

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

November 28, 2017, 8:00 AM
DDA Office, 150 S. Fifth Avenue

BOARD MEMBERS PRESENT: JIM BEUCHE; JIM CURTIS; RON DANKERT; JEFF HARSHE; KATHY MACDONALD; MIKE MARTIN; RICHARD MITCHELL; EDWARD SHAFFRAN

BOARD MEMBER ABSENT: JEFF HAUPTMAN; JOAN LOWENSTEIN; TOM MURRAY; 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 8:09 a.m. A quorum was present.
2. **Public comments:** There were no public comments.
3. **Approval of Minutes of September 26, 2017:** MOTION to approve the minutes of September 26 was made by Mr. Mike Martin. SECONDED by Mr. Ron Dankert. CARRIED by unanimous vote.
4. **Report of Operations:**
 - a. Receipt of financial reports for September and October 2017 – Mr. Rob Spears reported that BIZ accounts totaled \$167,579.08, with eight parcels totaling \$4,100.00 still unpaid. December assessments have been sent out. Chairman Shaffran recommended reducing sidewalk-sweeping visits to twice a week, Monday and Friday. MOTION to receive the financial reports was made by Ms. Kathy Macdonald. SECONDED by Mr. Richard Mitchell. CARRIED by unanimous vote.
5. **Old Business:**
 - a. Exempt properties update – Betsy Jackson reported that the database to estimate fees for exempt properties in the Zone is complete and, at the very outside and with 100% owner participation, would yield approximately \$29,000. Mr. Shaffran recommended that we shoot for voluntary contributions totaling \$10,000-15,000, using a letter campaign and including the most recent Annual Report. The Executive Committee will review. No further action required.
 - b. Contract bidding update – Mr. Shaffran reported that the bidding process is ramping up. Contractor names were solicited from the board members and Rob Spears will provide additional names. Ms. Jackson will contact potential vendors to determine interest and will prepare bid packages for review by the board via email. No further action required.
6. **New Business:**
 - a. Request for sidewalk power washing – Ms. Jackson reported that a BIZ property owner inquired about sidewalk power washing. The last attempt to power wash was conducted when the Zone was smaller and cost approximately \$6,000, with very little effect. Mr. Jim Beuche recommended that we look at new processes and cost and report back. No further action required.
7. **Adjournment:** MOTION to adjourn was made by Mr. Dankert and SECONDED by Mr. Beuche. CARRIED by unanimous vote. The meeting was adjourned at 8:48 a.m.

Respectfully submitted,
Ronald Dankert, MSA BIZ Secretary