

**LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY**  
**September 28, 2011**

**Quorum**

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

Members present: Mike Abel, Patti Connell, Dennis Cox, Harold Miller, Mort Nierenberg, Randy Patterson, Bob Ramsay, Scott Standish, James Wagner, Andrew Weikert.

Staff: Lisa Riggs, Executive Director  
Solicitor, Bill McCarty

**Introduction of Public Guests**

Mr. Bernie Harris, Lancaster Newspapers.

**Approval of Minutes of the July 27, 2011 Meeting**

**Motion by Randy Patterson, second by Dennis Cox**, to approve the July 27, 2011 minutes. Motion approved.

**Financial Reports – May through June**

**Motion by Bob Ramsay, second, Chip Miller**, to approve the financial statements for July and August and checks #3004 through #3074 on the Fulton Bank account. Motion approved.

**Executive Session – to discuss matters of personnel**

**Motion by Randy Patterson, second, Chip Miller**, to adjourn the public session at 12:10. **Motion by Bob Ramsay, second, Patti Connell** to reconvene into public session at 12:25.

**New Business**

Ms. Riggs noted that Ms. Cheryl Kieffer, DID Administrative Assistant, is now on extended medical leave. As a follow-up to the Executive Session that just occurred, Mr. McCarty stated the following motion for the Board's consideration: authorizing the Executive Committee to agree to reimburse the James Street Improvement District for up to \$1,000 in connection to compensation for the leased employee should circumstances warrant. **Motion was made by Chip Miller, second Dennis Cox** and unanimously approved.

Ms. Riggs then distributed a one page draft outline proposing interim staffing plan options given Ms. Kieffer's leave. Ms. Riggs reviewed the key administrative responsibilities that were on-going and what actions had been taken since Ms. Kieffer's departure, including the shifting of most functions to the JSID offices and posting a notice on the DID door/answering machine. Ms. Riggs outlined two options for the DID Board to consider: hiring temporary staffing or contracting with the JSID. For the latter she outlined two basic cost proposals, for expenses through the end of 2011 and through the end of the DID fiscal year. Board members discussed several issues, including the need to keep the offices at 44 N. Queen Street open, the impact on customers, including merchants, the challenges of a temporary employee working independently in the office, whether JSID would consider absorbing the work and its capacity to manage the work, and segregation of duties regarding matters of finances. After considerable discussion, the following motion was offered: authorizing the Executive Director to adjust the DID budget to anticipate an overage of \$6,000 due in part to the contracting with the JSID to handle interim staffing of the DID from mid-September through the end of 2011. **Motion by Patti Connell, second Andrew Weikert**. The motion was approved. Randy Patterson and Dennis Cox abstained.

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**Executive Director's Report**

Ms. Riggs updated the Board on plans for a November First Friday release of the popular Holiday brochure, that this year will feature about 30 events. The Tree Lighting is scheduled again for Black Friday, November 25 and Santa will be located in the Marriott this year.

She also provided a brief update on the DID renewal process, citing terrific work and engagement by the DID Renewal Task Force, which is now chaired by Clair McCormick with Cindy Stewart as Vice Chair. One on one meetings are being scheduled and a mailing was sent to all taxable property owners informing them of the renewal timeline and seeking their feedback through an online survey. She encouraged board members who are taxable property owners to also fill out the survey.

**Adjourn**

**Motion by Randy Patterson, second, Andrew Weikert to adjourn.** Motion approved and meeting adjourned at 1:15 p.m.

Respectfully submitted,

Lisa Riggs  
Executive Director