

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
May 23, 2012

Quorum

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

Members present: Harold (Chip) Miller, Nancy Neff, Mort Nierenberg, Randy Patterson, Scott Standish, James Wagner, and Andrew Weikert.

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

Introduction of Public Guests

Lancaster Newspaper reporter Bernie Harris was present.

Approval of Minutes of the March 28, 2012 Meeting

Motion by **Nancy Neff**, second, **Chip Miller**, to approve the March 28, 2012 minutes. Motion approved.

Financial Reports – March and April 2012

Motion by **Chip Miller**, second, **Randy Patterson** to approve the financial statements for March and April 2012. Motion by **Chip Miller**, second, **Nancy Neff** to approve checks #3241 through #3289 on the Fulton Bank account. Motion approved. Ms. Neff noted that gift certificate sales should continue to be evaluated. Mr. Snively commented that the current system is worth discussing because it is antiquated. Mr. Patterson stated that the program provided passive marketing for Downtown. Mr. Nierenberg asked whether going to a debit card system was a viable option. Mr. Snively replied that the restaurants, retailers and Central Market have been surveyed and Central Market has indicated that if the Downtown Dollars were handled via a debit card then they would discontinue the service.

Old Business

Mr. Snively reviewed the renewal process for the DID plan. Motion by **Nancy Neff**, second, **Scott Standish** to approve the final version of the FY13-14 DID plan. Motion approved. A discussion followed among the members about the process to deliver the plan to all property owners and commercial lessees. Mr. McCarty suggested that the Executive Committee meet to discuss and determine how this activity should be carried out. Motion by **Scott Standish**, second, **Randy Patterson** to allow the Executive Committee to discuss and make final decision on how to notify all property owners and commercial lessees. Motion approved. The Board then discussed the closing of the office at 44 N. Queen Street, Lancaster. Motion by **Chip Miller**, second, **Andrew Weikert** to approve the final check of \$6006.00 to be paid to terminate the lease. Motion approved. The change in legal address was then discussed as well as the current expiration date for the Lancaster Downtown Investment District. Mr. McCarty explained that the legal address and life extension needs to be changed in the bylaws as well as the articles of incorporation. As a result, both issues will need to go before City Council for approval. It was recommended that the members amend the bylaws and articles of incorporation at the next meeting to change the address and to extend the life of the Downtown Investment District which currently expires on December 31, 2012. Mr. McCarty informed the staff that the board members must be given a 10 day notice that changing the bylaws will be on the July meeting agenda. Mr. Snively then updated the members that the James Street Improvement District has also approved the FY 12-13 JSID-DID management agreement. This agreement is now officially in effect.

New Business

Mr. Snively provided the members with the list of properties lienied in early May for non-payment of their 2011-2012 assessments. Ms. Neff inquired how many were commercial properties but the staff did not have an immediate answer. Mr. Snively then reviewed the FY12-13 assessment billing list and a comparison to last year which indicates that there is a slight increase in expected revenue. The collection rate for this past fiscal year was 92%.

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Executive Director's Report

Mr. Snively informed the members that he has asked James Street Improvement District staff to attend these meetings. In particular, Shelby Nauman will attend in the future to update members on the Urban Enhancement Façade grant and a Downtown façade loan program.

Adjourn

Motion by **Randy Patterson**, second, **Andrew Weikert** to adjourn. Motion approved and the meeting adjourned at 1:00 p.m.

Respectfully submitted,

Marshall Snively
Acting Executive Director