

Lancaster Downtown Investment District Authority
Board Meeting Minutes
November 18, 2020 - 12 Noon
Via Zoom

Meeting called to order at 12:05 pm by Board Chair, Crystal Weaver.

Members present: Crystal Weaver, Nancy Neff, Alicia Byler, Joe Donaldson, Jami Rhynes, Patrick Hopkins, Mark Stoner, Bernard Truong, and Jim Wagner.

Members not in attendance: Tim Mentzer, Laura Proctor

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

Guests: none

Quorum

A quorum was met.

Legal Notice

Crystal Weaver announced that this Board of Directors meeting was properly advertised in the Lancaster Newspaper on Wednesday, November 4, 2020 and properly posted on the Lancaster City Alliance/DID website with instructions as to how the public could join this virtual meeting. No one requested the link for this meeting.

Minutes

Crystal Weaver asked for approval of the minutes from the August 26, 2020 meeting. Nancy Neff motioned, Patrick Hopkins seconded, and all were in favor. Minutes were approved.

Approval of Financial Reports - August - October 2020

Financial Statements for August 1, 2020 - October 31, 2020 were distributed prior to the meeting. Crystal Weaver asked for questions.

Following a question from Nancy Neff on expenses, Jim Wenger motioned approval as presented, Alicia Byler seconded, and all approved.

Nancy Neff motioned, Patrick Hopkins seconded, and all were in favor of approving checks #5087 through #5111 for August 1, 2020 through October 31, 2020.

Old Business

A. Board Member Term Renewal

Dave Aichele reported that Jim Wagner and Tim Mentzer both agreed to renew their board membership. A letter has been sent to Mayor Sorace for her approval to move to Personnel Committee for approval.

B. Assessment Payments

As of the end of October, \$307,000 in assessments has been received which is 79% of total assessments. Last year at this same time, we were at 87% or \$322,000 in assessments paid.

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C. Liens Filed for FY 2019-20

We have filed thirteen liens for unpaid assessments from last fiscal year. The total outstanding is \$8,622.23. When the delinquent letters were mailed, we had 25 unpaid assessments. Since then twelve properties have paid totaling \$4,113.91.

New Business

A. Approval of 2021-2023 DID Plan Timeline

Dave Aichele gave an overview of the 2021-2023 timeline. The current plan will expire April 30, 2021. The new plan will be the same as the current plan. Attorney McCarty and Dave are finalizing the letter to be sent to all property owners in the DID notifying them of the January 11, 2021 virtual public hearing. The letter is slated to go out the first week of December.

A motion was made by Bernard Truong, seconded by Jim Wagner and approved unanimously to accept the 2021-2023 Plan Timeline as presented.

B. Approval of 2021-2023 Plan

Dave Aichele explained that the new plan will be for two years with all services remain the same as the current plan. Patrick Hopkins inquired if Dave has looked in to new property assessments for properties like 101NQ and the impact the new assessments will have on the DID. Dave responded that he has been watching new assessments and will have numbers for next year's budget.

After a brief discussion, a motion was made by Alicia Byler, seconded by Joe Donaldson and approved unanimously to adopt the new 2021-2023 Plan as presented.

C. 2021 Board Meeting Dates

Crystal Weaver reviewed the proposed Board of Directors and Executive Committee meeting dates for 2021. A motion was made by Patrick Hopkins, seconded by Jim Wagner and approved unanimously to approve the dates as presented.

Executive Director's Report

Dave Aichele introduced Anne Williams, Communications Manager for Lancaster City Alliance. Anne gave a report on what is being done to market the Downtown for the holidays. To make the holidays special, a partnership with LOOP, Lancaster City Alliance, Fig, Lancaster Barnstormers and Discover Lancaster has been working to share the news that the City is a safe destination for shopping and eating during the holidays. Anne shared the "Have a Heart" Campaign focusing on the four Saturdays before Christmas. The Barnstormers' Christmas Tree Lane has been relocated to stores in the City rather than at the Stadium to encourage more traffic in the retail stores.

Dave Aichele reminded everyone that this Friday is ExtraGive and to remember Lancaster City Alliance.

A Finance Committee consisting of Jim Wagner, Joe Donaldson, Patrick Hopkins was created to work with Dave on next year's budget. Dave will be in contact as work begins on the budget.

Dave reported a Request for Proposal will be sent in December to various clean and safe service companies. We have contracted with Block by Block for the last six years. RFP's will be due back in January for review. The contract for services will begin May 1, 2021.

Plans are to continue the conversation with CoLAB in January to restart strategic planning.

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Nancy Neff asked for an update on addressing the homeless population around Binns Park. Dave reported that outreach workers are there every day. Meetings are being held with social services, the Police Department, and Probation Department to discuss ways to address. The winter shelter will be opening soon.

With there being no further discussion, the meeting was adjourned at 12:49 pm.

2021-2023 DID Plan Public Hearing: January 11, 2021 at 6:00 pm

Next Board Meeting: February 24, 2021 at 12 Noon _

Respectfully submitted,

David Aichele
Executive Director