

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
November 18, 2015

Quorum

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

Members present: Patti Connell, Dennis Cox, Nancy Neff, Tim Mentzer, Mort Nierenberg, Randy Patterson, Scott Standish, and Crystal Weaver

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

Introduction of Public Guests

David Aichele from Lancaster City Alliance was present.

Zac Nesbitt from Block By Block was present.

Welcome New Board Member

Mr. Wagner introduced and welcomed Crystal Weaver as a new DID Board member. Ms. Weaver is the owner of Prince Street Café, Passenger Coffee, and the recently announced Surveyor Hotel.

Change in Solicitor Firm

Mr. McCarty announced that the firm he was associated with Hartman, Underhill & Brubaker has dissolved and Mr. McCarty is now working from Barley Snyder. During the last Executive Committee meeting, the Committee approved a recommendation to continue all services with Mr. McCarty at Barley Snyder.

Minutes

Motion by **Nancy Neff**, second by **Scott Standish** to approve the August 26, 2015 minutes. Motion approved.

Financial Reports – August 2015 through October 2015

Mr. Snively asked Ms. Vargas to report out on the financial statements provided in the Board packet. Ms. Vargas reported that the financial statements reflected that the DID was in a very good financial position. Currently the statements reflect that the assessments collected so far are ahead of budget. The budget goal has also been reached in terms of donations within the DID boundaries. Expenses are on par with the exception of an overage in the Bike Ambassador/Clean Team items which is a result of invoicing prior to the month of service.

Motion by **Randy Patterson**, second by **Dennis Cox** to approve of the financial statement from August 2015 through October 2015 and to approve checks numbered 3977 through 4023 which were written between August 2015 and October 2015. Motion approved.

Old Business

Mr. Snively then asked Mr. Aichele to update the Board on the bicycle rack design competition and ordering of additional racks and trash cans. Mr. Aichele reminded the Board that \$10,000 was set aside in the budget for beautification projects and the decision to purchase two artistic bicycle racks as well as utilitarian bicycle racks and trash receptacles. Mr. Aichele continued by explaining that a Request for Qualifications has gone out and so far one artist has submitted qualifications. Upon completion of the artistic racks, the bicycle racks would be installed (at MadCap on N. Queen and Tellus360 on E. King) and owned by the City. The utilitarian bicycle racks are much more inexpensive and 10 will be purchased and then distributed throughout the Downtown. Mr. Standish noted that the completion of the Bicycle Plan would assist in placing the racks. Mr. Aichele stated that the bicycle racks would be ordered now but not installed until spring. Mr. Aichele then presented the costs for trash receptacles and reminded the Board that the City of Lancaster would contribute \$800 as well as install and maintain the receptacles.

A few of the Board members commented that they would rather spend funds on trash receptacles now and focus on bicycle racks next year. Discussion also followed regarding placement of trash receptacles, sharing costs with businesses, and

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY

November 18, 2015

Page 2

maintenance. Mr. Patterson then suggested that a campaign against litter be put in place with the installation of the receptacles. There was agreement that this would be a good way to introduce the new receptacles and may even go beyond the DID boundaries. Mr. Snively asked Mr. Aichele to consider presenting a campaign similar to the Panhandling campaign conducted by Lancaster City Alliance Safety Partners.

Mr. Snively then presented the Board with the newly designed Downtown Dollars and informed them that sales would start just before Thanksgiving at the Visitors Center as well as online at www.visitlancastercity.com. He announced that a press release would go out to spread the word. The old style of Downtown Dollars will continue to be redeemed. The most important step of the rollout would include educating the staff of participating merchants. Mr. Patterson suggested an informative poster could be prepared that would be posted for the staff at each location. Ms. Weaver agreed and also suggested that merchants receive a brief explanation they could easily share with staff.

Mr. Snively then asked Ms. Vargas to update the Board on the progress of requests for "Payment In Lieu of Assessments" which were mailed in September. Ms. Vargas stated that payments have been received from County of Lancaster, Trinity Lutheran Church and Verizon before the end of October. In November, payment was received by HDC-MidAtlantic. She thanked Board members for signing the letters and suggested follow up may be necessary. Pastor Mentzer volunteered to follow up with the churches.

New Business

Mr. Wagner asked Ms. Vargas to present the dates/locations for 2016. The dates were provided in the Board packet and Ms. Vargas noted that the Board meetings in 2016 would be held in City Hall. The dates and locations will be advertised in December. Motion by **Scott Standish**, second by **Tim Mentzer** to approve of the meeting dates and locations for 2016. Motion approved.

Mr. Wagner then announced that he, Mort Nierenberg and Tim Mentzer are up for renewal on the Board of Directors. Mr. Wagner and Pastor Mentzer are renewing their terms. Mr. Nierenberg has decided to retire. Mr. Wagner also noted that the Executive Committee would remain in place. Ms. Neff informed the Board that Mr. Neirenberg will not be replaced at this time. Motion by **Patti Connell**, second by **Randy Patterson** to approve the 2016 Board roster and Executive Committee. Motion approved.

Mr. Wagner thanked Mr. Nierenberg for his service and dedication to Downtown then presented him with a framed DID patch. Mr. Nierenberg thanked everyone and noted how much Downtown has changed since he first began his business and recognized that the DID has been part of making Downtown thriving and energetic.

Mr. Snively then leads a discussion about board recruitment. He directs everyone's attention to a matrix that was prepared to aid the discussion by looking at the "areas of expertise" currently represented on the Board. Mr. Wagner suggested that the Board bring names to the February meeting of anyone that may fit the Board's needs.

Mr. Snively then informs the Board that a request has been made by representatives of Old Town to provide Clean Team services in their area. The information was provided to the Executive Committee who recommends that Lancaster City Alliance consider pulling back unpaid Ambassador services in the areas adjacent to the DID in fairness to those within the boundaries. This suggestion is believed to have an important impact as the Lancaster City Alliance is working with other communities to raise money for Clean and Safe services and the DID would also like to consider the option to expand its boundaries during the next renewal. Both organizations should be in a position to show need and value. The Board members agreed with very little discussion that a formal request should be made to Lancaster City Alliance.

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY

November 18, 2015

Page 3

Executive Director's Report

Mr. Snively informed the Board that Jen Baker has resigned from LOOP to go to Warfel Construction. He confirmed that he is a member of the LOOP Board and will be part of the decision process in how to move forward. Annie Weeks is currently serving in Ms. Baker's capacity.

Mr. Snively then continued with a brief update on the progress made on the ***Building On Strength*** Economic Development Strategic Plan. He noted the commitment to send quarterly reports out to the public and stated that the first would be out in a few weeks. He also stated that the implementation partners have been identified and discussions are underway to phase them into ownership of their specific areas. Lancaster City Alliance is visiting the commercial hubs identified in the plan. The next meeting will be in February for the New Holland Avenue hub. He was excited to share that the first Entrepreneurs Forum is being planned and will take place on December 10th. The event has been branded as Cultivate Lancaster and will feature a Pitch & Brew. Approximately 120 are expected to attend.

Finally, the Merchant Committee continues to impress Mr. Snively with their participation. He stated that the October meeting had 65 attendees and the November meeting 60. There will not be a December meeting.

Mr. Standish announced the new comprehensive plan that the Lancaster County Planning Commission is working on, Places 2040 – Places Matter. Please go to www.places2040.com and complete the survey.

Adjourn

Motion by **Scott Standish**, second, **Tim Mentzer** to adjourn. Motion approved and the meeting adjourned at 12:55 p.m.

Respectfully submitted,

Marshall W. Snively
Executive Director