

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

April 24, 2018, 8:00 AM
DDA Office, 150 S. Fifth Avenue

BOARD MEMBERS PRESENT: JIM BEUCHE; JIM CURTIS; JEFF HARSHE; JOAN LOWENSTEIN; KATHY MACDONALD; MIKE MARTIN; TOM MURRAY; EDWARD SHAFFRAN

BOARD MEMBER ABSENT: RON DANKERT; JEFF HAUPTMAN; RICHARD MITCHELL; RENE PAPO; MICHAEL WATTS

OTHERS PRESENT: BETSY JACKSON; JASON COSTELLO (for Rob Spears); KAREN FARMER (for Jeff Hauptman)

1. **Call to Order:** Chairman Ed Shaffran called the meeting to order at 8:02 a.m. A quorum was present.
2. **Public comments:** There were no public comments.
3. **Approval of Minutes of January 23 and March 27, 2018:** MOTION to approve the minutes of January 23 and March 27, 2018 was made by Mr. Mike Martin. SECONDED by Ms. Joan Lowenstein. CARRIED by unanimous vote.
4. **Report of Operations:**
 - a. Receipt of financial reports for January and February 2018 – Mr. Jason Costello reported for Mr. Rob Spears that as of April 23, BIZ accounts totaled \$147,357.04, with five parcels totaling \$5,324.64 still unpaid. Mr. Costello also reported that the County will make the BIZ whole for the remaining five parcels by the end of the fiscal year. MOTION to receive the financial statements for January, February, and March, 2018 was made by Ms. Kathy Macdonald. SECONDED by Mr. Jim Curtis. CARRIED by unanimous vote.
 - b. 2016-2017 Audit Statement – MOTION to receive the Audit Statement prepared by Rehmann Robson, LLC for the period of July 1, 2016-June 30, 2017 was made by Mr. Martin. SECONDED by Mr. Jeff Harshe. CARRIED by unanimous vote.
 - c. Proposed 2018-2019 BIZ Budget – MOTION to recommend the 2018-2019 BIZ budget for approval at the 2018 Annual Meeting was made by Mr. Tom Murray. SECONDED by Mr. Jim Beuche. CARRIED by unanimous vote.
5. **Old Business:**
 - a. Service contract bidding update – MOTION to approve the recommendation of the Executive Committee to contract with Heritage Lawn Care for a four-year period was made by Mr. Curtis. SECONDED by Ms. Macdonald. CARRIED by unanimous vote.
 - b. Landscaping committee update – Ms. Macdonald followed up on her report at the March 27 meeting by distributing a handout that had been prepared for the Main Street Area Association’s annual meeting to help clarify services and service providers in the downtown area, and to update members on the status and timing of upcoming DDA street projects. No action was required.
6. **New Business:**
 - a. Jeff Hauptman resignation – Ms. Betsy Jackson announced the resignation from the BIZ Board of Directors of Mr. Jeff Hauptman. MOTION to appoint Ms. Karen Farmer to complete his term through June 30, 2018 was made by Mr. Martin. SECONDED by Mr. Murray. CARRIED by unanimous vote.
 - b. Board of Directors Ballot – Ms. Jackson reminded the board that three seats are up for election and that the current members with terms ending in June – Mr. Jeff Harshe, Mr. Ron Dankert, and Mr. Rene Papo – have agreed to stand for another three-year term. In addition, Ms. Farmer has agreed to be nominated to a two-year term, to complete Mr. Hauptman’s term. MOTION to forward the ballot for re-nomination of Mr. Dankert, Mr. Harshe and Mr. Papo to three-year terms, and to nominate Ms. Farmer for a two-year term ending June 30, 2020 was made by Ms. Macdonald. SECONDED by Ms. Lowenstein. CARRIED by unanimous vote.
 - c. Assessment Rate for 2018-2019 – MOTION to maintain the BIZ assessment rate at the current levels of \$22.19/linear foot and \$.09/commercial square foot was made by Mr. Curtis. SECONDED by Mr. Martin. CARRIED by unanimous vote.
 - d. Proposed Zone Plan and By Laws changes – Mr. Beuche, as legal counsel to the BIZ, reported that no Zone Plan change was required and recommended that a change to the By Laws regarding quorum receive further consideration. No action was taken.
 - e. Draft Annual Report – MOTION to recommend the 2017-2018 BIZ Annual report for approval at the Annual Meeting was made by Mr. Beuche. SECONDED by Ms. Macdonald. CARRIED by unanimous vote.
 - f. Annual Meeting Agenda – MOTION to approve the Agenda for the 2018 BIZ Annual Meeting was made by Ms. Lowenstein. SECONDED by Mr. Harshe. CARRIED by unanimous vote.
 - g. Proxy statements – Ms. Jackson was instructed to distribute proxy statement forms to all board members.

h. Trash and Parking – Chairman Ed Shaffran updated the board regarding two issues of importance to the BIZ Zone. (1) *Trash management and removal*: Mr. Shaffran reported that he and other property owners and tenants within the BIZ district have been meeting with the City and the City’s trash hauling contractor (Waste Management), to discuss improvements to current conditions. The City Council has approved \$250,000 to study the problem and recommend solutions. (2) *Extending enforceable hours at downtown parking meters*: Mr. Shaffran, in his dual capacities as BIZ Chairman and Chairman of the board of the Main Street Area Association, has met with City parking enforcement officials to register the concerns about proposed extensions to the parking meters’ enforceable hours. Ms. Macdonald and Mr. Murray were also in attendance. As of the meeting, no further action was proposed by the City. Mr. Shaffran recommends that the BIZ board remain involved in these two discussions and consider taking positions on them in the future. No action was taken.

7. **Adjournment:** MOTION to adjourn the meeting was made by Mr. Beuche. SECONDED by Ms. Macdonald. CARRIED by unanimous vote. Meeting was adjourned at 8:50 a.m.

Respectfully submitted,
Ronald Dankert, MSA BIZ Secretary

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