

***Downtown Improvement Board  
Kearney, Nebraska  
August 6, 2014  
8:00 a.m.***

A meeting of the City of Kearney Downtown Improvement Board was called to order by Chairperson Walter Martin, at 8:00 a.m. on Wednesday, August 6, 2014, in the City Council Chambers at City Hall. Present: Walter Martin, Mike Suchan, Ron Lieske, SueZan King and David Brandt. Absent: None. Representing City Administration: Suzanne Brodine, Assistant City Manager/Development Services Director and JoAnn Englert, Administrative Assistant. Also present was Ashley White, Kearney Hub and Chandra Daffer, University of Nebraska at Kearney.

Notice of the meeting was given in advance thereof by publication in the Kearney Hub, the designated method for giving notice, a copy of the proof of publication being attached to these minutes. Advance notice of the meeting was also given to the Board Members. Availability of the Agenda was communicated in the advance notice and given to the Board Members. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

**ANNOUNCEMENT OF OPEN MEETINGS ACT:**

Martin stated that in accordance with Section 84-1412 of the Nebraska Revised Statutes, a current copy of the Open Meetings Act is available for review and is posted on the wall at the back of the Council Chambers.

**APPROVE MINUTES OF MEETING HELD JULY 2, 2014:**

Moved by Martin, seconded by Lieske to approve the minutes of the July 2, 2014 meeting as presented. All voted: Aye. Nay: None. Absent: None. Motion carried.

**REVIEW MONTHLY FINANCIAL STATEMENT:**

Martin asked if the CRA had directly paid Home Thyme Antiques for the completed façade grant project instead of passing the money through the Downtown Improvement Board account; Brodine responded that was true.

Martin asked if there was any money left over from the alley façade project. Brodine responded that Staff is still waiting on one more quote for tuck point work. Brodine reminded the Board that the tuck pointing was not completed before painting as originally planned on that project.

Martin stated that the current remaining balance is \$6,000 but that is without any tuck point work; Brodine responded that was correct.

Brodine estimated that the Board will be able to make a decision in the fall whether or not to tuck point over the painted alley façade or reallocate the remaining \$6,000 to a different façade grant project.

**APPROVE CLAIMS:**

Moved by Martin, seconded by Suchan to approve the claims for July as presented. All voted: Aye. Nay: None. Absent: None. Motion carried.

**APPROVE REQUEST FROM UNK FOR \$1,500 TO FUND DESTINATION DOWNTOWN.**

Brodine noted that the amount requested is the same amount that has been provided the last two years. Brodine stated that the \$1500 covers all expenses for the band.

Martin asked Brodine about item #9 in the contract which stated that the Employer would be responsible for all damages or accidents; Brodine noted that the City would be considered the Employer in this situation.

Brodine also noted that the City will require UNK to provide insurance for the event up to one million dollars. Brodine stated that should there be an incident, UNK's insurance would cover damages first up to one million dollars and then the City's insurance would cover the remaining damages, if necessary.

Martin asked how many Downtown businesses were participating in Destination Downtown this year. Chandra Daffer with the University of Nebraska at Kearney (UNK) stated that vendor registrations were still funneling in. While the number of vendors is half of what it was last year, Daffer is optimistic the final number will be similar to last year.

Brodine noted that in the past, there have been around 25-30 vendors.

Martin asked Daffer if UNK staff had visited Downtown businesses in an attempt to promote the event and encourage participation; Daffer stated that they do - noting that the Student Welcome Week Coordinator has been Downtown for several weeks speaking to area business owners. Daffer noted that the registration form was also posted online this year and has been utilized by some businesses.

Martin encouraged Daffer to reach out to him if she or UNK needed assistance in promoting the event. Martin added the event brings a lot of people to the Downtown area. Martin stated he likes how the event evolves from a family event early in the evening to a student event later on.

Moved by Lieske, seconded by Brandt to approve the request from UNK for \$1,500 to fund Destination Downtown. All voted: Aye. Nay: None. Absent: None. Motion carried.

**APPROVE APPOINTMENT OF THE DOWNTOWN IMPROVEMENT BOARD CHAIRMAN AND VICE CHAIRMAN.**

Martin asked how often appointments of this nature are made; Brodine responded that the Board votes on them annually.

Moved by Lieske, seconded by Brandt to approve Walter Martin as Chairman and Mike Suchan as Vice Chairman of the Downtown Improvement Board. All voted: Aye. Nay: None. Absent: None. Motion carried.

**REPORT FROM STAFF:**

None.

**REPORT/COMMENTS FROM THE BOARD MEMBERS/PUBLIC:**

Lieske reported to the Board that Main Street Kearney (MSK) Manager, Dick Reiter has resigned from his position due to the organization's financial status. Lieske noted that Reiter continues to send emails and provide basic office support when he can but noted Reiter has begun another part time position with a different employer. Lieske noted that he anticipates Reiter to continue to volunteer his time until October 1, 2014.

Martin noted that when he spoke with Reiter, Reiter stated there was not enough money to fund his salary for the remaining three months of the fiscal year. Martin noted that Reiter stated money would be available for the planned events in the coming months.

Lieske stated that he believed MSK would not look to hire another Manager until at least January 1, 2015 if they decide they need one.

Brodine asked Lieske if anyone from the MSK Board had contacted Elizabeth Chase with the Nebraska Main Street organization to let her know of Reiter's resignation. Brodine added that a requirement to be designated a Nebraska Main Street organization was to have a paid manager on staff. Lieske responded that he believed Reiter had contacted her but would follow up with the Board to ensure that communication had taken place.

Martin asked if the City was interested in maintaining the Main Street program; Brodine responded that the City was very interested in maintaining Main Street Kearney as a non-profit organization. Brodine stated that whether or not MSK was recognized as a Nebraska Main Street organization is less of a priority for the City. Brodine encouraged the MSK Board to examine the benefits of being a Nebraska Main Street community and then determine if it was feasible from a financial standpoint at this time.

Discussion was held on the benefits and cost for MSK to be designated as a Nebraska Main Street organization.

Lieske asked Brodine if MSK no longer operated as a Nebraska Main Street community, would they need to change the name of their organization. Brodine responded that she would consult City Attorney Mike Tye on that issue and report back to Lieske.

Lieske discussed the diversity amongst the MSK Board members and their focus or priority to either economic vitality or historic preservation.

Martin added that he appreciates both aspects and believes that there shouldn't be a need for MSK to allocate money from their budget towards historic preservation. Martin noted that historic preservation is more about education and awareness. Martin stated he hopes that it could continue to be a part of MSK but not the focus.

Suchan stated that without an economically vital Downtown, there wouldn't be a need to discuss historic preservation.

Brodine stated that she and Lieske have talked in recent weeks about the importance of MSK identifying some goals for their organization. Brodine stated that this should help MSK develop an idea of actionable items they would like to accomplish and potentially who they might want to hire as a manager to help them reach those goals.

Brodine stated that there has been some interest at the State level to complete another Downtown housing grant, similar to the one that was awarded to Brigham Lofts. Brodine encouraged the Board to pass along any property owner information to her if they think of someone who may be interested in applying. Brodine noted that there would be a significant match amount that would be necessary. The grant could assist a property owner with residential apartments on a secondary floor.

Suchan asked if the information regarding the grant was published in the paper or online; Brodine stated it has not been. She cannot guarantee the funding to anyone who applies as the project selected is up to the State. Brodine stated she would discuss that option with the State.

Martin discussed his experience with the grant process regarding the Brigham Lofts project.

Brodine added that the few property owners she has spoken to regarding the grant have two primary concerns: the sum of money that is needed to match funds or the rent restriction that is in place for fifteen years. Brodine added there are certainly pros and cons to grant assistance.

Martin stated that he will be assigning one of his staff to keep up on the MSK website in lieu of Reiter's absence. Martin asked Lieske who he could contact for updated event information; Lieske recommended Martin contact Anna Greenwald, owner of Elesch Boutique and Chairman of the MSK Promotions Committee.

Martin suggested ideas for capital improvement projects for the future that included bike racks that resemble artwork on Central Avenue, pillars to hold banners across Central Avenue and 21<sup>st</sup> Street to promote Downtown events and roofline lighting on Downtown buildings.

Brodine asked Lieske to follow-up with Reiter and obtain any notes he may have had regarding roofline lighting. Brodine stated that in the past Reiter had been instructed to discuss the possibility of lighting with property owners to obtain their feedback. Brodine stated that with roofline lighting, discussions in years previous had brought up that City Staff would need permission from property owners to access roof tops for light maintenance and agree not to hold the City liable for any damages that may occur.

Brodine recommended that Staff gather some cost estimates for these potential projects and report back to the Board next month.

**ADJOURNMENT:**

Moved by Lieske, seconded by Suchan to adjourn the meeting. All voted: Aye. Nay: None. Absent: None. Motion carried.

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Mike Suchan, Board Vice Chairman

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Walter Martin, Board Chairman