

**DOWNTOWN DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS MEETING  
Tuesday February 2, 2021 – 4:00PM  
Zoom Teleconference**

Roll taken, Quorum present – Meeting called to order at 4:04

**Members Present:** Michelle Craig, Leo Marsh, Carla Major, Judy Barrasso, Damon Burns, Jim Cook, Gregory Curtis, Chris Ross, Jade Brown-Russell

**Members Absent:** Coleman Adler, Cleveland Spears

**Staff/Counsel Present:** Richard McCall, Anthony Carter, Sabrina Smith, Leigh Ferguson, Shantel McCormick, Devona Dolliole, Ryan Bordenave, Joshua Vairin, Bill Aaron (Counsel)

**Other Staff Present:** N/A

**Members of the Public:** N/A

**Notice:** The time, location, and agenda had been adequately and publicly noticed.

**Call for Public Input Cards:** N/A

**Action Items**

- Adoption of Agenda
- Approval of Minutes from 12/1/2020 Board Meeting
- Approval of Minutes from 12/17/2020 Special Board Meeting
- Approval of November Financial Reports
- Approval of Check Signing Authority Resolution
- Approval of Preliminary Bond Issuance Resolution
- Approval of Amendment to Landscape Maintenance Contract
- Approval of Amendment to Sidewalk Cleaning Maintenance Contract
- Award Contract for Infrastructure CEA Construction Administration

**Adoption of Agenda – Action Item** – Chair Craig requested a motion to adopt the agenda. Moved by commissioner Burns supported by Commissioner Marsh. The motion carried unanimously.

**Adoption of Minutes from 12/1/2020 Board Meeting– Action Item** – Chair Craig requested a motion to approve the December 1, 2020 meeting minutes. Moved by Commissioner Cook; supported by Commissioner Marsh. The motion carried unanimously.

**Adoption of Minutes from 12/17/2020 Special Board Meeting – Action Item** – Chair Craig requested motion to approve 12/17/2020 special meeting minutes. Moved by Commissioner Curtis; supported by Commissioner Barrasso. The motion carried unanimously.

**Treasurer’s Report –**

**Approval of November Financials – Action Item** – Anthony Carter presented the November financials to the Board. After a brief discussion, Chair Craig called for motion to approve the November Financials. Moved by Commissioner Curtis; supported by Commissioner Cook; motion carried unanimously.

**Approval of Check Signing Authority Resolution – Action Item** – Anthony Carter presented the Check Signing Authority Resolution to the Board. After a brief discussion on authorizing a new Director to sign checks and increasing the authorization of the Interim President & CEO, Chair Craig called for a motion to approve the Check Signing Authority Resolution. Moved by Commissioner Curtis, supported by Commissioner Cook; motion carried unanimously.

**Approval of Preliminary Bond Issuance Resolution – Action Item** – Anthony Carter presented the Preliminary Bond Issuance Resolution to the Board. After a brief discussion regarding recommendations to change some of the wording on the documents Chair Craig called for a motion to approve the Preliminary Bond Issuance Resolution with the requested revisions. Moved by Commissioner Brown-Russell; supported by Commissioner Barrasso; motion carried unanimously.

**Chair’s Report –**

**Approval of Amendment to Landscape Maintenance Contract** – Richard McCall presented the Amendment to the Board indicating that services would be provided for Legacy Park at no additional cost. After a brief discussion Chair Craig called for a motion to approve the Amendment to Agreement for Landscape Maintenance Services. Moved by Commissioner Brown-Russell; supported by Commissioner Barrasso; motion carried unanimously.

**Approval of Amendment to Sidewalk Cleaning Maintenance Contract- Action Item-** Richard McCall presented the Amendment to Sidewalk Cleaning Maintenance Contract to the Board indicating a reduction in cost, based on a reduction in manhours because of lower pedestrian traffic levels. After a brief discussion Chair Craig called for a motion to approve the Amendment. Moved by Commissioner Brown-Russell; supported by Commissioner Burns; motion carried unanimously.

**Award Contract for Infrastructure CEA Construction Administration- Action Item-** Richard McCall presented the recommendation to award the Contract to Meyer Engineering to the Board. After a brief discussion Chair Craig called for a motion to approve the Contract. Moved by Commissioner Burns; supported by Commissioner Brown-Russell.

**President's Report** – PowerPoint Presentation done by Director of Economic Development Leigh Ferguson, followed by Director of Communications Devona Dolliole and ending with Interim President Richard McCall presenting the Operations department.

**Special Note-** Chair Craig departed meeting at 5:10pm due to a scheduling conflict and Vice-Chair Marsh presided for the balance of the meeting.

**Old Business** – N/A

**Executive Session** – N/A

**New Business-** N/A

**Public Comments** – N/A

**Adjournment** - A request for a motion to adjourn the meeting made by Vice-Chair Marsh, moved by Commissioner Major; supported by Commissioner Curtis. The meeting adjourned at 5:30 pm.