

**CLAY COUNTY DEVELOPMENT AUTHORITY
DEVCOM COMMITTEE MEETING
MINUTES**

February 25, 2015

Present: CCDA (Chip Dobson, Matt Carlton, Russell Buck); **Chamber** (Jan Conrad)

Absent: **Chamber** (Leslie Dougher, Blaine Claypool)

Staff: **Chamber** (Tresa Calfee); **CCDA** (Josh Cockrell)

Call to Order: **Josh Cockrell** called the Clay County Development Authority (“CCDA”) DEVCOM meeting to order at 3:05PM.

Approval of January 21, 2015 Minutes: **Jan Conrad** made a motion to approve the minutes. Seconded and passed unanimously.

Public Comment: None

Old Business/New Business: The discussion regarding the parking lot was continued. The easement/PUD issues and boundary survey was reviewed. When the property was initially developed the entire property in which the DEVCOM building and neighboring buildings sit was one property/parcel. It was then platted and sold off individually. The easement satisfied the initial requirements for the property. Today, the easements are shared with the neighboring businesses. Therefore, the neighboring businesses that utilize the easements are responsible for them as well. Jan Conrad stated that it is important that the committee best understand the costs that will be incurred regarding the parking lot.

Josh Cockrell provided an opinion from CCDA Counsel Grady Williams stating that according to counsel, it is recommended that all members of the management committee and Joint Partnership boards are covered under the liability insurance. Tresa Calfee stated that the counsel to the Chamber shared a similar opinion that the committee/board members can be held liable. Tresa stated that she had concerns recently when a pedestrian fell outside the DEVCOM building on the easement, not the actual property. Staff will review the liability policies that are in place currently and provide an updated report at the next meeting.

Josh Cockrell provided a cost estimate to repair the parking lot and to satisfy the SJWMD requirements. TOCOI provided three different estimates. One quoted replacing the parking lot with concrete and parking stalls with asphalt and costs for SJWMD. Total costs would average around \$124,000 which included replacing the signage out front. Should the signage not be replaced, the quote would fall to about \$100,000. The second proposal quoted replacing the parking lot with concrete only

which would cost around \$100,000 or \$80,000 without changing the signage. The third estimate would replace the entire parking lot with asphalt which would require the purchase of land to retain the storm water runoff. This quote would be approximately \$140,000. Overall, to repair the parking lot, it will cost between \$80k-100k. The committee determined that \$80k would be a good number to plug into the reserve study for the parking lot. Matt Carlton asked if there is a way to identify the problem areas in the parking lot and only repairing those areas. Tresa stated that her research indicated that you can't place asphalt on top of the current concrete lot. Matt stated that if he knew the value of the building and the costs to repair the parking lot, he would not spend any funds on repairing the lot. Jan Conrad recommended that an appraisal be ordered through a bank. She stated that by doing so, any bank can use the appraisal rather having a commercial appraisal ordered. Josh Cockrell stated that the property appraiser in 2014 assessed the building at \$487k.

The reserve study will be updated with the new information provided for the parking lot and will include the entire assessment of the building's assets. Russell Buck made a motion to solicit bids for a bank ordered appraisal to cost up to \$2500 total and allow staff to make the recommendation in picking the lowest bid. Motion was seconded. There was discussion to amend the Russell Buck's motion to have DEVCOM pay for the appraisal. Jan Conrad made the motion. Motion carries unanimously. Russell Buck restated his original motion to include the amendment. Motion passes unanimously.

New action items will be emailed to the committee for their review. Russell Buck asked what would be some leasing alternatives should it be decided that the DEVCOM building be sold. The discussion at the next DEVCOM meeting will be in regards to making a decision whether the building be sold or remodeled to be in line with both the CCDA's and Chamber's goals.

Grady Williams arrived at 3:51pm and was thanked for providing the opinion requested. Tresa Calfee asked how much of the parking lot would The Grainery be responsible for should it be replaced according to the easement. Grady stated that he has not done the research to answer the question.

Adjourned: 3:56 P.M.