

**Lancaster Downtown Investment District Authority**  
**Board Meeting Minutes**  
February 24, 2021 - 12 Noon  
Via Zoom

Meeting called to order at 12:02 pm by Board Chair, Crystal Weaver.

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

Members not in attendance: Jim Wagner

Staff present: David Aichele, Executive Director; Marshall Snively, 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 all Board of Directors meetings for 2021 were properly advertised in the Lancaster Newspaper on Tuesday, January 5, 2021 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 November 18, 2020 meeting. Patrick Hopkins motioned, Tim Mentzer seconded, and all were in favor. Minutes were approved.

**Approval of Financial Reports - November 2020 - January 2021**

Financial Statements for November 1, 2020 through January 31, 2021 were distributed prior to the meeting. Nancy Neff motioned approval as presented, Alicia Byler seconded, and all approved.

Patrick Hopkins motioned, Laura DeMatteo seconded, and all were in favor of approving checks #5112 through #5143 drawn on the Fulton Bank checking account for November 1, 2020 through January 31, 2021.

**Old Business**

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

**New Business**

A. DID Year End Projections

Dave Aichele reported that Downtown Dollar sales have reached \$39,530.00 year to-date. \$4,500.00 have been redeemed so far this year. Our year end is coming in under budget due to Block by Block hours being cut due to the pandemic.

**B. DID FY 2021-2022 Budget Review and Approval**

Dave Aichele reviewed the FY 2021-2022 budget that was distributed with the meeting agenda. The millage rate will remain the same for the next two years. A 3% increase in the management services agreement with Lancaster City Alliance is included. The Executive Committee has reviewed and approved the draft budget. A motion was made by Mark Stoner, seconded by Patrick Hopkins and approved unanimously to approve the FY 2021-2022 budget as presented.

**C. LCA-DID FY 2021-2022 Management Agreement Review and Approval**

Dave Aichele presented the Management Agreement between Lancaster City Alliance and the DID for FY 2021-2022. The only change to the agreement is a 3% increase. The agreement is dated May 1, 2021 and will need the approval of the Lancaster City Alliance Board in March. A motion was made by Nancy Neff, seconded by Bernard Truong and approved unanimously to approve the FY 2021-2022 Management Agreement as presented.

**D. Ambassador & Clean Team Program Service Provider – RFP Results**

Dave Aichele highlighted the confidential letter and analysis that was distributed to the Board outlining the results of the Ambassador and Clean Team Program Service Provider RFP which yielded three proposals – Block by Block (current provider), Streetplus and GDI. The proposal review committee (Crystal Weaver, Nancy Neff, Dave Aichele and Lori Herr) met to review the three proposals. The GDI proposal was disqualified due to not dividing their cost between LCA and the DID as requested. The committee felt they had a strong understanding of the Block by Block program having used them the past six years. A virtual meeting was scheduled to meet with Streetplus leadership on February 12, 2021.

At the conclusion of the meeting, the committee felt strongly enough about what Streetplus had to offer and the culture of the company related to their employees, their training program, the benefits they provide and the commitment to their customers' needs, that the committee is recommending we change our vendor for Clean and Safe contracts to Streetplus.

Dave shared with the Board that the Streetplus contract offers a 2.7% decrease in cost. Nancy Neff shared that Streetplus is aware of the Board's goal to increase the starting wage to \$15.00 in the future. Streetplus is aware that the Strategic Plan will be re-engaged and they offered to be part of the planning to offer support. They also offered to attend Board Meetings to be more connected.

Following a discussion, a motion was made by Nancy Neff, seconded by Tim Mentzer and approved unanimously to accept the proposal for Ambassador and Clean Team services from Streetplus. The contract will begin May 1, 2021 for one year for the DID (LCA has a 14-month contract due to different fiscal years.)

A discussion on LCA and the DID having different fiscal years (DID is May 1 to April 30, LCA is July 1 to June 30) was held. Marshall Snively suggested we review past meeting minutes to determine when and why the change was made. Attorney McCarty shared that if there is a desire to change, the Bylaws need to be amended. Dave Aichele suggested we do at the end of the next DID Plan (2 years).

### **Strategic Plan with coLAB Update**

Crystal Weaver shared that she and Dave had a phone call with Kate Gallagher of coLAB to get the Strategic Plan work re-engaged. The Strategic Planning Committee includes Crystal Weaver, Nancy Neff, Scott Standish, Alicia Byler, Jami Rhynes, Marshall Snively and Dave Aichele. It was suggested to invite a representative from Streetplus to join the discussion. A tentative time to meet is March 24, 2021 prior to the Executive Committee meeting.

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### **Executive Director's Report**

Dave Aichele shared an update on the homeless population around Binns Park. Meetings were held with the Mayor, Jess King, Police Chief Bey, Marshall, Dave and Crystal, along with another meeting with LanCo My Home and the consultant they are working with. While there a lot of moving parts, beds are available in the shelters. The tiny house model for housing was suggested as a possible solution. Crystal shared that we re-allocated hours for additional Clean Team Members to work in this area as a short-term solution.

Dave Aichele reported that the end of the 45-day waiting period for comments on the DID Plan is today. No comments have been received to date. He will be meeting with Councilor Jaime Arroyo to review the Plan. It will be presented at a City Council Economic Development Committee meeting on April 5, 2021. The first reading of the Plan ordinance will take place at a City Council meeting on April 13, 2021. The second reading and Council vote will be held April 27, 2021.

With there being no further discussion, a motion was made by Patrick Hopkins, seconded by Tim Mentzer to adjourn the meeting at 1:10 pm.

**Next Board Meeting:** May 26, 2021 at 12 Noon \_

Respectfully submitted,

David Aichele  
Executive Director