

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
July 27, 2011

Quorum

Meeting called to order at 12:00 noon by Vice-Chairperson, Dennis Cox.

Members present: Patti Connell, Harold Miller, Nancy Neff, Mort Nierenberg, Randy Patterson, Bob Ramsay, Scott Standish, James Wagner, Andrew Weikert.

Staff: Lisa Riggs, Executive Director
Solicitor, Bill McCarty
Cheryl Kieffer, Administrative Assistant

Introduction of Public Guests

No public guests present.

Approval of Minutes of the May 25, 2011 Meeting

Motion by Nancy Neff, second, Randy Patterson, to approve the May 25, 2011 minutes. Motion approved.

Financial Reports – May through June

Motion by Harold Miller, second, Patti Connell, to approve the financial statements for May and June and checks #2946 through #3003 on the Fulton Bank account. Motion approved.

New Business

2010 Annual Audit – Carol Roland and Don Johnson. Copies of printed statements, charts and graphs were circulated to members, who had received them electronically in advance. Ms. Roland reviewed the issue that the DID does not have the internal capability to provide financial statements, adding that they are required to disclose this as a deficiency. Beyond this standard disclosure, the DID's audit again is clean. As she has noted in past years, Ms. Roland urged board members to have continued oversight of the DID's financial activities since there is only one employee and no accounting staff. Notes to the Financial Statements remain relatively unchanged from year to year. Ms. Roland complimented staff on record keeping, preparation of the management material and on disclosures to the Board. Current liabilities are \$10,432.00, most of which are gift certificates not redeemed. She stated there was a 15% increase in unpaid accounts this year. There was a slight decrease in Net Assets, \$2,559.00 this year as compared to \$3,020 last year. She acknowledged no challenges or problems in performing the audit or in interactions with management.

Motion by Dennis Cox, second, James Wagner, to accept the FY10-11 audit. Motion approved. Trout Ebersole & Groff will handle filing the documents.

DID Plan 2013 – 2018 – Ms. Riggs noted that there are 18 months until the DID Plan expires. We're required to go through the renewal process with public meetings and notification of property owners. The first 3 terms were 3-year terms, and in 2001, the term was increased to 6 years due to the time-consuming renewal process. Drafting of the Plan, which talks about what we'll do in the next 6 years and setting the mil rate, is the key process. There have been no major changes to the Plan since the early 90's. Questions Ms. Riggs asked the board were: Should the DID continue to exist; should it be kept as a Municipal Authority; what would be the length of the term; what should be the priorities of the DID? She noted that the 20 largest property owners pay over half of the assessments. Ms. Riggs circulated a draft timeline that outlined her proposed process. If the Board supports the proposed process, the timeline indicates that by approximately August 7, 2012, the legal process and official mailing would begin. Ms. Riggs main objective is to use this Fall, under the guidance of an independent task force, to gather considerable input on the DID, including on the issue of what the priorities should be moving ahead. She noted the various constituencies that could be engaged, suggesting broad outreach. In response to a

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question about the geographic boundary, Ms. Riggs and Mr. McCarty noted that outreach to the new property owners would be required. Some board members suggestions were to include the Mayor and political players in the outreach talks; include retailers and other leasing persons so they also have a voice; to somehow get the non-profits to participate financially; to interface with the City's Strategic Plan; and to put more emphasis on façade improvements.

The next step would be to convene a task force by mid-August. Ms. Riggs suggested some names of property owners for the committee and asked for suggestions from the board.

Members were enthusiastic in their support for the approach proposed, indicating that they thought the outreach was an essential ingredient at this time. Members also focused on the question about whether the DID should continue – is there any reason not to pursue a renewal. To affirm the Board's intent, a member suggested the Board take an affirmative vote on the continuation of the renewal.

Motion by Dennis Cox, second, Patti Connell for the DID to remain in existence and continue into the next renewal period. Motion approved.

Executive Director's Report

Ms. Riggs noted that board members contact information has been removed from the website, apologizing about the intrusion of unwelcome emails. She noted that the Board list will remain on the website.

Additional research is being conducted and a meeting is planned with Central Market Standholders regarding the Fulton Bank gift certificate program. Also, a new group has been formed of restaurants near Penn Square. They have developed some preliminary ideas to encourage dining and the group has good enthusiasm. Charlotte Katzenmoyer and Matt Metzler will attend the next Merchants meeting to discuss streetscape work progress. Ms. Riggs also highlighted several new businesses in the DID: Ma(i)son, a restaurant replacing Effie Ophelia's on N. Prince St., Party Perfect and Gallery on Market, both on W. King St. She also added that a bill related to the state instituting an historic tax credit has been introduced. This piece of legislation will be monitored by Ms. Riggs as it is a key component of the JSID's/City Real Estate Redevelopment report and a critical tool that will be useful for continued revitalization in Downtown Lancaster.

Adjourn

Motion by Bob Ramsay, second, Scott Standish to adjourn. Motion approved and meeting adjourned at 1:25 p.m.

Respectfully submitted,

Cheryl A. Kieffer
Assistant Secretary