

Lancaster Downtown Investment District Authority

Board Meeting Minutes

November 20, 2019 - 12 Noon

City Hall - Commission Room

Meeting called to order at 12:01 pm by Board Chair, Crystal Weaver.

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

Members not in attendance: all present

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

Guest: Anne Williams, Lancaster City Alliance.

Quorum

A quorum was met.

Everyone welcomed Patrick Hopkins to the Board. He serves as the City Business Administrator in City Hall and was appointed to fill the seat Randy Patterson held. Patrick serves on the Lancaster Higher Education Board along with the Board of PCAD.

Minutes

Chairperson Weaver asked for approval of the minutes from the August 28, 2019 Board meeting. Tim Mentzer motioned, Alicia Byler seconded, and all were in favor. Minutes were approved.

Approval of Financial Reports - August, September & October 2019

Financial Statements for August 1, 2019 through October 31, 2019 were distributed prior to the meeting. Crystal Weaver asked for questions.

There being no questions, Jim Wagner motioned approval as presented, Joe Donaldson seconded, and all approved.

Nancy Neff motioned, Mark Stoner seconded, and all were in favor of approving checks #4921 through #4971 or August 2019 through October 2019.

Old Business

A. DID Board Member Renewal/Recruitment

The following Board Members agreed to renew their terms:

1. Crystal Weaver
2. Nancy Neff
3. Alicia Byler

Scott Standish will be retiring after 14 years of service on the Board. He agreed to continue assisting with the Strategic Plan. To honor Scott for his years of service, Dave Aichele presented him with an engraved clock.

With Scott retiring from the Board, we need to fill his position. Scott suggested Laura Proctor who is a new planner in the Lancaster County Planning Commission office. Laura is responsible for city planning, she lives in the City and is very interested in serving. Dave Aichele distributed copies of a letter and resume he received from Laura. Everyone reviewed the information. Jim Wagner motioned, Alicia Byler seconded and all agreed to approve Laura Proctor for a position on the Board and pass on to the Mayor for approval. Following the Mayor's approval, her appointment will go to the Personnel Committee and then to City Council for approval.

B. FY 2019-20 Assessment Payments To Date

Dave Aichele reported receiving 87% of assessments on 702 taxable properties. Last year, we had 679 taxable properties.

C. Tax Exempt Property Payments Received

Dave Aichele reported receiving a payment from Demuth yesterday and Lancaster Bible College paid what they would have been assessed which brings the total to \$9,000.00 as of today. HDC has graciously agreed to give at least \$10,000 again.

Dave reported some liens have been cleaned up – ten liens have been paid off this year.

New Business

A. Appointment of Board Committees

Crystal Weaver reported on the topic of Board Committees which has been discussed in the past. The Executive Committee reviewed and believes there is a need for a Finance Committee and Nominating Committee to help strengthen the work of the Board. The goal is to have three or four members serve on each committee and report to the Board on a regular basis. Crystal asked for volunteers.

1. Finance Committee – assist with budget preparation and review P & L statements.

Jim Wagner, Joe Donaldson and Patrick Hopkins

2. Nominating Committee – will keep an up-to-date roster of Board Members and their terms along with recommendations for new Board members and officers as needed.

Nancy Neff, Mark Stoner and Crystal Weaver

B. 2020 Board Meeting Dates/Location

Crystal Weaver presented the 2020 Board meeting dates and locations. This calendar follows the same sequence as last year. Tim Mentzer motioned, Patrick Hopkins seconded and all agreed to accept the calendar as presented and to ask Attorney Bill McCarty to advertise the dates under legal notices with LNP as required.

Executive Director's Report

Crystal Weaver shared an update on the Strategic Plan. Interviews are being wrapped up with the next step being for the Committee to meet in early December. Interviews with twenty-two other DID's around the country were conducted.

The Board will hold a four hour retreat to allow the Board to engage with the plan. A Saturday morning in March was suggested as a good time. Several locations were offered including a conference room at

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Barley Snyder, a meeting room at Holy Trinity Church and meeting space at City Hall. Crystal will poll the Board for a date.

Crystal Weaver, Dave Aichele and Marshall Snively shared highlights from the IDA Conference they attended in Baltimore. All felt the conference was worthwhile. Cities across the country are dealing with the same issues of housing and homelessness. Crystal raised the question of how uniform our DID looks, i.e. trash receptacles, bike racks, street lights, wayfinding signs/plaques, empty tree wells, etc. Dave mentioned our Outreach Officer worked for us for ten weeks and resigned. This creates a missing connection for us. We hope to hire someone to fill this opening.

Crystal Weaver and Dave Aichele opened the discussion regarding timing for an RFP for ambassador and clean team services. We have been contracting with Block by Block for the last six years on a year-by-year contract. Discussion was held on whether we do an RFP now or wait until we finish the Strategic Plan and renewal. The Strategic Plan may reveal areas for new services or changes to the services requested. It was suggested to conduct an informal survey with other DID's of similar size to compare services and pricing. It was also suggested to contact IDA for comparison information. It was decided to continue work on the Strategic Plan and plan renewal. Next year we will take into consideration the new Strategic Plan and conduct an RFP. In an effort to keep costs in line this year, Dave Aichele will communicate to Block by Block that the Board will be issuing an RFP next year.

It was noted that the Grand Opening of 101NQ will be held tomorrow, November 21, 2019.

With there being no further discussion, the meeting was adjourned at 1:01 pm on a motion by Tim Mentzer, seconded by Jim Wagner and all approved.

Next Meeting: February 26, 2020 at 12 Noon at City Hall.

Respectfully submitted,

David Aichele
Executive Director