

# CUMBERLAND

## DOWNTOWN DEVELOPMENT COMMISSION

A Main Street Maryland Community

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### **Meeting Minutes**

**December 12, 2019**

**8:45 am**

Second Floor Conference Room - City Hall, 57. N. Liberty Street, Cumberland, MD

#### **Roll Call**

In Attendance: Sandi Saville, Doug Schwab, Larry Jackson, Ed Huber, Laurie Marchini, Nathan Price, Dave Romero, Daniel Taylor-Neumann, Lori Lepley, Paige McFarland, Paul Kelly, Paul Mullan-WCBC, and Kathy McKenny, Chris Myers (local Merchant)

#### **Minutes**

##### **Treasurer's Report**-Ed Huber

- Budget Performance Report through November 2019 was presented
- Salaries were down due to reduced hours by Executive Director
- Entertainment is at 95%. Entertainment has been curtailed at this time
- Truck was purchased for DDC staff
- Currently at 50% of budget including the truck purchase

##### **Executive Director's Report**-Mikayla Dodge

- See attached

#### **Old Business**

Economic Development Paul Kelly

- Paul reported on the Baltimore Street project
  - Reviewed funding sources
  - Working with Rural Broadband Fund for funding relating to Fiber implementation
  - Using Community Legacy Grant funding to fill in the gaps toward the end of the project
  - Working with City Council regarding support of second story development by the installation of sprinkler lines into buildings that need it.
  - Fiber taps will be offered to buildings as well.
  - Mitigation plans are still in the works and are dependent on contractor timing of project. Final mitigation plans will be made based on the submitted schedule.

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- Project schedule is now based on an October 2020 demo start date.

### Update on Parking Garage

- Murals have arrived and are quite beautiful. They will be placed next to the elevator doors and in the stairwells.
- The pedestal for the turnstiles have been installed. The turnstiles have been received but are not yet installed.
- Signage is somewhat confusing at this point because new configuration of parking has not yet been implemented.
- Colors are nice and bright and several positive comments have been received.

### Update on security cameras

- A meeting was held on 12/11 with Captain Ternent, Lt Jim Burt, Dave Romero, Doug Schwab and Johnna Byers from Cumberland city IT Staff
- An RFP is being developed that would recommend a system that could integrate several types of cameras for a central recording station. This RFP
- Local businesses will be asked to allow City owned cameras to be installed on their buildings.

## New Business

### **Report from Strategic Planning Committee**

- Meeting held 12/11 at City Hall
- The future of the DDC will align more toward Main Street program objectives.
- Job Description for new Executive Director will be created using previous job descriptions.
  - Event planning will be deemphasized
  - There will be a focus on Main Street initiatives
  - Sub contracting with Canal Place for events at CP and Downtown
  - Goal of hire by March 1, 2020
- DDC may hold classes for businesses downtown regarding listing their business with Google Business.

### **Report from Kathy McKenny**

- Information was distributed and described regarding the Central Business District Commercial Accessibility Improvement Program. The deadline to apply is January 15, 2020

Local businessman Chris Myers asked if, during the construction of the Baltimore Street Project, the DDC was going to close a section of the parking lot behind Merchants Alley for outdoor dining. Sandi answered that although the complete mitigation plan was not complete at this time, this was an idea that will be considered.

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Sandi requested a Motion to close the meeting closing the meeting to discuss the contents of a proposal pursuant to Section 3-305 (b)(14) and a personnel matter pursuant to Section 3-305 (b)(1) of the General Provisions Articles of the Annotated Code of Maryland”

Daniel Taylor-Neumann moved and Ed Huber seconded a motion to go into closed session. The motion was passed unanimously.

Closed Session minutes

### **Applications to the DDC Board**

- Two applications were discussed
- It was moved by Dave Romero and seconded by Ed Huber that Sabrina Smith from The Manhattan Social be recommended to the City Council for the open DDC position vacated by Dave Love.

### **Paul Kelly spoke regarding a contract with William Cochran**

- Paul described the contract with William Cochran that his firm would perform design oversight on the Baltimore St. Improvement project
- The contract would include:
  - Reviewing documents to be sure that they conform with the original design of the project
  - Provide advice on changes to the plan
  - Provide additional concepts and more detail designs where appropriate and when asked.
  - Participate in meetings and to discuss and resolve conflicting opinions between design and engineers
    - It was moved by Dave Romero and seconded by Larry Jackson to approve payment for the design oversight contract as submitted by William Cochran. Contract will be subject to the sole source procurement procedures of the city. After discussion the motion passed unanimously
    - Discussion included
- Issue resolution
- Mr. Cochran not delaying the project
- Paul Kelley would bring issues to City Council for final resolution. Mr. Kelley would give his opinion when asked.

Closed session was adjourned at 9:52AM

**THE NEXT REGULAR MEETING WILL BE HELD  
January 9 at 8:45am**

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**Events through December 31st:**

December 14th: ALL DAY

Holiday Open Houses (Flyer included) over 30 open houses in Downtown including pop up shops, breakfast with Santa at Mezzos, specials, live entertainment, and more!

December 21st: Breakfast with Santa at the Creamery (8:30, 9:30 and 10:30 seatings) and Meet Santa at the Book Center (1pm-3pm)

December 31st NYE Ball Drop 10pm-12am

DJ music, livestream from New York, giveaways including glow sticks, hats, noisemakers, etc. Balloons and Beach Balls thrown from the rooftops. Fireworks at midnight set off from the Baltimore Street Bridge.

**Other Updates:**

-Events next year:

--National Day of Prayer May 7 from 11am-1pm. Annual event that takes place at the McCoury Family Stage.

--Harley event Friday June 26th on the mall from 4pm-10pm. Francine Kraft is the contact. Event will consist of music, a scavenger hunt to get people into the businesses, food and beer trucks that will donate proceeds to local charity. This event took place in Cumberland back in 2014 with approximately 800 attendees.

--Cumberland Pride Festival-Sunday July 12th on the mall. Jacqie McKenzie is the contact. This will be the 4th Annual Cumberland Pride Festival. This event has grown each year and this year is expected to be huge.

-Working on organizing DDC files and updating job description.

-Mail merging and sending out the letter to stakeholders asking for updated email addresses