

Lancaster Downtown Investment District Authority
Board Meeting Minutes
May 22, 2019 – 12 Noon
City Hall – Commission Room

Meeting called to order at 12:04 pm by Board Chair, Crystal Weaver.

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

Members not in attendance: none

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

Guests: Mayor Danene Sorace, Kate Gallagher of CoLAB

Quorum

A quorum was met.

Crystal Weaver acknowledged Mayor Sorace and Kate Gallagher who will be giving presentations today. She also welcomed Jami Rhynes to her first board meeting. Crystal asked everyone present to introduce themselves.

Mayor Danene Sorace Presentation

Crystal introduced Mayor Danene Sorace who shared the City's strategic plan which is titled "Block by Block". Copies of the plan were distributed to everyone.

The plan consists of four priorities: Strong Neighborhoods, Safe Streets, Secure Incomes and Sound Government. The Mayor mentioned she inherited strong partnerships when she was elected, including the DID and the positive energy in the Downtown area. She appreciates the feedback provided by the DID to her office – issues and concerns like homelessness, panhandling, parking, biking infrastructure. The work the DID is doing is embedded in the city's strategic plan.

Nancy Neff raised the question "what role can we plan in the advocacy of the plan?" The Mayor responded that providing her with feedback being raised within the DID will assist her in addressing issues. Her office cannot address items unless they are aware of the issue.

Marshall Snively asked the Mayor if she has a vision for the Downtown. "Vibrant, welcoming, multi-generational with things for young kids to do" was her response. The Mayor closed by thanking the Board for inviting her to attend.

Kate Gallagher of CoLAB

Crystal introduced Kate Gallagher, Founder and CEO of CoLAB. Kate thanked the Board for the opportunity to attend the meeting and introduced her company that has been in business 5 years. CoLAB offers mission driven strategic planning, sustainability planning, project management, meeting facilitation and data driven impact research. She mentioned she has worked with the Mayor's Office on the issue

of poverty, the Workforce Development Board, Lancaster Osteopathic Foundation, and Milagro House.

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CoLAB has prepared a proposal for Organizational Assessment, Strategic Visioning and Branding Support for the Board to review and consider. The Board reviewed the outline which is broken down into four (4) phases. Further discussion and review of the proposal will be later on the agenda.

Minutes

Chairperson Weaver asked for approval of the minutes from the February 27, 2019 Board meeting. Nancy Neff motioned, Jim Wagner seconded, and all were in favor. Minutes were approved.

Approval of Financial Reports - February - April 2019

Financial Statements for February 1, 2019 through April 30, 2019 were distributed prior to the meeting. Crystal Weaver asked for questions. There being no questions, Tim Mentzer motioned approval as presented, Randy Patterson seconded, and all approved.

Jim Wagner motioned, Alicia Byler seconded, and all were in favor of approving checks #4815 through #4860 for February 2019 through April 2019.

Preliminary Year End

Dave Aichele reported a 95%-96% return on assessment fees to date and we are projecting to be \$28,000 ahead of budget for FY18-19.

Old Business

A. FY19-20 Lancaster City Alliance/Downtown Investment District Management Agreement

Dave Aichele reported that the Lancaster City Alliance Board approved the Management Agreement at their April 26, 2019 Board Meeting.

B. 2018-2019 Delinquent List and Lien list

Dave Aichele shared that there are twenty-five on the delinquent list. Letters will be sent early next month to those that have not paid. He mentioned that the owner of the Chameleon, Blue Duck LLC, is scheduled for a potential Sheriff's Sale next week. \$12,600 is owed by Blue Duck for past fees. The liens are filed and part of the Sheriff's Sale documentation.

Crystal Weaver shared the positive feedback she received by attending a meeting with the residents of the Lancaster Press Building last month. The purpose of the meeting was to explain to the residents the services provided to those living in the DID and to answer their questions.

New Business

A. DID Board Slate of Officers

Crystal Weaver presented the following slate of Officers for FY2019/20:

Crystal Weaver – President

Tim Mentzer – Vice President

Nancy Neff – Treasurer
Jim Wagner – Secretary

Randy Patterson will continue serving on the Board for the time being but will step down from the position of Treasurer.

Scott Standish motioned approval of the slate as presented, Bernie Truong seconded, and all approved. (Officers abstained from voting.)

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B. CoLAB Proposal to Provide Services

Crystal Weaver opened the discussion on the proposal by CoLAB to employ the most effective process possible to understand how the DID can embody its Strategic Plan, accompanied by branding that reflects the City's identity.

Several Board Members shared positive feedback about CoLAB and their services.

Crystal mentioned that \$30,000 has been set aside in our budget to cover the costs of this project. The proposal presented by CoLAB is \$23,000.

Following the discussion, Mark Stoner motioned approving the Proposal for Organizational Assessment, Strategic Visioning & Branding Support presented by CoLAB, Tim Mentzer seconded, and all approved.

C. FY 18/19 Audit Preparation

Dave Aichele reported that the auditors from Trout, Ebersole & Groff will be in the office June 3rd and 4th to start the audit.

Executive Director's Report

Dave Aichele reported the Lancaster City Alliance Annual Meeting is scheduled for June 28th from 3:30 pm until 5:00 pm. All Board Members are invited to attend. The meeting will be held in our office at 115 East King Street.

He also reported VeloCity will be held September 26 at Tellus360 and encouraged everyone to attend.

In recognition of Randy Patterson's service on the DID Board and in his role as the City's Director of Economic Development & Neighborhood Revitalization since 2006, we shared congratulations on his upcoming retirement along with enjoying delicious cake. Everyone shared their appreciation for Randy's excellent leadership and expertise in his role.

With there being no further discussion, the meeting was adjourned at 1:17 pm.

Next Meeting: August 28, 2019 at 12 Noon at City Hall.

Respectfully submitted,

David Aichele
Executive Director

