

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

April 23, 2019, 8:00 AM  
DDA Office, 150 S. Fifth Avenue

**BOARD MEMBERS PRESENT:** JIM BEUCHE; KAREN FARMER; JEFF HARSHE; KATHY MACDONALD; MIKE MARTIN; RICHARD MITCHELL; TOM MURRAY; EDWARD SHAFFFRAN

**BOARD MEMBER ABSENT:** JIM CURTIS; RON DANKERT; JOAN LOWENSTEIN; RENE PAPO; MICHAEL WATTS

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

1. **Call to Order:** Chairman Ed Shaffran called the meeting to order at 8:45 a.m. A quorum was present.
2. **Public comments:** There were no public comments.
3. **Approval of Minutes of March 12, 2019:** MOTION to approve the minutes of March 12, 2019 meeting was made by Mr. Mike Martin. SECONDED by Mr. Jim Beuche. CARRIED by unanimous vote.
4. **Report of Operations:**
  - a. Receipt of financial report for March, 2019 – Mr. Rob Spears reported that, to date, BIZ accounts totaled \$156,884.19, with three parcels totaling \$6,719.21 outstanding. Mr. Spears and Mr. Shaffran also noted the submission of the 2017-2018 audit statement. MOTION to receive the financial statement for March, 2019 and the 2017-2018 audit statement was made by Mr. Tom Murray. SECONDED by Ms. Kathy Macdonald. CARRIED by unanimous vote.
  - b. Proposed 2019-2020 budget – Ms. Jackson presented two versions of the proposed FY2019-2020 BIZ budget; one that included a two-percent increase in assessment and one that left the assessment at the current rate. MOTION to recommend, at the BIZ Annual Meeting, the no-change budget for 2019-2020 was made by Mr. Martin. SECONDED by Ms. Karen Farmer. CARRIED by unanimous vote.
5. **Old Business:**
  - a. Website redesign update – Ms. Betsy Jackson reported that the redesigned BIZ website was up and running. No further action taken.
  - b. Alley refuse management update – Mr. Shaffran reported that recommendations were being made that afternoon to the City’s Solid Waste Management Plan Advisory Group regarding downtown refuse management. Of the five recommendations, one would be to support a financing and management mechanism similar to that used by the BIZ. The concept of a pilot project, which was presented to the BIZ board in March, is not among the five recommendations. No action was required.
6. **New Business:**
  - a. Board ballot – Ms. Jackson reported that five board members’ terms are ending on June 30, 2019 and that all five members were willing to stand for re-election. MOTION to recommend to the Annual Meeting the names of Jim Beuche, Jim Curtis, Mike Martin, Ed Shaffran, and Michael Watts, for terms ending June 30, 2022, was made by Ms. Macdonald. SECONDED by Mr. Richard Mitchell. CARRIED by unanimous vote.
  - b. Assessment rate for FY 2019-2020 – MOTION was made by Mr. Martin to recommend to the Annual Meeting the current assessment rate for the upcoming Fiscal Year 2019-2020. The current rate is \$22.19/linear foot and \$.09/commercial square foot for each commercial parcel in the Zone. SECONDED by Ms. Farmer. CARRIED by unanimous vote.
  - c. Draft Annual Report – Ms. Jackson presented the draft Annual Report. MOTION was made by Mr. Beuche to recommend the draft Annual Report to the Annual Meeting. SECONDED by Mr. Martin. CARRIED by unanimous vote.
  - d. 2019 Annual Meeting agenda – Ms. Jackson presented the proposed agenda for the 2019 BIZ Annual Meeting. MOTION to approve the agenda was made by Mr. Martin. SECONDED by Mr. Mitchell. CARRIED by unanimous vote.
7. **Adjournment:** MOTION to adjourn the meeting was made by Mr. Beuche. SECONDED by Ms. Farmer. CARRIED by unanimous vote. Meeting was adjourned at 8:55 a.m.

Respectfully submitted, Kathy Macdonald, MSA BIZ Secretary