

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
February 22, 2017

Quorum

Meeting called to order at 12:00 noon by Secretary, Nancy Neff.

Members present: Nancy Neff, Randy Patterson, Crystal Weaver, Scott Standish, Tim Mentzer and Joe Donaldson

Members not in attendance: Denny Cox, Patti Connell, Mark Stoner, Jim Wagner and Christine Suarez Di Rienzo

Staff: Marshall Snively, Executive Director
Bill McCarty, Solicitor
David Aichele, LCA Director of Clean & Safe Services
Jeremy Young, LCA Community & Economic Development Manager
Lindsay Fauth, LCA Team Administrator

Introduction of Public Guests

There were no public guests

Quorum

A quorum was met.

Welcome New Board Member

Nancy Neff introduced Joe Donaldson to the Board. Mr. Donaldson is a lifelong resident of Lancaster County with 30 years of experience at LGH and three years at Steinman Communications as Director of Facilities & Property Management. Mrs. Neff also mentions the Board will be looking for a replacement for Denny Cox.

Minutes

Mr. Snively noted that the minutes had the incorrect date. Ms. Neff asked for a motion to approve with the corrected date of the last meeting. Tim Mentzer made the motion; Mr. Standish second. Minutes were approved.

Approval of Financial Reports – November 2016, December 2016 & January 2017

Mr. Snively discussed the positive financial shape for the current fiscal year and noted that he would discuss more detailed year-end projections with the budget presentation. Motion to accept was approved. (Mr. Patterson/Mr. Mentzer)

Old Business

Dave Aichele updated the Board on the Aggressive Panhandling Ordinance now in effect. To date, only one known arrest had been made. This could primarily be due to the cold weather. Mr. Aichele also mentioned the update to the marketing materials to include the City Police logo is underway and they will also reference the new Aggressive Panhandling Ordinance. This effort is being reviewed by the Marketing ELT.

Mr. Aichele then gave an overview on the Downtown Dollar sales over the last 11 years. Average yearly sales were approximately \$20,000. With the highest years being 2009 & 2010, with approximately \$30,000 sold. Of all the sales over the last 11 years, there is still \$53,000 worth of outstanding DID Dollars.

Mr. Aichele shared with the Board that there will be two artist inspired bike racks installed on the 300 Block of N. Queen Street this Spring, he also mentioned the DID is looking to do another round of mulching in all the tree wells this Spring.

New Business

Mr. Snively referred the Board to the Budget and summary provided in the Board packet. He reviewed the DID year-end projections and noted the DID will likely have a \$30,000 net income for the year. He explained this is partially due to the increase of non-profit donations to the DID.

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Mr. Snively reviewed the proposed FY2017-18 DID budget, noting there is still \$21,000 in prior year assessments. There is a budgeted increase in donations from FY2016 (\$55,000) to FY2017 (\$60,000); a budgeted increase in Marketing dollars from FY2016 (\$10,000) to FY2017 (\$20,000) to develop a new logo and celebrate the DID's 25th anniversary.

Mr. Snively also asked to increase the Beautification Line Item, currently budgeted at \$10,000 to \$20,000. Jeremy Young presented a plan to replace dead trees in the DID and plant empty tree wells as well as a plan to create new tree wells in Downtown. Ms. Weaver suggested that the DID paying for the replacement of trees which is the responsibility of the property owner is not fair to other owners. The Board agreed and suggested that the funding be used to install new tree wells throughout the DID. Ms. Neff suggested adding the \$10,000 to the budget, but advised that the Board revisit the issue next meeting and in August to determine how and where the trees will be planted. Mrs. Neff asks for a motion to add \$10,000 to the budget. (Ms. Weaver made the motion with a second from Mr. Standish. All were in favor.

Mr. Snively suggested adding a line item "Contribution from Cash Reserves in the amount of \$17,000" to balance the budget. Mrs. Neff suggested to add the line item to the budget and asked for a motion to approve the proposed FY2017/18 DID budget with discussed changes. Mr. Patterson made the motion with a second from Mr. Donaldson; all were in favor. DID FY2017-18 Budget was approved.

Mr. Snively reviewed the Management Agreement between Lancaster City Alliance and the DID. The minor changes have been made to the document. Ms. Neff asked for a motion to approve. Tim Mentzer motioned with a second from Joe Donaldson. Motion approved. Randy Patterson abstained.

Ms. Neff noted that Denny Cox will likely step down from the Board and there will be a vacant seat to fill. Marshall Snively recommended approaching Champ Hall, who owns Champ's Barber Shop and now lives in the Hager condominiums. Mr. Snively will reach out to Mr. Hall. Ms. Weaver offered to approach him as well.

Mr. Snively updated the Board on the LCA/DID move to 115 E. King Street. The move is scheduled for March 17th. Bill McCarty presented a resolution to acknowledge the address change for the DID. Mr. Patterson made a motion to approve; Joe Donaldson second; all were in favor. Motion was approved.

Annual Statement of Financial Interests Forms

Mr. Snively asked everyone to complete the annual Financial Statements Form. Mr. Patterson reminded the members that if they completed the form for another organization and noted their position on the DID Board, it is not necessary to complete another. The forms will be held at City Hall. Mr. Snively indicated that forms would be delivered to those not at the Board meeting.

Adjourn

Motion by **Nancy Neff**, second, **Randy Patterson** to adjourn. Motion approved and the meeting adjourned at 1:00 p.m.

Respectfully submitted,

Marshall W. Snively
Executive Director