would have Hinga join the next meeting to bring the Board up to date on the Fiscal Year end. Sunderlin asked if the signage project would be completed in this fiscal year or would it be spread out over a couple of years. Burns said that, based on projections from the consultant, the committee chose to do a phased in approach because it was just too much to do in one year.

Motion by Callen, second from Sunderlin, to approve the Financial Reports, all in favor, motion carried.

Yes: 9  No: 0
VI. Consent Agenda

A. Purchase of 12 - 3' Modern Bike Bollard bike racks in black from Global Industrial for an amount not to exceed $2,683.45.

Motion by Van Leeuwen-Vega, second from Callen, to approve the consent agenda. All in favor, motion carried.

Yes: 9  No: 0

VII. Business

A. Updated Job Description – Burns provided an overview of the updated DDA Director job description through an agenda report dated July 6, 2021 and asked the Board if they had any changes. Sunderlin asked Stanford-Butler if the updated job description best supported her. Stanford-Butler said that she and Burns had gone over it thoroughly and she was satisfied with it. Dull said he had found that job descriptions tend to only be relevant for about a year or so. Burns said the Board could revisit this job description as often as they wanted, and she would be working with the MML to look at all the Village’s job descriptions and wage and salary because there had been so much wage inflation in the last 18 months.

Motion by M. Hanks, second from Van Leeuwen-Vega, to approve the updated DDA Director’s Job Description as presented. All in favor, motion carried.

Yes: 9  No: 0

M. Hanks said she has spoken to several businesses in the Village in the last 10 days and they would like more communications from Village staff so she would like the DDA to recommend to Council that the Communications Specialist position be added because that was the only way more communication could happen. The DDA agreed.

Motion by Sunderlin, second from Lopez, to recommend to Council the addition of a Communications Specialist position. All in favor, motion carried.

Yes: 9  No: 0

B. Downtown GFI Receptacles – Stanford-Butler provided an overview through an Agenda Report dated July 6, 2021. Sunderlin asked if that estimate came from a licensed electrician. Lopez said that it had and that the estimate covered materials, permit and labor. Dull suggested the east end of the Village be included. Lopez asked if they could consider a $2500 proposal to include the east end. Burns said to keep in mind that the light poles in East Village were different than those in the DDA district.
Motion by M. Hanks, second from Sunderlin, to accept the current “Not to Exceed” $2500 for the Village pole update and to seek additional bids for East Village poles.

Yes: 9  No: 0


D. Miscellaneous – Nothing more to add.

VIII. Board Member Comment – Sunderlin asked how the street sign sale was going. Stanford-Butler said they were selling but it seemed people were waiting for the price to go down. Van Leeuwen-Vega asked if there were any updates on new businesses coming. Stanford-Butler said there was a business looking for a liquor license at the old Pueblo suite. The Board discussed power washing the sidewalks, who was responsible for the weeds growing around the sidewalks, merchant mixers, and ways to get business owners engaged. Stanford-Butler said she would try to get estimates for power washing the sidewalks and add discussion on merchant mixers to the Work Session agenda. G Hanks announced that a series of 9 free Friday night family-friendly concerts put on by Courtyard Concerts would be starting at the Lynn Sherwood Waterfront Stadium tomorrow at 6:15 p.m. Burns reported that Thursday’s Music at the Point was back, hosted by the Heritage Festival Committee and Windemere House was also hosting music on Thursday evenings. She hoped Windemere would choose another evening so they would have a better turnout and no conflict with Thursday’s Music at the Point.

IX. Public Comment – Sandy Parker, On the Path Yoga, shared that she hosts free Sunday morning yoga classes at Central Park all summer long. However, they do take donations that they would be giving those donations to the Tanglefoot Park redevelopment and suggested it would be great if a Village staff member could attend and share details on the redevelopment. Ms. Parker said that she and the other businesses in East Village really want and need more communication.

X. Adjourn

Motion by G. Hanks, second from Callen the meeting adjourned at 1:09 p.m. All in favor, motion carried.

Yes: 9  No: 0