

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

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

BOARD MEMBERS PRESENT: JIM BEUCHE; JIM CURTIS; RON DANKERT; KAREN FARMER; JEFF HARSHE; JOAN LOWENSTEIN; KATHY MACDONALD; MIKE MARTIN; RICHARD MITCHELL; EDWARD SHAFFFRAN; MICHAEL WATTS

BOARD MEMBER ABSENT: TOM MURRAY; RENE PAPO

OTHERS PRESENT: BETSY JACKSON; ROB SPEARS; SUSAN POLLAY

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 September 25, 2018:** MOTION to approve the minutes of September 25, 2018 meeting was made by Mr. Michael Martin. SECONDED by Mr. Ron Dankert. CARRIED by unanimous vote.
4. **Report of Operations:**
 - a. Receipt of financial reports for September and October 2018 – Mr. Rob Spears reported that, to date, BIZ accounts totaled \$165,138.45, with six parcels totaling \$4,892.73 outstanding. The winter assessment will go out December 1 and will total \$140,339.08. Mr. Spears added that the 2017-2018 audit will begin on December 12. MOTION to receive the financial statements for September and October 2018 was made by Mr. Jim Curtis. SECONDED by Ms. Kathy Macdonald. CARRIED by unanimous vote.
5. **Old Business:**
 - a. Trash program update – Mr. Shaffran updated the board regarding efforts to coordinate trash removal in the DDA zone. A report from the consultant to City Council may happen in February. No action taken.
 - b. Sidewalk power washing – Mr. Shaffran reported that the BIZ received follow-up information from a BIZ property owner regarding power washing of the sidewalk. Mr. Shaffran said that he would reach out to discuss and prepare a written response if required. No further action taken.
6. **New Business:**
 - a. Welcome new downtown beat patrol officers – Officer Steven Van Alstine introduced himself to the board and explained the work and schedule of the new, two-officer downtown beat patrol. He and Officer Jordan Murdock patrol on foot or bicycle, with a standard schedule of 1:00-11:00 pm Wednesday – Saturday and overtime as required. Emergencies should still be routed through 911, but questions and observations can be sent directly to both officers. Ms. Jackson was directed to send the officers' contact information to all board members. No further action taken.
 - b. Street improvement updates – DDA Executive Director Susan Pollay reported that construction drawings will be completed soon for the street and sidewalk improvements scheduled for Huron Street between First and Division. In addition, street improvements in the Kerrytown/Detroit-Fifth Streets district were delayed in the fall. The street will be winterized and reopened until final construction can be completed in the Spring. No action taken.
7. **Adjournment:** MOTION to adjourn the meeting was made by Mr. Jim Beuche. SECONDED by Ms. Kathy Macdonald. CARRIED by unanimous vote. Meeting was adjourned at 8:55 a.m.

Respectfully submitted,
Kathy Macdonald, MSA BIZ Secretary