

# **Lancaster Downtown Investment District Authority**

## **Board Meeting Minutes**

August 22, 2018 – 12 Noon

City Hall – Commission Room

Meeting called to order at 12 Noon by Board Chair, Crystal Weaver.

Members present: Crystal Weaver, Tim Mentzer, Nancy Neff, Randy Patterson, Alicia Byler, Joe Donaldson and Mark Stoner.

Members not in attendance: Scott Standish, Christine Suarez DiRienzo, and Jim Wagner.

Staff present: David Aichele, Executive Director; Marshall Snively, President, Lancaster City Alliance; Lori Herr, Lancaster City Alliance; and Bill McCarty, Solicitor.

Guests: Carol Roland and Matt Burkhardt of Trout, Ebersole & Groff, LLP, Bernard Truang, a city resident and business owner and Janet Diaz who serves on City Council.

### **Quorum**

A quorum was met.

Chairperson Crystal Weaver welcomed Carol Roland and Matt Burkhardt of Trout Ebersole & Groff, Bernard Truang, a city resident and business owner and Janet Diaz who serves on City Council.

Executive Director Dave Aichele reported that Mort Nierenberg recently passed away and his wife, Ruth, passed away in March 2018. Mort was a beloved member of the merchant community for over 45 years and served a five year term as a DID Board Member from 2010-2015. Dave shared the idea of honoring Mort and Ruth with a memorial tree and bronze plaque to be located behind the former Nimble Thimble location. The cost of the tree is \$200 and the plaque is \$138. N. Neff motioned, T. Mentzer seconded, all were in favor. Motion approved.

### **Minutes**

Chairperson Weaver asked for approval of the minutes from the May 23, 2018 Board meeting. J. Donaldson motioned, T. Mentzer seconded, all were in favor. Minutes were approved.

### **FY2017-2018 Audit Presentation**

Carol Roland of Trout, Ebersole & Groff, LLP reported that the audit went very well. They met with the Executive Committee to review the audit and based on their approval, issued the final financial statements in order to meet the state filing deadline of July 31<sup>st</sup>.

Matt Burkhardt of Trout, Ebersole & Groff, LLP distributed the following audit reports:

- 2018 Audit Presentation – Years Ended April 30, 2018 and 2017
- July 31, 2018 Auditor's Letter to Board of Directors
- July 31, 2018 Auditor's Letter to Board of Directors and Management

Mr. Burkhart mentioned that the composition of revenue and expense numbers did not change from the previous year. Revenue had decreased due from the reassessment process. Operations were consistent with the previous year. The cash balance is very healthy.

The opinion letter presented to the Board of Directors from Trout, Ebersole & Groff LLP outlined the work they performed during the audit. They found no difficulties or concerns during the audit. The only recommendation they provided was to encourage the Board and Executive Director to maintain monitoring oversight of accounting transaction to compensate for the Authority's lack of segregation of duties.

There being no questions for the auditors, they were excused from the meeting.

#### **Approval of Financial Reports – May, June & July 2018**

Dave Aichele reviewed the financials for May – July 2018. He reported that the assessment revenue is coming in as budgeted to day.

Nancy Neff had two questions that Dave will research and provide answers:

1. Under "ordinary income", \$702 donated income?
2. Under "utility and other expenses", what is \$1801 for?

Randy Patterson asked for clarification on the expense of "beautification".

A. Byler motioned, N. Neff seconded, all were in favor of approving the May – July 2018 financial reports including check approvals.

#### **Old Business**

##### **A. FY 2017-18 Delinquent Property List**

Dave Aichele reported the following:

1. Seven properties have paid.
2. Of the thirty three unpaid properties, fourteen generated payments, nineteen have had liens filed for last year and two were sold and will be paid shortly.
3. The outstanding balance for last year is approximately \$7,400.

##### **B. Downtown Dollars**

Dave Aichele shared that DAS Company purchased \$12,000 worth of Downtown Dollars for their recent convention attendees in May. Sales for this program continue to increase.

##### **C. DID Board Recruitment Update**

Dave Aichele reminded the Board that there are two open positions. We continue to look for resident and merchant participation. Crystal Weaver encouraged those who live and work in the DID zone to seek new suggestions. Guest Janet Diaz asked about including representation from the grocery stores. Randy Patterson reminded everyone that Board representation needs to come from businesses/residents within the DID zone.

We continue to have previously named suggestions of Craig Johnson, Liz Schwartz and Brad Wolf.

### **New Business**

#### **A. Board Participation in Tax Exempt Properties Payment Requests**

Dave Aichele presented a list of thirty three tax-exempt properties located in the DID that we will contact in November to ask consideration for a donation in lieu of taxes to assist in covering the costs for the services the DID provides. Board members will be given the opportunity to sign a letter requesting consideration of a donation.

Randy Patterson volunteered to sign the letters addressed to any city authority. Nancy Neff shared that she will attend a Convention Center Authority meeting to give a presentation.

#### **B. Billing for Assessments Mid-Fiscal Year**

Dave Aichele explained that it was discussed at Executive Committee on whether we should be billing new taxable properties coming back on the taxable property list in the middle of our fiscal year or waiting for the next fiscal year. An example is 29 East King Street. Dave met with Megan Baum, new Bureau Chief, Procurement & Collection with the City of Lancaster who said their information is only as accurate as the information they receive from the County of Lancaster. We need to wait to hear a response from Megan Baum to determine if it is possible to send a prorated invoice. Crystal Weaver asked the Board for input. No one was opposed to moving forward with prorated invoices pending the answer received from Megan Baum.

The question was raised concerning when a property's assessed value increases mid-fiscal year. Should we pursue providing updated assessment invoices? After a brief discussion, it was felt that this could create a negative perception and will not be pursued.

#### **C. DID Logo Design**

Crystal Weaver continued a discussion from previous meetings about refreshing or re-designing the DID logo. She suggested forming a small committee to pursue updating the logo.

#### **D. 300 Block of North Queen Merchants**

Alicia Byler explained the challenges and feedback she has received from her neighboring merchants and business owners. Crystal Weaver recommended she create a list of the feedback and it will be provided to the board members and discussed at the next board meeting.

### **Executive Director's Report**

Dave Aichele reported having a good meeting with the City of Lancaster's Megan Baum regarding the assessments. He invited her to attend a future meeting.

The Block-by-Block "Connect and Share Convention" will be held in September in Louisville, Kentucky. Dave and Lisa Darlington will be attending.

Everyone was encourage to attend the Velocity event on September 27, 2018.

**Additional Comments**

Marshall Snively shared that the Lancaster Parking Authority will soon be performing a supply and demand study which will include the DID.

Alicia Byler asked for any updates on the vertical greenhouse proposed for the Prince Street Parking Garage. Randy Patterson shared that the project will be presented to the Lancaster Parking Authority board soon.

Randy Patterson mentioned he is working with Rite Aid on their pallet and trash storage. The possibility of planting trees along Orange Street was found not possible due to the basement extending under the sidewalk. Large planters were suggested as a possibility.

With there being no further discussion, the meeting was adjourned at 12:58 pm on a motion by T. Mentzer, seconded by N. Neff and approved unanimously.

**Next Meeting:** November 28, 2018 at 12 Noon at City Hall.

Respectfully submitted,

David Aichele  
Executive Director