



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Draft DOWNTOWN COORDINATING COMMITTEE

Thursday, October 16, 2014

5:30 PM

210 Martin Luther King, Jr. Blvd.
Room 108 (City-County Building)

CALL TO ORDER / ROLL CALL

Present: 7 - Michael E. Verveer; Ledell Zellers; Gregory O. Frank; Mary C. Carbine;
Ted Crabb; Matthew J. Covert and Austin E. McClendon

Excused: 4 - Davy Mayer; Thomas E. Hirsch; Sandra J. Torkildson and Adam J. Plotkin

APPROVAL OF September 18, 2014 MINUTES

Zellers suggested two corrections:

1. First paragraph top of page 2: "issues" rather than "issued"
2. Fourth paragraph page 2: "she was at a staff meeting and during a discussion on events.
the group wondered if some running routes could be more regular so that bus routes etc
would be easier to change."

A motion was made by Zellers, seconded by Covert, to Approve the September 18, 2014 Minutes as amended. The motion passed by voice vote/other.

PUBLIC COMMENT

None

DISCLOSURES AND RECUSALS

None

1. [32474](#) Report of Mall Maintenance, Special Events 2014

Charlie Romines, Parks Division, gave a brief update about beginning fall activities. He noted that the bus shelter painting and sidewalk cleaning will be wrapping up for the year. Carbine thanked staff for the sidewalk cleaning and bus shelter painting programs, noting their success.

2. [35703](#) BY TITLE ONLY - To Approve the schedule of Special Charges for the State Street Mall/Capitol Concourse for 2013/14 Maintenance Charges.

Eric Knepp, Parks Superintendent, said that Parks staff has been communicating more this year with property owners in the district, thanks to help from Mary Carbine and the BID. He noted that there were fewer turnovers in property owners this year as well. Knepp said that property and business owners were appreciative of the sidewalk cleaning program, and perceived it as additional services and attention paid to the mall/concourse. Knepp said that he is committed to changing the timing and method of billing the special charges next year with a better August - July schedule.

Knepp noted the increase of 3.88%, and said that labor costs really account for all of the increase, but he believed that some of that increase was affected by the combining of

properties for new development, such as the Hub, in how calculations are figured.

Covert asked about how mall boundary expansions will potentially increase that rate. Knepp said that their studies show that increases in cost for expansion are all about economies of scale, and that for example; adding secondary frontages to larger parcels that are already in the district will not increase the charges enough to cover the costs for the new areas.

Carbine asked about capital costs. Could special equipment really drive the cost of expansion? Knepp agreed that capitol costs and labor costs will drive potential increases.

Verveer said that he has added an operating budget amendment for 2015, but will have to finalize with Knepp and Parks staff to determine the exact areas that are proposed for expansion in the next year. Knepp said that Parks staff is still looking to see what areas they can expand, and how best to provide the necessary services. For example, Parks staff normally does a 6-6:30am cleaning/blowing cycle and that timing may not be compatible with more residential streets like Gilman Street. In that case they may need to switch to walk-behind sweepers. He added that the hardest part about some of the locations is that they were not built to the same standards as State Street and the Capitol Square, so there are areas that are very tight and not conducive for cleaning and especially for snow removal.

Verveer said that he will continue to work with Parks staff on the priority area noted by the Downtown Coordinating Committee (DCC) this summer as well as properties that are right around the corner from State Street. Verveer referred to his notes from the August 16th meeting and the DCC priorities at the meeting were, in order: State Street adjacencies, the Base Area as described in the report, plus Area 7 as described in the report.

Crabb asked about Fitch Court and Knepp said that Fitch Court is not currently in the service area.

Verveer asked Knepp about whether or not State owned properties paid the special charges. Knepp replied that they generally do not pay special charges as they are not classified as utilities or special assessments; however there are a few State properties that have paid over the years.

Verveer wondered if thinking about billing the special charges differently might be worth considering. He mentioned the proposed Urban Forestry fee which was based upon the same State Statute as the special charges. He said that there was discussion about having the forestry fee be a part of the municipal services bill (water/sewer utility etc.) Perhaps if mall special charges were to become part of the municipal services bill, the State would more likely pay the bill? There was some interest from the Committee to explore this idea for several reasons including the idea that it would also break up the payments over the course of a year so it wouldn't be a single large bill once a year.

Carbine noted that it is an interesting idea to explore, however it may take a bit of research to see how municipal services costs are transferred on to property owners/ business owners (i.e. separate water meters.) So that may be more difficult to achieve than the current apportionment method to property owners. She suggested talking to the GSSBA and others about potential issues.

A motion was made by Verveer, seconded by Frank, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

3. Election of Chair and Vice Chair for 2015

Ted Crabb appointed a subcommittee of Ledell Zellers and Greg Frank to prepare a slate of nominations for the next DCC meeting. He asked that Rebecca Cnare send a note to all DCC members that they should contact Zellers or frank if they are interested in serving as Chair or Vice-chair for next year.

4. [33826](#)

Committee Member & Staff Updates

- Planning Staff update on Philosopher's Grove redesign process
 - Rebecca Cnare, Planning staff, gave a brief update on the status of interagency staff meetings regarding the Top of State Street. She said that staff has met a few times to try to put together a process that could culminate in plans for the spring of 2015, which is a tight timeline. She also said that if the DCC is comfortable, staff would like the DCC to be the lead Committee that can be the face of the process, and be able to forward recommendations to the Common Council and other potential Commissions, like the Arts Commission or Urban Design Commission once a plan of action is complete.
 - Cnare proposed a Public Design Workshop for November, and gauged committee interest in having it during their next regularly scheduled meeting, since calendars were already getting tight. The general consensus of the Committee was that they believe that the DCC is the perfect Committee to take on this subject and that November 20 was a good date for everyone. Cnare said that she will find a location close to the site, perhaps at the Central Library or Overture, and will get publicity out as soon as possible. Frank noted that he was pleased that this is being given a high priority. Cnare said that she will email an update to everyone as soon as a location is finalized.
- 2015 Capital / Operating Budgets update
 - Verveer said that the operating budget will be at the Board of Estimates on November 3, and the Council will consider both operating and capital budgets November 11, 12 and 13.
- Downtown Construction/Projects update
 - Verveer said that it appears that there are no large Street constructions projects for next year, except for some minor sidewalk repairs. Verveer added that in the 5 year Capital Improvements Program Plan does include some larger items such as the replacement of the Government East parking garage, replacement of the Lake Street side of the State Street/Campus parking garage that could also include a multi-modal component in a future 2017 budget.
- Other updates:
 - Zellers passed around information about the Small Cap TIF funds available to homeowners in Mansion Hill, James Madison Park and Tenney Lapham neighborhoods.
 - Carbine noted the family Halloween events that were coming up.
 - Frank noted that Madison Festivals Inc. needs to raise substantial amounts of money in order to put on Rhythm and Booms next year, as there was a great financial loss this past year.

ADJOURNMENT

**A motion was made by Frank, seconded by McClendon, to Adjourn at 6:55 p.m.
The motion passed by voice vote/other.**

Upcoming Meeting: Design Workshop Special DCC Meeting on November 20, 2014