

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

January 23, 2018, 8:00 AM
DDA Office, 150 S. Fifth Avenue

BOARD MEMBERS PRESENT: JIM CURTIS; JOAN LOWENSTEIN; KATHY MACDONALD; MIKE MARTIN; TOM MURRAY; RENE PAPO; MICHAEL WATTS

BOARD MEMBER ABSENT: JIM BEUCHE; RON DANKERT; JEFF HARSHE; JEFF HAUPTMAN; RICHARD MITCHELL; EDWARD SHAFFRAN;

OTHERS PRESENT: BETSY JACKSON; ROB SPEARS; KAREN FARMER; SUSAN POLLAY

1. **Call to Order:** Vice Chairman Mike Martin called the meeting to order at 8:14 a.m. A quorum was present.
2. **Public comments:** DDA Executive Director Susan Pollay informed the board of the DDA's upcoming streetscape projects on Huron, Ashley, and William. Landscape Committee Chairperson Kathy Macdonald will be the BIZ's point person for coordinating BIZ activities with the DDA's schedule. Huron Street is the first to be addressed, but will involve MDOT, which could prolong the process.
3. **Approval of Minutes of November 28, 2017:** MOTION to approve the minutes of November 28 was made by Mr. Jim Curtis. SECONDED by Mr. Rene Papo. CARRIED by unanimous vote.
4. **Report of Operations:**
 - a. Receipt of financial reports for November and December 2017 – Mr. Rob Spears reported that BIZ accounts totaled \$225,419.42, with 27 parcels totaling \$26,964.43 still unpaid. December and January-to-date snow removal services total \$38,294. Mike Martin reported that it's time to consider (1) whether to increase the assessment rate for 2018-2019 by 2% and (2) whether to defer the December 2018 assessment. General consensus was to forego the 2% increase and to investigate the potential of deferment further. MOTION to receive the financial reports was made by Mr. Curtis. SECONDED by Mr. Tom Murray. CARRIED by unanimous vote.
5. **Old Business:**
 - a. Service contract bidding update – Betsy Jackson reported that seven potential firms were contacted regarding the Request for Proposals for the BIZ services contract. Four requested the RfP and one of those later declined to submit, leaving three potential proposals, including one from the current service provider, Heritage Lawn Care. Proposals are due January 30, after which the Executive Committee will review and recommend to the board the preferred firm. The board may be polled by email for their vote.
6. **New Business:**

No new business.
7. **Adjournment:** MOTION to adjourn was made by Mr. Michael Watts and SECONDED by Mr. Curtis. CARRIED by unanimous vote. The meeting was adjourned at 8:30 a.m.

Respectfully submitted,
Ronald Dankert, MSA BIZ Secretary