



Pike Place Market Preservation and Development Authority (PDA)

**EXECUTIVE COMMITTEE
Meeting Minutes**

**Wednesday September 22nd, 2010
7:30 a.m. to 9:00 a.m.
Goodwin Library**

Committee Members Present: Jim Savitt, John Finke, Gloria Skouge, Patrick Kerr, Bruce Burger

Other Council Members Present: Theresa Alexander

Staff Present: John Turnbull, Anita Neill

Others Present:

The meeting was called to order at 7:30 a.m. by James Savitt, Chair.

I. Administration

A. Approval of Agenda.

Bruce B requested items to be placed on the agenda for discussion; consideration of Bens start up activities IE what meetings should he attend both internally and externally, should hiring of an Executive Coach be considered. The STRAP committee was considering the development of a new Strategic plan and wanted to discuss the process with the possibility of a retreat early next year to launch the new plan. Jim noted that these items could be discussed under other reports or concerns of council members.

The agenda was approved by acclamation.

B. Approval of June 16th, 2010 Minutes

The minutes were approved by acclamation.

C. Public Comment

None

II. Council Chair's Report- James Savitt

Jim reported the salary and moving allowance as set by Council was accepted by Ben but the contract was not yet drawn up or signed. Ben has already met with Carol and Senior staff at the PDA and would officially start on October 11th.

III. Executive Director's Report – John Turnbull

John T gave an update on the progress of Phase II and Phase III of the renovations; due to Phase II of the renovations, several tenants from the Sanitary Building were being temporarily closed down or relocated to various locations in the Market. Some tenants would be moved to temporary trailers to be located on Pike Street. The Market Historic Commission (MHC) has approved the use of these temporary selling containers and the first of six was scheduled to be put in place by mid October. Storage spaces for Mr. D's, Coppa among others were being cleared out and moved to the caged storage area on level 3 of the parking garage. A couple of business located in the Triangle Building would be affected by the renovations contrarily to what was previously thought. Efforts are being made to temporary relocate these businesses.

Several of the Market restrooms have been shut down and the remaining ones are being re-designated as unisex. Twice monthly public meetings continue despite the lack of attendance by the Market community. Wiring work for additional electrical power to the North Arcade began this week. Next week City Fish would be closed down as the new epoxy floor was installed. The installation would also affect some surrounding businesses.

Theresa Alexander joined at 7:42 a.m.

Design drawings were moving forward for the Soames Dunn and the Economy Buildings including approval by the Market Historic Commission (MHC). The design concept for the Soames Dunn was to open up the building by reconfiguring and expanding existing business while creating additional store frontage on Pike. The staircase would be moved to the back corner, new public restrooms would be built and electrical upgrades installed. The purpose was to increase foot traffic and circulation to the building. Design drawings for the Economy Atrium included closing off the top level and creating additional retail space. John noted that Council could view the scaffolding that was up for repairs to the skylight, it gave a good idea of what the Atrium would look like if Council agreed to fill in the top floor. He additionally noted that in order for the design to be included in the final bid package, Council would have to come to a decision on whether or not to proceed by early December. Jim requested that John T give a presentation to Council at the next full Council meeting. Theresa noted that there should be public input before Council made a decision, Council agreed. John T noted that the designs have been discussed in the Capital Renovation committee meeting, was passed by MHC and presentations were also scheduled for the Constituency and regularly scheduled renovation public meetings.

John T continued his report; the Preschool has made the decision to move forward with their plans to move into the second level of the Downunder. They are continuing to work on obtaining the Heritage Center as their playground. The outdoor terrace and indoor space immediately adjacent to it would remain open for the PDA to use as retail or other activities. There was some discussion on how the preschool came to the conclusion to move to the 2nd floor. Bruce B requested a spreadsheet of expected costs to the PDA for the Preschool. John T noted that he would have that available at the next OPSCOM meeting.

Jim asked for an update on the budget schedule. John T reviewed the schedule noting that it would be reviewed by managers and directors, opportunities for public input and final presentation to the Finance committee on November 16th with final approval from Council on November 18th. There would be plenty of opportunity for Ben to get up to speed on the budget upon his arrival on October 11th.

John reported that US Bank, the main investor in the NMTC had over extended their commitments for 2010 which in turn delayed the closing of the NMTC deal. Due diligence continued to complete the paperwork so as not to accumulate additional fees, with an expected closing in January. A large portion of the NMTC funds were delegated to be used for tenant mitigation in Phase II but due to the delay other sources of funds would be used until the deal closed. John T noted that the project made the top 100 stimulus projects named by the White House.

Jim noted that for the next four months the Council agenda would focus heavily on issues relating to Phase III of the renovations, the budget process, tracking the progress of the Preschool, farm and the farm program. John F noted that he would not be serving on the waterfront committee as it was no longer being formed.

IV. Other Reports

Bruce B gave a report on the STRAP committee; he noted that the committee was considering creating a new strategic plan and wanted to begin drafting it shortly after the arrival of the new Executive Director. The plan was to develop it over the fall and have a retreat in early 2011 to finalize.

There was some discussion about some of the start up activities that Ben should be involved in upon his arrival and how involved should the Council be in these activities. Possibilities mentioned included a series of meetings with Council including a welcome reception. John F noted that Ben should be given the opportunity to get adjusted first. There was then some discussion on possibly hiring an executive coach or hiring Carol as a consultant while Ben was in his transition period. John T noted that Carol was one of

the only persons who knew how to bridge the funds with the NMTC, Levy and bonds. Additionally, John T noted that Jan Oscherwitz with the City had already requested transitioning plans for the transferring of responsibility of the levy funds. Jim noted that the issue could be further discussed at full Council.

Patrick noted that he felt strongly that the Council and PDA should heavily pursue the purchasing of the PCI North parking lot. John T noted that the City had sent the PDA a renewal of the contract use agreement. There was some discussion and committee members had mixed feelings on whether or not it was the best time to pursue. Too many factors involved including the tearing down of the viaduct and the development of the waterfront, additionally the City may not want to sell the property. Jim noted that the issue would be discussed over the next couple of months and develop a plan by the end of the year.

V. Public Comment

Ernie noted he spoke with a resident of the Heritage House, she was very happy living there and had a lot of good things to say about it.

VI. Concerns of Committee Members

Theresa noted that she felt strongly about the formation of some sort of Farm Program and Committee. Many food programs were being developed in the surrounding area and the Market should develop a committee that could network with these programs. John F noted that this was going to be a topic of conversation over the next few months in OPSCOM and Theresa should provide her input at those meetings.

Jim asked committee members if the Executive meeting should remain at 7:30 a.m. or moved to a later time. The majority of committee members were fine with the 7:30 a.m. time and it was decided that the meeting time would remain at that time.

VII. Adjournment

The meeting was adjourned at 8:56 a.m. by James Savitt, Chair.

Meeting minutes submitted by:
Anita Neill, Executive Assistant