



Riverfront Improvement Commission

Minutes
July 22, 2025

Present: Dan Darland, Andrea Olsen, Gwendolyn Lee, Mary Pruess, Scott Pettis, and Dale Gilmour.

Others Present: Denise Hnytka, Chief Communications Officer, Clay Merritt, Director of Engineering and Capital Projects, Kyle Gripp, Alderman At-Large, and Christopher Meyer, Parks Advisory Board Liaison.

Chair Lee called the meeting to order at 5:00 p.m. and welcomed everyone.

Approval of Minutes

Lee asked for approval of the minutes from the June 24, 2025 meeting and July 10, 2025 special meeting. Pettis motioned to approve the minutes; Olsen seconded. The motion was carried unanimously.

Projects

Chair Lee called for an election of new officers for the Riverfront Improvement Commission, recommending Dan Darland as Chair, Andrea Olsen as Vice Chair, and Mary Pruess as Secretary. Gilmour motioned to approve the officers. Pettis seconded. The new officers will serve for a two-year term. Lee thanked the new officers for their volunteer work.

Director Merritt shared an update on Capital Improvement Projects impacting riverfront properties. Projects planned for FY2026 include new windows and electrical upgrades at the Freight House that will put all tenants on individual meters. Director Merritt gave a progress report on Main Street Landing and answered questions about quiet zones for the rail crossings.

Finance

Hnytka shared the cash balance for the Riverfront Improvement Commission budget, noting that the final FY2025 balance will be available in September.

Leases

Hnytka noted that Ott Leadership is interested in a one-year renewal of its office space in Union Station. Commissioners suggested a 3% rent increase may be appropriate, but asked for follow-up information on property tax payments by the tenant and other lease history. Hnytka planned to follow up on those questions to move forward with the renewal process.

Darland and Olsen provided the group with an update on the work session with representatives from the Lake Davenport Sailing Club, noting they're expecting to meet again in the fall regarding a long-term lease proposal.

Staff Report

Hnytka shared a change in City staff coming in September, noting that Bruce Berger, Community and Economic Development Director, would be serving as liaison to the Commission in her place.

With no further business, the meeting adjourned at 5:55 p.m.

Gwendolyn Lee, Chair