

Business Development District Advisory Meeting

March 10, 2020

- Call to Order
 - Meeting called to order at 3:00 by Kevin Shields.
- Roll Call
 - Upon roll call the following members were present: Paul Sherman, Rob Mathisen, Denny Bolton, Kevin Shields, Andrea Huprich. Also present were: Stephanie Turner. Elizabeth Khazzam enters at 3:20 P.M.
- Approval of Minutes
 - .December 3, 2019: Rob motions to approve minutes, Kevin seconds. All in favor, none opposed.
- Update by Kevin
 - Kevin informs the committee that he has chosen to step down as chairman of the BDD. He feels his position would be best served by a business owner, not a property owner. With the expansion of the BDD, this would open up an additional seat for someone from the expanded area. Kevin states that he would wait until someone is available before he steps down.
 - Discussion was had about making sure that all businesses would be represented by having a seat on the committee. Stephanie explains thoughts on keeping one committee to cover both districts since they will be working closely together.
- Revenues and Expenditures
 - Update by Stephanie Turner: Stephanie reviews the budget. She explains the expenditures for payments to commitments to development agreements and a payment to JC Dillion and engineering for the drainage project on Sciota. Payments for consulting services and fees for setting up the new BDD district. A payment was also made for one of the approved grants. She states that taxes were transferred into the account and that more money came in then was spent out. Currently there is about \$228,000 in funds that could be spent from the account.
 - Discussion was had about how money will not spent would then be allocated within the budget. Stephanie states that we cannot continue to roll over all grant money but we can put it into a reserve for use on other projects. We continue to talk about options to on how to best use the money in reserve and that the expansion would allow us to do bigger projects to benefit both districts.
 - Committee has discussion about the money shared with the Village on funds to help with the sealcoating on Prospect.
 - Stephanie states that all funds currently are from BDD No. 1 and no funds have been added at this point from BDD No. 2.
- New Business
 - Discussion of BDD No. 1 Budget: Revenue expected to increase to \$310,000. \$210,00 cash on hand for a total of about \$510,000. Projects presented by Stephanie for the FY

20-21 budget: Keeping the facade grant. Funding for facade grant was increased to \$75,000 due to the expansion of the BDD. Engineers suggested a project for the BDD would be the sidewalks on Marietta, Stephanie included \$75,000 in the budget for the sidewalk repair. By doing the repair it will make the sidewalks more usable for people trying to get to the downtown area of Prospect. She asks for our input on presenting this project to the budget. Rob starts the discussion reviewing our earlier talks of infrastructure expenses, Paul shares his concerns on is it a necessary expense and if the money is best spent elsewhere. Discussion continues by all. All agree that we are for helping with infrastructure, but that it should be used in a way to help better the marketing of the Village. As a committee, we all feel the funds would be best put in reserve for a larger future project that would benefit more of the BDD than the sidewalk project. We would like the funds to be used for projects that the Village would not be able to do. Review of expense of flower pots toward Lake, to help continue the look of the downtown businesses. Funds included for garbage receptacles, we all agree it is a good expense and needed. Rob presents adding more money into marketing and events for the village. We discuss having a budget to help out with events that bring people to the Village such as: the Taste of the Heights and the Fine Arts Fair, even the possibility of a trolley or other ways that would benefit visitors to the Village. By implementing some of these ideas it could also help with the future possible expansion into a BDD below the hill. Discussion was had about the benefit of supporting the Taste of the Heights and how much attention it brought to the Village. Robbie suggests having the marketing budget to be 10% of our funds for the year. Kevin makes a motion to approve a recommendation for the budget to remove the \$85,000 for the sidewalk project and to increase marketing to \$31,000. Paul seconds the motion. All in favor, none opposed.

- Recommendation of BDD Funds Budget: Review by Stephaine of the BDD No. 2 budget and the 2 projects for the next year. Creation of a facade grant and funds for that grant and creation of a residential grant program. Discussion was had by the current committee that we feel we should abstain from input on the budget for BDD No. 2 and allow the trustees to weigh in on how the budget is funded. We do not feel that we should give a recommendation without anyone from BDD No. 2 present on the committee to represent BDD No. 2. . Motion was made by Kevin to approve the budget, Paul seconds the motion. Vote was done by roll call vote.

- Kevin: abstain
- Rob: abstain
- Denny: abstain
- Andrea: abstain
- Paul: abstain

- Recommendation of Continuation of BDD Facade Grant Program for BDD No. 1 for FY 20-21: Stephanie reviews of continuation of the grant. Kevin weighs in on how it helps the businesses and property owners. If continuation of grant is approved by the trustees, letters will be sent out for all businesses to remind them to use the grant funds. Kevin makes a motion for approval of continuation of the Facade Grant Program 20-21. Rob seconds. All in favor, none opposed.
- Recommendation of Creation of BDD Facade Grant Program for BDD No. 2 for FY 20-21: As a committee we agree to abstain from the recommendation since there is not

a representative present on the committee for BDD No. 2 and allowing the trustees to vote on budget without input from the committee. Motion was made by Kevin to approve the recommendation of creation of BDD Facade Grant Program for BDD No. 2. Rob seconds the motion. Vote is done by roll call.

- Rob: abstain
- Denny: abstain
- Andrea: abstain
- Paul: abstain
- Kevin: abstain

- Next Meeting
 - April 7, 2020
- Adjourn
 - Motion to adjourn meeting by Kevin. 2nd by Rob. All in favor. None Opposed
 - Meeting adjourned at 4:14 pm