

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
January 23, 2013

Quorum

Meeting called to order at 12:00 noon by Chairperson, James Wagner.

Members present: Dennis Cox, Nancy Neff, Mort Nierenberg, Randy Patterson, Bob Ramsay, Scott Standish, James Wagner and Andrew Weikert.

Staff: Marshall Snively, Acting Executive Director
Bill McCarty, Solicitor
Toby Vargas, Assistant

Introduction of Public Guests

David Aichele and Shelby Nauman from James Street Improvement District were present. Bernie Harris of Lancaster Newspapers was present.

Minutes

Motion by **Nancy Neff**, second by **Bob Ramsay** to approve the July 25, 2012 minutes. Motion approved.

The meeting on September 25, 2012 did not have a quorum so there were no minutes to approve.

The meeting on November 28, 2012 was cancelled.

Financial Reports – July through December 2012

Motion by **Dennis Cox**, second, **Randy Patterson**, to approve the financial statements for July through December 2012.

Mr. Snively informed the Board members that the year-end predicted income may be about \$4,000 below budget so the anticipated \$20,000 draw from reserves will increase to \$24,000. This increase is due to the lack of response from non-taxable properties to pay something in-lieu of taxes. Three organizations in particular have had a history of paying but so far this year they have not done so. The Board recommended that local contacts be made for these organizations in an attempt to collect in-lieu of taxes. Mr. Cox requested that the staff provide the list of non-taxable properties to the Board.

Motion by **Randy Patterson** second, **Bob Ramsay**, to approve checks #3329 through #3436 on the Fulton Bank account. Motion approved.

New Business

Motion by **Bob Ramsay** second, **Randy Patterson**, to approve the slate of officers for 2013. All officers from 2012 will remain on the Board and those holding office of Chairman, Vice-Chairman, Secretary, and Treasurer will also remain the same. Motion approved.

Mr. Warner asked if Board would ratify the meeting dates published in December but also asked that meetings be changed to a quarterly meeting rather than bi-monthly starting in the next fiscal year. Mr. Snively explained that the meeting would then coincide with quarterly financial reports. If need be, the executive committee would meet the two months that the Board of Directors did not meet. Ms. Neff agreed that the suggestion made sense for reporting financials and other items. Mr. Patterson confirmed that if any decisions to be made between quarterly meetings could be done through a special meeting. Motion by **Nancy Neff** second, **Bob Ramsay**, to approve moving the Downtown Investment District Board meetings to a quarterly schedule and publishing a new meeting schedule. Motion approved.

Mr. Snively then reminded the Board that the draft budget and management agreement would be on the next meeting's agenda. He mentioned the millage increase that was included in the new DID plan. Also included in the DID plan was an increase in the management agreement for the James Street Improvement District and an increase in the agreement for the bike squad. He also pointed out that there would be a decrease in the marketing line item to \$3700. There would be no changes to the Service Group Incorporated contract.

Mr. Snively then asked David Aichele to speak to the group about Service Group Inc.'s (SGI) merger with Block by Block. Mr. Aichele reported to the Board that SGI has had a contract with Lancaster DID since 2007. In December, SGI merged with Block

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by Block but there would be no changes to the current contract or personnel. He reported that it has been a very smooth transition. Mr. Aichele also reported that Block by Block has asked if Lancaster DID would like any changes to the uniform. Mr. Aichele will keep everything the same but has asked that reflective stripes be added to jackets as the crew is often working early morning hours when there is low visibility. Mr. Wagner commented that he is very happy with the work that the "Clean Team" is doing. Ms. Neff asked if there was any thought in getting a proposal from Block by Block for the safety side. Mr. Aichele noted that they had submitted a proposal before and that any new proposal would be considered.

Executive Director's Report

Mr. Snively updated the Board on the merchant committee meetings. He noted that over 40 people are regularly attending the monthly meeting. He announced that they were working hard on a marketing plan and that the committee was made aware that Downtown Dollars will not be continued by the Lancaster DID after April 30th. He felt that the committee understood the reasons and they have an interest in finding an alternative which may be part of their marketing plan. Mr. Snively also informed the Board that the merchant committee is working with LEADS in order to assist with decorating Downtown. Lastly, Mr. Snively talked about the development of Restaurant Week 2013, which will take place March 4-10. It is a citywide event and so far over 40 restaurants have signed up to participate.

Some of the businesses soon to open:

Aussie and the Fox in March/ April

Federal Tap Room in April

Mr. Snively reported that there has been an increase in interest in the properties at College Row and that the last couple of months have seen an uptick of interest in professional offices and retail spaces. He also announced that Zoetropolis is planning on a movie theater at Mulberry/James.

For the Good of the Order

Mr. Weikert spent a few minutes talking about the completion of the apartment building on N. Mulberry Street. They have two leases soon to be signed and he said there may possibly be an open house at the end of February.

Mr. Nierenberg asked what the rest of the Board thought they might do to generate additional revenue. Ms. Neff announced that the executive committee is exploring some options but that they are not yet ready to report out to the rest of the Board members. Mr. Patterson said the challenge is in the fact that the DID operates under certain boundaries and because the next reassessment is not scheduled until 2017 it is difficult to find any new ways to generate money.

Ms. Nauman talked briefly about the Downtown loan program that she is working on with the City of Lancaster.

Mr. Patterson noted to the Board that the building permit analysis for this past year indicated that both the numbers and dollar amounts in permits were greater than the year before for the areas within the DID and JSID.

Adjourn

Motion by **Dennis Cox**, second, **Nancy Neff** to adjourn. Motion approved and the meeting adjourned at 12:45 p.m.

Respectfully submitted,

Marshall W. Snively
Acting Executive Director