

**MAIN STREET AREA BUSINESS IMPROVEMENT ZONE  
BOARD OF DIRECTORS MEETING  
MINUTES**

**April 25, 2017, 8:00 AM**  
DDA Office, 150 S. Fifth Avenue

**BOARD MEMBERS PRESENT:** JIM BEUCHE; DAVE CURTIS (for Jim Curtis); RON DANKERT; JEFF HARSHE; JEFF HAUPTMAN; JOAN LOWENSTEIN; MIKE MARTIN; RICHARD MITCHELL; TOM MURRAY; EDWARD SHAFFFRAN

**BOARD MEMBERS ABSENT** KATHY MACDONALD; RENE PAPO; MICHAEL WATTS

**OTHERS PRESENT:** BETSY JACKSON; JASON COSTELLO (for Rob Spears)

1. **Call to Order:** Chairman Ed Shaffran called the meeting to order at 8:01 a.m. A quorum was present.
2. **Public comments:** There were no public comments.
3. **Approval of Minutes of January 24, 2017:** MOTION to accept was made by Mr. Mike Martin. SECONDED by Mr. Ron Dankert. CARRIED by unanimous vote.
4. **Report of Operations:**
  - a. Receipt of financial reports for January, February and March, 2017 – Mr. Rob Spears reported that BIZ accounts totaled \$152,524.16, with outstanding assessments of \$9,331.01. Mr. Jeff Hauptman asked to have a ‘Month to Date’ column added to the reports. MOTION to receive the financial reports was made by Mr. Hauptman. SECONDED by Mr. Jim Beuche. CARRIED by unanimous vote.
  - b. Proposed 2017-2018 Budget – Mr. Spears also presented the proposed 2017-2018 Budget. It was suggested that the budget include a column labeled ‘Current Year.’ MOTION to recommend the proposed 2017-2018 Budget to the property owners at the Annual Meeting was made by Mr. Martin. SECONDED by Mr. Beuche. CARRIED by unanimous vote.
5. **Old Business:**
  - a. Landscape committee update – Committee Chair Kathy Macdonald provided a written update. The board asked about the status of liability insurance and permitting. Ms. Betsy Jackson reported that liability insurance has been purchased and that the process of permitting is still under investigation. No further action was taken.
  - b. Board nominations – Standing for re-election to the board for a three-year term are Jeff Hauptman, Kathy Macdonald, Richard Mitchell, and Tom Murray. MOTION to recommend the slate of nominees to the property owners at the Annual meeting was made by Mr. Martin. SECONDED by Mr. Beuche. CARRIED by unanimous vote.
  - c. Slate of officers – The current officers have agreed to serve for another one-year term. They are Ed Shaffran, Chairman; Mike Martin, Vice-chairman; Jeff Harshe, Treasurer; and Ron Dankert, Secretary. MOTION to recommend the slate of officers to the property owners at the Annual meeting was made by Mr. Murray. SECONDED by Mr. Hauptman. CARRIED by unanimous vote.
6. **New Business:**
  - a. 2017-2018 assessment rate – The Executive Committee recommends that the assessment rate remain unchanged for the 2017-2018 fiscal year. Ms. Jackson reported that the Direct Benefit rate will continue to be \$22.19/linear foot and the Common Benefit rate will continue to be \$.09/commercial square foot. MOTION to recommend the 2017-2018 assessment rate to the property owners at the Annual meeting was made by Mr. Hauptman. SECONDED by Mr. Murray. CARRIED by unanimous vote.
  - b. Proposed FOIA guidelines – Ms. Jackson presented the proposed FOIA policy and guidelines, noting that they are based on the work of the Downtown Development Authority and were reviewed by Ms. Joan Lowenstein. MOTION to approve was made by Mr. Murray. SECONDED by Mr. Mitchell. CARRIED by unanimous vote.
  - c. Proposed bylaws changes – Ms. Jackson presented three proposed changes to the BIZ Bylaws. Each is intended to correct or clarify current practices. MOTION to recommend bylaws changes at the Annual Meeting of the Board of Directors was made by Ms. Lowenstein. SECONDED by Mr. Martin. CARRIED by unanimous vote.

d. 2016-2017 Annual Report – Ms. Jackson presented the draft Annual Report. It was suggested that the report include (1) a statement about the fund balance as of June 30, 2016 and (2) the board policy on reserves. MOTION to recommend the 2016-2017 Annual Report, with additions, to the property owners at the Annual meeting, was made by Mr. Dankert. SECONDED by Mr. Harshe. CARRIED by unanimous vote.

e. Annual Meeting Agenda – MOTION to approve the agenda for the Annual Meeting was made by Mr. Hauptman. SECONDED by Ms. Lowenstein. CARRIED by unanimous vote.

f. Addendum to BIZ Zone Plan – Ms. Jackson and Mr. Beuche reported that they are working on language to clarify the BIZ's assessment of commercial properties that share a single address. The language will be circulated to the board before presentation at the Annual Meeting. No further action was taken.

7. **Adjournment:** MOTION to adjourn was made by Mr. Mitchell and SECONDED by Mr. Harshe. CARRIED by unanimous vote. The meeting was adjourned at 8:55 a.m.

Respectfully submitted,  
Ronald Dankert, MSA BIZ Secretary