

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

March 22, 2022, 8:00 AM
Zoom Meeting

BOARD MEMBERS PRESENT: ROGER AHN; JON CARLSON; JEFF HARSHE; KATHY MACDONALD; RICHARD MITCHELL; TOM MURRAY; EDWARD SHAFFRAN; MICHAEL WATTS

BOARD MEMBER ABSENT: JIM BEUCHE; JIM CURTIS; RON DANKERT; MIKE MARTIN; MIKE VAN PATTEN;

OTHERS PRESENT: BETSY JACKSON; ROB SPEARS

1. **Call to Order:** Chairman Ed Shaffran called the meeting to order via Zoom, at 8:04 a.m. A quorum was present.
2. **Public comments:** There were no public comments.
3. **Approval of Minutes:** MOTION to approve the minutes of January 25, 2022 was made by Mr. Tom Murray. SECONDED by Ms. Kathy Macdonald. CARRIED by unanimous vote.
4. **Report of Operations:** Rob Spears reported that, to date, the BIZ accounts totaled \$288,443.52, with \$2,036.65 outstanding from three parcels, which the City Treasurer is turning over to the County. He also reported that the fund balance is +\$123,000. To date, the BIZ has spent \$71,000 on snow removal and is over budget on sidewalk sweeping. Mr. Michael Watts noted that the vendor has purchased new, better equipment and Chairman Shaffran added that the vendor is doing a good job. MOTION to receive the financial reports for January and February 2022 was made by Mr. Watts. SECONDED by Mr. Dick Mitchell. CARRIED by unanimous vote.
5. **Old Business:**
 - a. Discussion of BIZ expansion – Betsy Jackson presented the proposed map and assessment figures recommended by the Executive Committee. Ms. Macdonald commented that downtown’s identity continues to evolve, supporting the BIZ boundary expansion. Chairman Shaffran added that expansion should be aided by the fact that most of the owners in the expansion area are known to members of the board, making outreach easier. Mr. Carlson, voiced support for the expansion. Mr. Mitchell endorses the inclusion of both sides of West Liberty, as the slopes make it very difficult for pedestrians to access downtown in inclement weather. He also supports the potential assessment of owner-occupied residential properties, as they use downtown’s sidewalks 24/7. Ms. Macdonald asked, if we can assess owner-occupied residential properties on a flat fee, what would an equitable charge be? No action was taken.
 - b. Outdoor seating and temporary sidewalk enclosures – Ms. Macdonald asked for an update on the use of sidewalk structures. Mr. Murray replied that the long-term use of these temporary structures was not addressed by Council at the time of the ordinance approval. Mr. Watts noted that the construction and materials of these structures are not meant to stand up to year-round weather conditions. No action was taken.
7. **New Business.**
 - a. Preparation for the 2021-2022 Annual Meeting – Ms. Jackson reported that the Annual Meeting of the BIZ is scheduled for Tuesday, May 24. In preparation for the annual meeting, the board will need to meet on Tuesday, April 26, to approve the 2022-2023 assessment rate, recommend a slate for the board election, approve the 2022-2023 budget, and receive the 2021-2022 Annual Report. No action was taken.
8. **Adjournment:** MOTION to adjourn the meeting was made by Mr. Roger Ahn. SECONDED by Mr. Jon Carlson. CARRIED by unanimous vote. The meeting was adjourned at 9:00 a.m.

Respectfully submitted by Betsy Jackson, for Kathy Macdonald, MSA BIZ Secretary