

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

**March 22, 2016, 8:00 AM**

DDA Office, 150 S. Fifth Ave #301

**BOARD MEMBERS PRESENT:** RON DANKERT; MICHAEL WATTS; JIM CURTIS; MIKE MARTIN; KATHY MACDONALD; EDWARD SHAFFRAN; JEFF HARSHE

**BOARD MEMBERS ABSENT:** TOM MURRAY; RENE PAPO; JIM BEUCHE; JOAN LOWENSTEIN; JEFF HAUPTMAN

**OTHERS PRESENT:** BETSY JACKSON; ROB SPEARS; JANEEN BAIRD

1. **Call to Order:** Chairman Ed Shaffran called the meeting to order at 8:04 a.m. Roll was called; there was quorum present.
2. **Public comments:** No public comments. Chairman Shaffran welcomed Janeen Baird of Oxford Companies.
3. **Approval of Minutes of November 24, 2015:** 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, 2016 – Mr. Rob Spears reported that BIZ accounts totaled approximately \$196,285, with outstanding assessments of approximately \$11,000. To date, approximately \$29,000 has been spent on snow removal – approximately 55% of the amount budgeted for the year. MOTION to receive was made by Mr. Jim Curtis. SECONDED by Ms. Kathy Macdonald. CARRIED by unanimous vote.
  - b. 2014-2015 Audit – Mr. Rob Spears reported that the audit process is complete, with no significant findings. MOTION to receive the 2014-2015 audit was made by Mr. Michael Watts. SECONDED by Mr. Dankert. CARRIED by unanimous vote.
5. **Old Business:**
  - a. Landscape Committee Report –Landscape Committee Chairwoman Kathy Macdonald reported that the BIZ Executive Committee approved the purchase of 24 3’X3’ X3’ concrete planters for placement in the non-Main Street area of the BIZ district (map of proposed locations was distributed in board packet). The 24 planters are considered Phase 1 of the plan to introduce planters to all blocks outside of Main Street. Ms. Macdonald recommended that the BIZ board approach the DDA for funds to help pay for future phases of the plant. MOTION was made by Mr. Martin to accept the proposal for planter placement as presented. SECONDED by Mr. Dankert. CARRIED by unanimous vote.
  - b. Tree Autopsies and Soil Sampling – Chairman Shaffran brought the board up to speed about the findings of the tree autopsies conducted on the dead trees on Washington, and the offer by the BIZ to pay for watering and pruning for the first year. He also reported that the soil sampling from other tree pits in the BIZ district was ongoing; a report of the findings will be presented to the board after the last sampling is completed in the spring. Mr. Shaffran directed staff to prepare a cover letter for distribution with the autopsy report to City Council and City staff. No action taken.
6. **New Business:**
  - a. Nominations – Chairman Shaffran announced that five seats are up for nomination at the May Annual Meeting. Currently serving members Shaffran, Watts, Curtis, Martin, and Beuche have all agreed to stand for re-election. Betsy Jackson will post announcement of nominations on the BIZ website. No further action taken.
  - b. BIZ Assessment Rate for FY 2016-2017 – Chairman Shaffran explained that the BIZ board must recommend the assessment rate for 2016-2017 at the Annual Meeting in May. The current rates are: (1) \$22.19/linear foot and (2) \$.09/commercial square foot. MOTION was made by Mr. Watts to recommend no change in the rates for 2016-2017. SECONDED by Mr. Curtis. CARRIED by unanimous vote.
  - c. Preparation for BIZ Annual Meeting – Ms. Jackson recommended that the BIZ board meet on April 26 in order to vote on items that must be sent to the property owners for a vote at the May 24 Annual Meeting. No motion, but unanimous approval to meet in April.
7. **Adjournment:** MOTION to adjourn was made by Mr. Martin and SECONDED by Mr. Jeff Harshe. CARRIED by unanimous vote. The meeting was adjourned at 8:40 a.m.

Respectfully submitted,  
Ronald Dankert, MS BIZ Secretary