

MAIN STREET AREA BUSINESS IMPROVEMENT ZONE
BOARD OF DIRECTORS MEETING
September 27, 2016, 8:00 AM
DDA Office, 150 S. Fifth Ave #301

BOARD MEMBERS PRESENT: JIM BEUCHE; JIM CURTIS; RON DANKERT; JOAN LOWENSTEIN; MIKE MARTIN; KATHY MACDONALD; RICHARD MITCHELL; TOM MURRAY

BOARD MEMBERS ABSENT: JEFF HARSHE; JEFF HAUPTMAN; RENE PAPO; EDWARD SHAFFRAN; MICHAEL WATTS

OTHERS PRESENT: BETSY JACKSON; ROB SPEARS; KELLY KEITH

1. **Call to Order:** Vice-Chairman Mike Martin called the meeting to order at 8:00 a.m. A quorum was present. Mr. Martin introduced new board member, Mr. Richard Mitchell.
2. **Public comments:** No public comments.
3. **Approval of Minutes of April 26, and May 24, 2016:** MOTION to accept was made by Mr. Tom Murray. SECONDED by Ms. Kathy Macdonald. YEAS were 7, with one abstention (Mr. Mitchell). Motion CARRIED.
4. **Receipt of Minutes of Annual Meeting, May 24, 2016:** MOTION to receive Annual Meeting minutes was made by Mr. James Beuche. SECONDED by Ms. Joan Lowenstein. YEAS were 7, with one abstention (Mr. Mitchell). Motion CARRIED.
5. **Report from the Executive Committee:**
 - a. Financial reporting of fund balance from carryover – Mr. Martin reported that the Executive Committee voted to maintain the current form for financial reporting. No further action taken.
 - b. Board guideline regarding reserves – Mr. Martin and Ms. Betsy Jackson presented language for adoption. An amendment was suggested that removed the words “operational costs” with “snow removal expenses”. (amended guideline attached). MOTION to adopt language as amended was made by Mr. Jim Curtis. SECONDED by Ms. Macdonald. CARRIED by unanimous vote.
6. **Report of Operations:**
 - a. Receipt of financial reports for April, May, June, July and August, 2016 – Mr. Rob Spears reported that BIZ accounts totaled \$184,541, with outstanding assessments of \$12,694. He added that the Downtown Development Authority (DDA) has been billed for its voluntary contribution of \$33,400. MOTION to receive was made by Ms. Macdonald. SECONDED by Mr. Murray. CARRIED by unanimous vote.
7. **Old Business:**
 - a. Landscape committee update – Committee Chair Macdonald updated the board on the status of the current landscape services and presented a proposal for expanding the planter program throughout the BIZ Zone. MOTION was made by Mr. Beuche to (1) adopt Phase 2 of the proposal; (2) endorse Phases 3 & 4; (3) direct the committee to develop a budget; and (4) approach the DDA for capital support. SECONDED by Mr. Ron Dankert. CARRIED by unanimous vote.
6. **New Business:**
 - a. Meeting schedule for 2016-2017 – MOTION to adopt the proposed schedule for BIZ board meetings and Executive Committee meetings (below) was made by Mr. Beuche. SECONDED by Mr. Murray. CARRIED by unanimous vote.
Board meetings: November 22, 2016, January 24, March 28, April 25, and May 23, 2017.
Executive Committee meetings: October 25 and December 20 or 27, 2016, February 28 and June 27, 2017.
Annual Meeting: May 23, 2017.
7. **Adjournment:** MOTION to adjourn was made by Mr. Beuche and SECONDED by Mr. Curtis. CARRIED by unanimous vote. The meeting was adjourned at 8:36 a.m.

Respectfully submitted,
Ronald Dankert, MS BIZ Secretary

Policy Guideline – Dealing with BIZ Reserves

The goal of the Main Street Area Business Improvement Zone (MSA BIZ) is to retain revenue equal to one year of snow removal expenses, above and beyond the current year's operating revenue. Every May, the MSA BIZ Executive Committee will review the status of reserves and, in the event that reserves exceed the revenue goal as described above, the Committee will recommend a course of action consistent with the mission of the organization. That recommendation will be acted upon by the board, at its discretion and during any regularly scheduled board meeting or special meeting between May and October, in the event that the action will affect the Winter assessment, which is calculated and mailed by the City Treasurer in November.

Adopted September 27, 2016