

MINUTES
LDDA BOARD OF DIRECTORS MEETING
CITY COMMISSION CHAMBERS
Thursday, January 9, 2003
8:00 AM

PRESENT: Don Pickard, Greg Mugg, Kevin Jones, Jerry Herring, Mark Miller, Jim Verplanck, Chris McLaughlin, Edie Yates, LeRoy Bradley, Tammy Sakagawa, Tony Delgado, Kelly Koos, Glenn Higgins, Anne Furr, Becky Abel

ABSENT: Janet Tucker, Joe Mawhinney

CALL TO ORDER: The meeting was called to order by Don Pickard at 8:05 AM. Don thanked the Board for its support during the past year and encouraged Directors to continue to move forward with the improvement of downtown.

OATH OF OFFICE: Kelly Koos, City Clerk administered the Oath of Office to Chris McLaughlin.

NOMINATING ELECTION OF OFFICERS: Mark Miller presented the slate of officers for 2003. Jerry Herring, Chairman; Janet Tucker, Vice-Chairman; Kevin Jones, Treasurer. **Mark Miller moved the approval of this slate of officers. Motion seconded by Jim Verplanck. Motion passed 5-0.**

INSTALLATION OF OFFICERS: Kelly Koos, City Clerk, installed the following officers: Jerry Herring, Chairman and Kevin Jones, Treasurer.

RECOGNITION OF DIRECTORS, CHAIRMAN: Jerry Herring thanked Don Pickard for his service of 6 years on the Board of Directors and for the past year as Chairman. He presented plaques to Don. Jerry also thanked Mark Miller for his 9 years of service on the LDDA Board and presented a plaque to Mark.

MINUTES: Jim Verplanck moved to approve the Minutes of the December 12, 2002 Board of Directors' Meeting. Motion seconded by Kevin Jones. Motion passed 5-0.

SIGNATURE CARDS: Jim Verplanck moved that Jerry Herring, Janet Tucker and Kevin Jones be the designated signers for the LDDA checking and money market accounts at SunTrust Bank. Motion seconded by Chris McLaughlin. Motion passed 5-0. Jim Verplanck moved that Jerry Herring, Kevin Jones and Anne Furr be the designated signers for the LDDA savings account and CD at FloridaFirst Bank. Motion seconded by Chris McLaughlin. Motion passed 5-0.

AUDIT REPORT FOR FY 2002 – Edie Yates: Edie Yates, Baylis & Co., presented the 2002 Audit Report. The LDDA is in compliance with all regulations pertaining to its finances. Two suggestions were made to improve accountability: 1) Create a system to formally account for accrual and usage of the Executive Director's sick and vacation time; and 2) Create a policy to have the manager sign hourly employee time sheets. Both of these suggestions have been implemented. The vacation and sick time will be accounted for within the Quickbooks bookkeeping system, and an extra line at the bottom of the time sheet template has been added for the Executive Director to sign and date each month's time sheet for hourly employees. Due to some line items going over budget in FY2002, we need to amend the FY2002 budget. State law mandates that the Treasurer / Executive Director would be liable for line item variances exceeding \$200. Edie's recommendation is that a motion be made to amend the budget as follows: Decrease 8400 (Transportation, Travel, and Entertainment) by \$900, add \$500 to 8800 (Accounting and Reporting), and increase 8700 (Printing and Reproduction) by \$400. **Jim Verplanck moved to accept the auditor's budget amendment recommendation for FY 2002. Motion seconded by Greg Mugg. Motion passed 5-0.**

CONFLICT OF INTEREST, SUNSHINE LAW, GIFTS: Anne pointed out that pamphlets on the Florida Sunshine Law were included in agenda packets. In particular, Anne noted that Board Members who have a conflict of interest must state the conflict for the record, but they do not have to abstain from voting on the issue. The Supervisor of Elections mails the required financial disclosure forms to Board Members. The completed forms are due in back in the Supervisor's office by the first of July each year.

DLP UPDATE: LeRoy Bradley stated that the DLP website now has links to Arts on the Park, Swansation, and Hollis Garden. The DLP wishes to thank the LDDA for its contribution for the billboards on I-4 and the \$10,000 for matching membership (1 to 3).

Jerry Herring stated that the Clonts Building is now 100% leased.

COMMITTEES:

Design Review –

Certificates of Review issued since December 12, 2002 meeting:

- a. 101 W. Main Street ("City Center"), Suite 110, Paula Dockery – wall sign.

Certificate of Review Request:

- a. 229 S. Florida Avenue, Flowers by Edith – wall sign, face changes. The Design Review Committee recommends approval of the Flowers by Edith sign. **Jim Verplanck moved to accept the recommendation of the Design Review Committee. Motion seconded by Greg Mugg. Motion Passed 5-0.**

Jerry Herring, Chairman, appointed Chris McLaughlin, Greg Mugg and Jim Verplanck to serve on the Design Review Committee for 2003. Jim Verplanck was asked to serve as chairman and he accepted. Randy Mathews, Community Development Department, will continue to serve on this committee.

Park & Ride Update – Anne requested that \$8,000 be used from unappropriated surplus funds to fund the fencing of the parking lot and the gate. **Kevin Jones moved that LDDA use \$8,000 from unappropriated surplus for the fencing and gate on the Oak Street Lot. Motion seconded by Jim Verplanck. Motion passed 5-0. Kevin Jones moved to modify the budget to reflect this funding for fencing the lot. Motion seconded by Jim Verplanck. Motion passed 5-0.** The City will demolish the building on the property within two weeks. Anne stated that a meeting to discuss last minute issues with the Park & Ride start-up would be held the afternoon of 1/9/03.

DIRECTOR'S REPORT:

Preservation Alley – Central Pavers came on the job December 30, 2002. Some work had to be corrected and the remainder of the pavers were laid. By Thursday, January 2, 2003, the alley was opened to traffic and to those who park in the rear of their buildings. We do not have a time frame for the completion of work in the top of the "T" from Kentucky Ave. to Tennessee Ave. All tenants to the east were notified that the alley was opened. The City will move forward with the containers and plants for the section of the alley that is complete.

Overhang at 310 E. Main Street – Mark Clements, attorney, talked with Jim Nixon, City of Lakeland Parking Systems, concerning the building's overhang that has been hit by trucks as they make turns into the alley between the City's Main Street Parking Garage and his building. The City determined that the building's overhang is beyond the sidewalk. The building is historic and was in this location prior to the streetscape. According to Public Works, the cost to construct the new curb, pavers and street restoration will be about \$6,000. Since it is streetscaping, the City is looking to the LDDA for the fix. After some discussion, it was decided that the Design Review Committee would meet at the building with some City department staff members to decide upon a solution.

St Joseph's Catholic Church – Lemon Street Promenade – Tony Delgado received a phone call from Father Caulfield that the archdiocese in Orlando had approved the transfer of right-of-way for the Lemon Street Promenade in front of the St. Joseph's property.

Jerre Wilson Sign at City Center – Tom Petcoff has agreed to remove the abandoned wall sign at 101 W. Main Street.

LDDA Board Meetings – Several Board Members have mentioned that they would like to return to the City Commission Conference Room for the LDDA Board Meetings. **Greg Mugg moved to relocate the regular LDDA meetings to the City Commission Conference Room. Motion seconded by Jim Verplanck. Motion passed 5-0.**

NEW BUSINESS:

Spare Change table tents – Anne stated that the table tents that discourage giving change to panhandlers are available. She encouraged all to take as many as they need.

CRA Update – Tammy Sakagawa stated that the Dixieland and Midtown redevelopment advisory boards are taking shape. There will soon be an invitation for LDDA Board Members to meet with the Dixieland advisory board, and later with the Midtown advisory board. LDDA input will be appreciated as these areas make plans for improvements close to downtown and elsewhere.

State Garage and Intown Bypass Update – Tony Delgado stated that today a conference call is scheduled with the Bureau of Lands in Tallahassee to work out what is hoped are the final details of the City's lease of the garage. Tony also shared that the second phase of the Bypass project (Florida Ave to George Jenkins Blvd.) could be moved up if City is successful in receiving grant monies. Phase 1 is moving forward according to schedule.

The meeting was adjourned at 9:35 a.m.

The next regular LDDA Board meeting will be held on Thursday, February 13, 2003, from 8 AM – 10 AM in the City Commission Conference Room.