

# **Lancaster Downtown Investment District Authority**

## **Board Meeting Minutes**

November 28, 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, Scott Standish, Bernard Truong, Jim Wagner, Mark Stoner, and Joe Donaldson.

Members not in attendance: Christine Suarez DiRienzo.

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

Guests: none

### **Quorum**

A quorum was met.

### **Minutes**

Chairperson Weaver asked for approval of the minutes from the August 22, 2018 Board meeting. Nancy Neff motioned, Jim Wagner seconded, and all were in favor. Minutes were approved.

### **Approval of Financial Reports – August, September & October 2018**

Dave Aichele reviewed the financials for August - October 2018. He distributed a revised profit and loss statement which correctly listed the budgeted amount for legal services, auditing fees and the management fee. Dave noted that the revenue from Downtown Dollars (gift certificates) is higher than usual due to the DAS Convention in May which purchased a large amount for their convention attendees.

The assessment income is at 86% of payments which is coming in as expected. Randy Patterson shared that they are anticipating more appeals, especially homeowners, in 2019 than previous years.

Randy Patterson motioned, Jim Wagner seconded, and all were in favor of approving the August - October 2018 financial reports as presented.

Jim Wagner motioned, Nancy Neff seconded, and all were in favor of approving checks #4717 through #4756.

Dave Aichele distributed a year review of budget and reviewed. \$44,455 coming from County Commissioners which represents the same amount as last year.

### **Old Business**

A. DID Board Member Renewal/Recruitment Update

Dave Aichele reported that Mark Stoner's term expires December 31, 2018 and Mark expressed a desire to stay on the Board. Dave submitted his letter to the Mayor which was approved. The renewal will go

to the Personnel Committee Meeting Monday evening, and then to the City Council meeting on December 11, 2018 for Mark's approval.

We need to find a replacement for Board Member Christine Suarez DiRienzo. Suggestions included a minority, someone from Community First Fund, a city resident and specifically, Jami Rhynes. If anyone has any additional suggestions, please let Crystal or Dave know.

### **New Business**

#### **A. 2019 Board Meeting Dates/Location**

Crystal Weaver reviewed the handout with 2019 Board meeting dates and locations. She suggested moving the location of the meetings to the Lancaster City Alliance/Downtown Investment District office. Attorney Bill McCarty reminded the Board that these meetings are open to the public which requires access for all. The consensus was to keep the meeting location at City Hall. It was noted that the November 27 date is the day before Thanksgiving so the meeting was moved to November 20. Scott Standish moved, Tim Mentzer seconded, and all were in favor of the 2019 meeting dates.

#### **B. DID Plan Renewal Discussion**

Crystal Weaver explained the next DID plan begins in 2021 but we want to begin work now by forming a committee which will include other stakeholders from within DID. The committee will explore the future potential of the DID with the desire to keep the momentum moving forward.

Marshall Snively explained there will be an increase in funding with new businesses coming to the City. He suggested prioritizing the needs for DID in the future including such possibilities as infrastructure improvements, camera system, lower millage rate, etc. He also suggested looking beyond three years.

If anyone is interested in serving on this committee, please let Crystal know.

#### **C. Board Committee Discussion**

Crystal Weaver opened the discussion on forming committees with specific tasks, such as recruitment, budget, branding, etc. Several board members mentioned that with regard to branding we need to review what the DID does and do a better job of explaining that to property and business owners in the DID.

Dave Aichele mentioned the DID will be referenced in the upcoming Lancaster City Alliance Impact Report and newsletter. Randy Patterson also mentioned that DID is referenced on the city's website.

Scott Standish suggested forming "task forces" rather than committees with specific purposes/goals and time frame. Limit the number of people to 2-4.

Randy Patterson recommended forming a Finance Committee (standing committee of the board) to meet with auditors, etc. The committee would only meet when necessary. Also, a Nominating Committee. These types of committees provide added structure for the DID Board.

Crystal suggested preparing specific tasks and more details for the next Board Meeting.

D. DID By-Law Discussion

Dave Aichele explained the last time we reviewed or made changes to our bylaws was for our office address change. The current bylaws need to be reviewed and updated. Attorney Bill McCarty explained that the Executive Committee can review.

E. 2019-2020 Budget Preparation & Management Agreement

Dave Aichele reported that he, Crystal and the Executive Committee will begin working on the budget for next year. Marshall Snively suggested that with the changes in the Downtown area to continue to look at ways to expand the service area.

**Executive Director's Report**

Dave Aichele welcomed Bernard Truong to his first Board Meeting.

**Additional Comments**

Randy Patterson shared that his last Board meeting will be May 22, 2019 due to his retirement on June 25, 2019 from the City of Lancaster.

Randy also shared an update on the CRIZ small business loan program for small businesses located in DID. The state had previously denied this program. Randy met with them last week and he believes this program will be back on track for the spring of 2019 with the state reviewing each project.

Jim Wagner asked Randy to share the timeline for the new development projects.

- 101 NQ – September 2019
- Holiday Inn – April/May 2019
- Parking Garage/Library – 2020
- Plaza – end of 2020
- 29 East King (Woodstream) – lease in place – early 2019
- Best Engine Works moving to next phase
- Fulton Theatre official groundbreaking is Monday
- Accelerator Building – brewery planned

With there being no further discussion, the meeting was adjourned at 12:56 pm on a motion by Jim Wagner, seconded by Mark Stoner and approved unanimously.

**Next Meeting:** February 27, 2019 at 12 Noon at City Hall.

Respectfully submitted,

David Aichele  
Executive Director