

# **DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD**

Minutes – December 13, 2017

**MEMBERS:** Mr. Mark McGiboney, Chair; Ms. Loren Roberts, Vice-Chair; Mr. Brian Barnard, Mr. Jonathan Eady, Dr. Melvin Baker, Ms. Kendra Mayfield, and Ms. Martha Molyneux.

**STAFF:** Matthew Pepper, assistant city manager and DDA secretary/treasurer.

**GUESTS:** Jerry Roseberry, Mayor of Oxford; Mike Ready, David Eady, and Sarah Davis, City of Oxford Councilmembers.

**OPENING:** Mr. McGiboney called the meeting to order and welcomed the Oxford City Council at 7:02 PM.

**APPROVAL OF MINUTES:** Upon motion of Mr. Baker, seconded by Mr. Eady, the minutes for the meeting on November 15, 2017 were approved as presented. The vote was 7 – 0.

**FINANCIAL IMPACT OF THE E. CLARK STREET DEVELOPMENT:** The DDA and City Council had a discussion concerning the potential financial impact of the E. Clark Street development as it relates to the upcoming 2020 U.S. Census. Mayor Roseberry related to the DDA members that the city will have 120 days from receipt of an information packet from the U.S. Census Bureau to complete and submit the list of addresses in Oxford to be included in the official count. The city can include future housing development as long as it has an official subdivision plat and has assigned addresses to the individual lots. The city expects to receive the information packet in February 2018. The DDA agreed to complete a subdivision plat of the E. Clark Street development by June 1, 2018.

**MASTER PLAN FOR TOWN CENTER DEVELOPMENT:** The DDA and City Council had a discussion concerning the DDA's November meeting with the design and planning firm Historical Concepts. It was decided that the DDA would contract with Historical Concepts to provide strategic planning and design services for the town center development with an initial focus on the E. Clark Street development. In addition, the DDA and City Council had a discussion concerning how to best include the public in the town center planning process, specifically the current residents living on E. Clark Street. It was agreed that these residents might be interested in exchanging their properties for a home in the new development. It was decided that Mayor Roseberry, Councilmember Eady, and Mr. Pepper will meet with David Strickland, city attorney, to discuss possible strategies on how to best engage the residents on E. Clark Street.

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE DDA AND CITY COUNCIL:** The DDA and City Council had a discussion concerning sections 4, 5, and 6 of the intergovernmental

agreement (IGA). As part of this discussion, the DDA and City Council agreed on the following changes to the IGA:

- **Section 4** – Revise this section to reflect an increase to the allocated funding amount from \$30,000 to \$50,000 to reflect the DDA’s motion.
- **Section 5** – Revise this section to include other development options such as light commercial, etc.
- **Section 6** – Revise this section to state the entirety of the city-owned property along E. Clark Street as the property to be transferred to the DDA.

*Upon motion of Ms. Molyneux, seconded by Ms. Roberts, the DDA will request that City Council increase the budgeted allocation of \$30,000 to \$50,000 for FY2018 to be used as seed money for the town center development. The vote was 7-0.*

*Upon motion of Mr. Eady, seconded by Ms. Molyneux, the DDA will request that the intergovernmental agreement between the DDA and City Council reflect the proposed change to increase the DDA’s budget allocation from \$30,000 to \$50,000 for FY 2018, and also reflect the proposed change that the entirety of the city-owned property along E. Clark Street be referenced as the property to be transferred to the DDA. The vote was 7-0.*

**DDA ASSIGNMENTS:** Before the next meeting, the DDA will complete the following assignments:

- Mr. Barnard will contact Historical Concepts to discuss the June 1, 2018 timeline for the subdivision plat for the E. Clark Development. As part of the conversation, Mr. McGiboney will discuss with Historical Concept the organization’s fee structure.
- Mr. McGiboney will ask Mr. Frank Turner, DDA attorney, to make the agreed upon changes to sections 4, 5, and 6 of the IGA.

**OTHER BUSINESS:** The DDA’s next meeting will take place on Wednesday, January 24<sup>th</sup> at 7 PM.

**ADJOURNMENT:** Mr. McGiboney adjourned the meeting at 8:15 PM.

Approved by:

Matthew Pepper, Secretary/Treasurer