

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

**July 29, 2014, 8:00 AM**

DDA Office, 150 S. Fifth Ave #301

**BOARD MEMBERS PRESENT:** JIM CURTIS; JEFF HARSHE; MIKE MARTIN; RON DANKERT; EDWARD SHAFFRAN; JIM BEUCHE; JOAN LOWENSTEIN; JEFF HAUPTMAN; RENE PAPO; KATHY MACDONALD

**BOARD MEMBERS ABSENT:** TOM MURRAY; ALAN FREEDMAN; MICHAEL MATTS

**OTHERS PRESENT:** ROB SPEARS; BETSY JACKSON; MAURA THOMSON

1. **Call to Order:** Chairman Ed Shaffran called the meeting to order at 8:01 a.m. Roll was called; a quorum was present. Mr. Shaffran welcomed the new members of the board to the first meeting of the Main Street Area Business Improvement Zone (MSA BIZ). Introductions were made all around.
2. **Approval of Minutes of June 11, 2014:** MOTION to approve the minutes was made by Mr. Mike Martin; SECONDED by Mr. Jim Beuche. CARRIED by unanimous vote.
3. **Public comments:** No public comments.
4. **Report of Operations:**
  - a. Financial report – Mr. Rob Spears reported that a balance of \$708.48 is to be carried over to the new BIZ, in addition to \$30,000 of liabilities related to expansion (new champions' contributions) and \$5,000 in fees to Hooper Hathaway for legal assistance with the expansion. 2014-2015 summer assessment revenues are beginning to come in, with approximately \$9,000 in hand and \$126, 569 outstanding. MOTION to receive the June 30, 2014 financial report was made by Mr. Jeff Harshe and SECONDED by Mr. Ron Dankert. CARRIED by unanimous vote.
5. **New Business:**
  - a. Adjusted MSA BIZ Budget for 2014-2015 – Ms. Betsy Jackson presented the amended budget, reflecting adjustments made to linear footage assignments in the assessment. Mr. Beuche noted that the adjustments were made based on improved data from the City Assessor's database and that budget adjustments are made every year. MOTION to approve the adjusted budget for FY2014-2015 was made by Mr. Beuche and SECONDED by Ms. Joan Lowenstein. CARRIED by unanimous vote.
  - b. Transfer of Obligations to the MSA BIZ – As reported earlier, there are three budget elements that need to be transferred to the new MSA BIZ; (1) \$708.48 in cash; (2) \$25,000 in liabilities (repayment, over a term of seven years, to champions for the expansion campaign); and (3) \$5,000 to Hooper Hathaway for legal services to the zone expansion. MOTION was made by Mr. Jeff Hauptman to transfer the obligations as itemized; it was SECONDED by Mr. Rene Papo. CARRIED by unanimous vote.
  - c-e . Contract Approvals – Mr. Shaffran entertained a motion to accept the contract proposals from Heritage Lawn Care (BIZ sidewalk services), Cabrio Properties (Management & Financials), and The Urban Agenda (Administration & Consulting). MOTION to approve the contracts, with suggested revisions, was made by Mr. Dankert and SECONDED by Ms. Kathy Macdonald. CARRIED by unanimous vote.
  - f. Memorandum of Understanding with the DDA – Ms. Jackson reported that final language for the MoU was being completed now and a signed agreement would be in the offing. No action was taken.
  - g. 2014-2015 Board and Executive Committee Meeting Schedule – MOTION to accept the proposed schedule of meetings was made by Mr. Jim Curtis and SECONDED by Ms. Macdonald. CARRIED by unanimous vote.
  - h. Landscape Services Committee – Mr. Shaffran described his plans for creating a Landscape Services Committee to advise the board about appropriate services to the new areas in the MSA BIZ. Mr. Shaffran is inviting the following people to join him on the committee: Kathy Macdonald (Chair), Rene Papo, Jan Culbertson, Ron Dankert, Marie Klopf, and Maura Thomson. No further action was taken.

Mr. Shaffran and Ms. Thomson also reported on efforts to streamline snow removal policies and processes between the City and the MSA BIZ, based on experience from the past year's record-breaking snowfall. No further action was taken.
  - i. BIZ Vests for Heritage Staff – Ms. Jackson reported that the BIZ is in the process of designing and ordering reflective vests for the staff of the services provider – Heritage Lawn Care – to wear while working in the BIZ Zone. Vest should be available within the next few weeks. No further action was taken.

j. Outreach to Exempt Properties – Mr. Shaffran reported that he has begun speaking with owners of exempt properties within the BIZ Zone to seek their voluntary support for the BIZ’s efforts. He will continue to report as commitments are secured, at which time the board will discuss the need for written agreements for voluntary contributions. No further action was taken.

6. **Adjournment:** MOTION to adjourn the first meeting of the Main Street Area Business Improvement Zone was made by Mr. Harshe and SECONDED by Ms. Lowenstein. CARRIED by unanimous vote. The meeting was adjourned at 8:54 a.m.

Respectfully submitted,  
Ronald Dankert, MS BIZ Secretary

<b>NEXT BOARD MEETING:</b> September 23, 2014 at 8am in the DDA conference room.
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