



Asset Management - Meeting Agenda

Date: Tuesday, October 8th, 2013

Time: 4:00 p.m. – 6:00 p.m.

Location: Elliott Bay Room (Top of the Economy Market)

Committee Members: Gloria Skouge (Chair), Ann Magnano (Vice-Chair), David Ghoddousi, Patrick Kerr, Jim Savitt, Patrice Barrentine, Tony Puma (Non-Voting), Joshua Anderson (Non-Voting), and Mark Ellerbrook (Non-Voting)

4:00pm	I. Administrative:	Chair
	A. Approval of the Agenda	
	B. Approval of the September 10 th , 2013 Meeting Minutes	
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4:05pm	II. Announcements and Community Comments	
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4:10pm	III. Key Issues and Discussion Items	
	A. Introduction of New Security Manager Randy Stegmeier	Ben Franz-Knight
	B. Motorcycle Parking Update	Tamra Nisly
	C. Commercial Department Review	Jennifer Maietta
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5:05pm	IV. Public Comment	
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5:15pm	V. Property Management	
	A. Residential Property Management Report	John Turnbull
	B. Closed Session (<i>RCW 42.30.110 [c]</i>)	
	I. Review of Lease Proposals	Jennifer Maietta
	II. New Renewal - 18th Avenue Pasta Company - 1529 Western Ave	
	Lease Renewal - Don & Joe's Meats - 85 Pike Street	
	III. Review of Delinquency Report	
	a. Vacancy Report	
	b. Current Lease Negotiations	
	C. Open Session: Approval of Lease Proposals	
	D. Action Item: Proposed Resolution 13-63: Lease Proposals – October 2013	Jennifer Maietta
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5:50pm	VI. Resolution(s) to be Added to Consent Agenda	Chair
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5:55pm	VII. Concerns of Committee Members	
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6:00pm	VIII. Adjournment	Chair
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Pike Place Market Preservation and Development Authority (PDA)

**ASSET MANAGEMENT COMMITTEE
Meeting Minutes**

**Tuesday September 10th, 2013
4:00 p.m. to 6:00 p.m.
The Classroom (Economy Building)**

Committee Members Present: Gloria Skouge, Jim Savitt, David Ghoddousi, Ann Magnano, Patrick Kerr, Patrice Barrentine

Other Council Members Present: John Finke

Staff Present: Ben Franz-Knight, John Turnbull, Tamra Nisly, Brady Morrison, Steve Nelson, David Dickinson, James Cornell, Matt Holland, Kathy Silva, Dianna Goodsell

Others Present: Joshua Anderson, Howard Aller

The meeting was called to order at 4:02 p.m. by Gloria Skouge, Chair

I. Administration

- A. Approval of the Agenda.
The agenda was approved by acclamation
- B. Approval of the August 13th, 2013 Minutes
The minutes were approved by acclamation.

II. Announcements and Community Comments

None

III. Key Issues and Discussion Items

- A. Finalized Emergency Response and Preparedness Plan
Tamra Nisly presented and distributed out a copy of the Emergency and Response Preparedness Manual for the Pike Place Market. She noted that there will be internal manuals given to PPM PDA Staff aside from the public manual. Ben Franz-Knight gave a brief update on the hiring of the new PPM PDA Security Manager, Randy Stegmeier. He provided an overview Randy's training and work experience, including over 40 years of law enforcement experience and his role as Director of Public Safety & Chief of Police for Western Washington University. Ben lastly noted that Randy would start his employment with the PDA in early October.
- B. Capital Needs Assessment Review
Brady Morrison presented the Capital Needs Assessment Review. He provided a quick overview on the Executive Summary of the Capital Needs Assessment. Ben Franz-Knight noted that there will be a full presentation at this month's full council meeting on the 30 Year Capital Needs Study which will be presented by SHKS Architects.

There was a discussion that followed.

Ben Franz-Knight noted that the Capital Assessment Study was part of this year's strategic issues and the information gathered from the study will fold into this year's budget planning process.

Patrick Kerr noted that he would like to see the full report from the 30 Year Capital Needs Assessment from SHKS.

Jim Savitt inquired about escalation rate for the estimates in the study as well as the next steps going forward.

Steve Nelson noted that the recent capital assessment study was the best he has seen working at the PDA and noted that it will be a very useful document.

C. **Rummage Hall Briefing**

James Cornell provided the Rummage Hall briefing. He provided a background on the Rummage Hall and an overview on the existing operations, current strengths, current weaknesses and potential enhancements of the Rummage Hall. A summary of the briefing included:

- The Rummage Hall is formatted to be operative 7 days a week, with recommended time of setup and closing from 9:00a.m. To 8:00p.m.
- Reservations for the Rummage Hall space available every Tuesday and Thursday from 2:00p.m. to 4:00p.m. at the DA Front Office
- Rental Rates are established at \$65 Friday through Saturday and \$35 Monday through Thursday.
- Renters can reserve up to 4 days at a time up to 3 months in advance.
- Strengths with the Rummage Hall include being close in proximity to the crafts line and heavy foot traffic are; the space is also an easy load in/out area from Pike Place.
- Weaknesses with the Rummage Hall space include the physical location being small and desirable days being fill up due to the current reservation system.

There was a brief discussion that followed.

Ann Magnano inquired if there would be potential for further expansion of the Rummage Hall space.

John Turnbull discussed about the logistics for locating a better space for the Rummage Hall.

Gloria Skouge inquired if we advertised the Rummage Hall space.

IV. **Public Comment**

Howard Aller noted that the rummage hall is practically a social service noted in the Charter; this is something that we shouldn't be making money off from. He added that we should provide the Rummage Hall with a better space, which is permanent and larger.

V. **Property Management**

A. **Residential Property Management Report**

John Turnbull briefly discussed the Residential Property Management Report. He noted that we are back down to 4% vacancy with our collection rates improving. He added that we are looking forward to next year's budget and updating the residential buildings. He lastly added that we are starting to build good services to help improve the residential buildings.

Ann Magnano inquired about the recent residential smoking policy in the Market.

John Turnbull noted that the smoking policy for the residential buildings took effect on September 1st.

Closed Session started at 4:40p.m.

B. **Closed Session (RCW 42.30.110 [c])**

- I. Review of Lease Proposals
- II. Lease Renewal- Crumpet Shop - 1503 First Avenue
Lease Renewal - Choice Produce - 1501 Pike Place #317

- III. Review of Delinquency Report
 - a. Vacancy Report
 - b. Current Lease Negotiations

Closed Session ended at 5:29p.m.

C. Open Session: Approval of Lease Proposals

Open Session started at 5:26p.m.

John Finke motioned to amend the proposed five month payment plan to four months for a business tenant discussed in closed session. Ann Magnano seconded the motion.

For: David Ghoddousi, Gloria Skouge, Ann Magnano, Patrick Kerr, Jim Savitt, Patrice Barrentine
Against: 0
Abstain: 0

The motion passed unanimously

D. **Action Item:** Proposed Resolution **13-55:** Lease Proposals - September 2013
Matthew Holland introduced the resolution which states the Lease Proposals for September 2013 below:

Crumpet Shop Gary Lasater & Nancy McFaul	Five (5) Years	September 1, 2013
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Reflecting on Seattle Scott Cahill Rude	Three (3) Years	October 1, 2013
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David Ghoddousi moved, John Finke seconded

For: David Ghoddousi, Gloria Skouge, Ann Magnano, Patrick Kerr, Jim Savitt, Patrice Barrentine
Against: 0
Abstain: 0

Resolution 13-55 passed unanimously

VIII. Items for the Consent Agenda
Resolution 13-55 was moved to the consent agenda

IX. Concerns of Committee Member
Ann Magnano noted her concern regarding the Pike Place Market Waterfront Entrance and potential rental rates affecting the lower Arcade levels and Western Avenue. She inquired if the PPM-WE would have similar rental rates with the existing Market.

It was noted separately that John Finke was not an active Committee member for Asset Management and thus his votes were not accounted for under Section V and following Closed Session. Proposed Resolution 13-55 and the motion to amend a tenants payment plan was moved to the Full Council agenda as new business items.

X. Adjournment
The meeting was adjourned at 5:33p.m. by Gloria Skouge, Chair

Meeting minutes submitted by:
Dianna Goodsell, Administrative Services Coordinator



Pike Place Market Preservation and Development Authority (PDA)

PROPOSED RESOLUTION 13-63:

Lease Proposals

OCTOBER 2013

<u>Tenant</u>	<u>Term</u>	<u>Start Date</u>
18 th Avenue Pasta Jack & Angela Armstrong	One (1) Year	October 17, 2013
Don & Joe's Meats Don Kurzaro	Three (3) Years	October 1, 2013

Gloria Skouge, Secretary/Treasurer

Date

Date Approved by Council:

For:

Against:

Abstained:



Pike Place Market Preservation and Development Authority (PDA)

LEASE SUMMARY

Date: 10/08/2013

Business Name/Owner: 18th Avenue Pasta Company / Jack & Angela Armstrong
Address/Building/Square feet: 1529 Western Ave / Heritage House / 586 sf
Tenant Since: New Tenant
Primary Term: One (1) Year
Options: Two (2) Years
Use Description: Retail sale of fresh and dried 18th Avenue Pasta Company pasta and fresh specialty pasta sauces.

Business Name/Owner: Don & Joe's Meats / Don Kuzaro
Address/Building/Square feet: 85 Pike Street / LaSalle / 950 sf; (470 Retail) 480 (Cooler)
Tenant Since: 1969
Primary Term: Three (3) Years
Options: N/A
Use Description: Retail business specializing in the operation of a Meat Market selling fresh meat, poultry, seasonings, BBQ sauce, pickled pigs feet and beef jerky..