

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

March 27, 2018, 8:00 AM
DDA Office, 150 S. Fifth Avenue

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

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

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

1. **Call to Order:** Chairman Ed Shaffran called the meeting to order at 8:04 a.m. No quorum was present. No actions were taken.
2. **Public comments:** DDA Executive Director Susan Pollay informed the board that City Council members were getting complaints about plastic fiber residue from sidewalk snow removal machines being left behind by the multiple snow removal companies working in downtown. Ms. Pollay asked the BIZ to inform its service provider of the situation in order to avoid it in the future.
3. **Approval of Minutes of January 23, 2018:** No quorum, no vote. Minutes will be forwarded to the April 24 meeting for approval.
4. **Report of Operations:**
 - a. Receipt of financial reports for January and February 2018 – Mr. Jason Costello reported for Mr. Rob Spears that BIZ accounts totaled \$157,839.89, with 5 parcels totaling \$5,324.64 still unpaid. Mr. Costello also noted that most of the money budgeted for snow removal has been spent - \$117,000 of \$120,000 set aside for the season. No quorum; no action was taken. Financial reports will be forwarded to the April 24 meeting.
5. **Old Business:**
 - a. Service contract bidding update – Betsy Jackson reported that three firms responded to the BIZ RfP for services. The Executive Committee met to review the proposals and is recommending that the BIZ renew its contract with Heritage Lawn Care. Mr. Jim Curtis requested that Heritage reconsider its pricing proposal for extra graffiti removal. No quorum; the vote to accept the Executive Committee’s recommendation will be forwarded to the April 24 meeting.
 - b. Landscaping committee update – Ms. Kathy Macdonald reported on her attendance at the DDA’s listening sessions regarding future street redesign projects. The Huron Street project will be undertaken first, followed by William Street bike lane improvements, and proposed two-way conversions of Ashley and First. As always, the DDA invites the BIZ to be involved throughout the process. Given the amount of construction in downtown and the need to coordinate with the DDA’s planning and design phases, the Landscape Committee will not be recommending an expansion of the planter program for a second year. She also mentioned that she would be attending the Main Street Area Association’s annual meeting, in an attempt to help members understand “who does what” in downtown. Finally, Ms. Macdonald noted that the first planting of the season was beginning with frost-resistant plants in the 23 planters off of Main Street. No action was required.
6. **New Business:**
 - a. BIZ law update – Ms. Jackson reported that there are two bills making their way through the State Assembly and Senate to modify the BIZ enabling law. Of the two, the most important to the MSA BIZ proposes to remove the exemption to assessment from the category of home owner-occupiers. Jackson will continue to track the progress of the bills and report back. No action required.
 - b. Preparation for the Annual Meeting – Ms. Jackson reminded the board that the Annual Meeting is set for May 22. A board meeting will be held on April 24 to address items to be forwarded for vote at the Annual Meeting. Ms. Jackson reported that three board 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 been asked about their willingness to serve again. Mr. Shaffran added that a Zone Plan change to address snow hauling and a Bylaws change addressing quorum may be presented at the April 24 meeting as well. No action was required.
7. **Adjournment:** No quorum; no motion to adjourn. Chairman Shaffran closed the meeting at 8:40 a.m.

Respectfully submitted,
Ronald Dankert, MSA BIZ Secretary