

Lancaster Downtown Investment District Authority

Board Meeting Minutes

February 26, 2020 - 12 Noon

City Hall - Commission Room

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Meeting called to order at 12:09 pm by Board Chair, Crystal Weaver.

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

Members not in attendance: Tim Mentzer, Nancy Neff, Marshall Snively, Bill McCarty, Solicitor.

Staff present: David Aichele, Executive Director and Lori Herr, Lancaster City Alliance

Guest: Kate Gallagher of coLAB

Quorum

A quorum was met.

Everyone welcomed Laura Proctor to the Board. Laura shared she has worked at the Planning Commission since 2017 and serves as the liaison the City of Lancaster.

Minutes

Chairperson Weaver asked for approval of the minutes from the November 20, 2019 Board meeting.

Alicia Byler motioned, Jim Wagner seconded, and all were in favor. Minutes were approved.

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Approval of Financial Reports - November - December 2019 & January 2020

Financial Statements for November 1, 2019 - January 31, 2020 were distributed prior to the meeting. Crystal Weaver asked for questions. There being no questions, Patrick Harris motioned approval as presented, Mark Stoner seconded, and all approved.

Jami Rhynes motioned, Patrick Harris seconded, and all were in favor of approving checks #4972 through #5034 for November 1, 2019 through January 31, 2020.

Patrick Harris asked if we have Positive Pay on our Fulton Bank checking account to protect from check fraud. Dave Aichele will research. Jim Wagner will connect Dave with bank manager.

New Business

A. DID Year End Projections

Dave Aichele reported that we have received \$357,018 for assessments to date with 65 properties yet to pay. Prior year assessments totaling \$8,300 have been received with 23 liens being cleared. A \$15,000 check from HDC was received as payment in

lieu of taxes. Tim Mentzer and Dave will reach out to churches to encourage their donations.

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B. DID FY 20-21 Budget Review and Approval

Dave Aichele reviewed the draft budget FY 20-21. We expect to bill \$392,000 in assessments. We usually budget a 94% payment rate which would be \$368,000. To balance the budget, we will need to pull \$25,000 from the reserves to balance the budget. Dave continues to push Block by Block to negotiate better pricing. We are planning to do an RFP for clean and safe services the end of 2020 which will hopefully produce better expenses numbers for next year. This budget includes a 4% increase in the Management Agreement with Lancaster City Alliance. Line item 5020 (Merchant Committee Support) has been removed and will be covered by Lancaster City Alliance.

Following a brief discussion, Jim Wagner motioned, Bernard Truong seconded and all approved the FY 20-21 Budget as presented.

C. LCA-DID FY 20-21 Management Agreement Review and Approval

Dave Aichele reviewed the Management Agreement with Lancaster City Alliance dated May 1, 2020. The agreement includes a 4% increase. As noted in the approved budget, the line item for Merchant Committee Support has been removed (\$5,000) and will be covered by LCA. Patrick Harris motioned, Alicia Byler seconded and all approved the FY 20-21 Management Agreement with Lancaster City Alliance. The agreement will now be presented to the LCA Board for approval at their March 27, 2020 meeting.

(Crystal Weaver excused herself and turned meeting over to Jim Wagner to lead.)

Strategic Plan Stakeholder Report by Kate Gallagher of coLAB

Kate Gallagher of coLAB distributed copies of the Qualitative Data Collection Overview + Strategic Planning Retreat Preparation which is the result of nine months of research. She reviewed what they have accomplished to date in preparation for the Strategic Planning Retreat on March 14, 2020 from 8:30 am – 12:30 pm at the Lancaster County Community Foundation. Following their research, they met with the Strategic Planning Committee to determine the focus areas for the retreat – Community Engagement + Advocacy, Strategic Expansion + Enhanced Operations and Intentional Marketing to Increase Awareness.

Executive Director's Report

A. Dave Aichele distributed Statement of Financial Interest Forms and asked the Board to review and sign. This form is collected yearly and turned in to the City of Lancaster.

B. Strategic Planning Board Retreat is scheduled for Saturday, March 14, 2020 from 8:30 am – 12:30 pm at Lancaster County Community Foundation. Please review the Sustainability Assessment and Stakeholder Report compiled by coLAB prior to the session to be prepared.

B. Dave Aichele attended a UGI meeting last week and learned that UGI is ready to embark on another main replacement project on Lime Street from Church Street to Liberty Street. They are planning to start on South Lime and work their way north. Completion is projected for early Fall.

C. Dave Aichele shared the following statistics for Clean and Safe Services for last quarter:

- 14,607 pounds of leaves removed
- 9,351 pounds of trash removed
- Bikes logged 555 miles
- 426 contacts made with businesses

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With there being no further discussion, the meeting was adjourned at 1:05 pm on a motion by Alicia Byler, seconded by Patrick Harris and all approved.

Next Meeting: May 27, 2020 at 12 Noon at City Hall.

Respectfully submitted,

David Aichele
Executive Director