

**IOWA CITY DOWNTOWN DISTRICT**

**Board of Directors Meeting Minutes  
November 28, 2012**

Voting Members Present: Catherine Champion (in 3:20 p.m.), George Etre, Mark Ginsberg, Ritu Jain (in 3:02 p.m.), Kent Jehle, David Kieft, Karen Kubby, Patty McCarthy, Bill Nusser (in 3:05 p.m.), Steve Pajunen, Joni Schrup (in 3:02 p.m.), Naftaly Stramer, Mark Weaver.

Non-Voting Members Present: Steve Boyd, Geoff Fruin, Josh Schamberger.

Staff Present: Nancy Bird.

Voting Members Absent with Notice: Kevin Digmann

Non-Voting Members Absent with Notice: Mark Nolte

Staff Absent with Notice: Nick Arnold

Members Present: Marc Moen

**1. Call to Order**

President Karen Kubby called the meeting to order at 3:01 p.m. in the Riverside Casino Meeting Room of the Iowa City Area Chamber of Commerce, 325 E. Washington St., Iowa City, Iowa.

A quorum of 9 of 14 voting members was present.

(Ritu Jain and Joni Schrup entered the meeting at 3:02 p.m.)

**2. Member Open Forum**

None.

**3. Approval of October Minutes**

*Secretary Patty McCarthy moved to approve the October 24, 2012, Board Meeting Minutes after correction of two typographical errors. David Kieft seconded the motion. There was no discussion. The motion passed 11-0.*

(Bill Nusser entered the meeting at 3:05 p.m.)

**4. Approval of October Financials**

Treasurer Kent Jehle presented the Profit & Loss Budget Overview, July through October 2012, and A/R (Accounts Receivable) Aging Summary as of October 31, 2012. Some expenses related to the Olympic Wrestling Trials were written off. The budget overview spreadsheet reflects income expected from tax payments as received to date v. anticipated income split into equal installments. On future reports, the columns will be wider to show numbers. Income as of October 31, 2012 is \$254,617.

*Ritu Jain moved to accept the October 31, 2012, Financial Reports as presented. Joni Schrup seconded the motion. There was no discussion. The motion passed 12-0.*

**FY2014 Budget (Vote)**

Treasurer Kent Jehle presented the Finance Committee's Proposed FY 2014 ICDD Operating Budget, effective July 1, 2013. It sets income at \$517,616, and Expenses at 494,720, resulting in a carryover to FY 2015 of \$22,896. Jehle noted payroll expenses are split among all committees. The budget will be presented to the City Council in early December, with a City Council vote expected before the March deadline.

(Catherine Champion entered the meeting at 3:20 p.m.)

Members discussed special event sponsorships and how to budget them. In January, each committee will review detailed budget information.

*Bill Nusser moved to approve the Proposed FY 2014 ICDD Operating Budget as presented.*

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*Mark Ginsberg seconded the motion. There was no discussion. The motion passed 13-0.*

### **5. President's Report**

Karen Kubby reviewed a request by University of Iowa Student Government (UISG) to appoint an official non-voting liaison to the ICDD Board of Directors. The Executive Committee recommends approval of the request, effective in January, in order to improve the flow of information and communications. UISG would select the representative. The bylaws will not be changed to accommodate at this time.

*Kent Jehle moved to allow an ex-officio, non-voting representative of University of Iowa Student Government to join the ICDD Board of Directors effective January, 2013. Ritu Jain seconded the motion. There was no discussion. The motion passed 13-0.*

### **6. Executive Director's Report**

In addition to the written Executive Director's Report in the meeting packet, Nancy Bird stated Big Ten Rentals will allow ICDD to use the skating rink at no cost the weekend of January 11, 2013 or January 18, 2013. Details about its location and volunteers needed to staff its operation will be shared as soon as available. The City of Literature's "One Book, Two Book" children's literary festival is January 11-12, 2013. January 18<sup>th</sup> is a three-day weekend culminating in Martin Luther King Day. Nancy will send additional rink information to all via email.

Nancy Bird reported the results of the board's email vote on the Infrastructure Committee's motion recommending support of proposed City of Iowa City parking changes developed with input from the Infrastructure Committee. The proposal includes one hour of free garage parking, eliminates the Park N' Shop program, enforces on street meters until 9 p.m., and uses new technologies to protect these with parking permits and dissuade students from over-parking. Email voting occurred November 5, 2012-November 8, 2012. The motion passed 14-0.

Nick Arnold is absent because he and wife, Shannon, welcomed their second child, Hudson, last week. Congratulations were expressed.

The December Board meeting is cancelled. The next meeting will be on January 23, 2013 at Iowa City Public Library. Include the 2013 board meeting dates outlined in the meeting packet on your calendars.

### **7. Draft Mission Presentation**

Nancy Bird presented a PowerPoint summation of the planning discussion. The ICCD mission is to champion the Iowa City Downtown District as a progressive, healthy, and culturally vibrant urban center of the region.

Six potential goals were presented and will be discussed during extensive committee meetings in January, followed by presentation of final recommendations for board consideration.

### **8. Committee Reports**

#### **Membership—Approach to Members, Partners and Friends of ICDD (Vote)**

Discussion was held on membership opportunities developed in response to inquiries from businesses and individuals located outside of the ICDD as to how they can support ICDD.

Bill Nusser, Committee Chairperson, outlined three proposed partnership options developed by the committee. If the concept is approved, the Committee will determine details of each level.

- Members are those property owners and businesses in the ICDD boundaries.
- Partners support specific events or projects, and may or may not be members.
- Friends are those outside ICDD whose support is not tied to a specific event or project.

*Joni Schrup moved to recommend the Membership framework and levels of involvement as*

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*presented. Catherine Champion seconded the motion. There was no discussion. The motion passed 13-0.*

### **District-wide Snow Removal**

Nancy Bird presented proposals written jointly by Quality Care, and Hawkeye Construction, to work together and with the City of Iowa City to provide snow removal for the ICDD except on city owned property. The initiative is the result of discussions with the Infrastructure Committee to improve safety of downtown sidewalks after snow.

ICDD could “gift” snow removal to members for a specific time period, and offer a 50% cost savings to members to contract directly with Quality Care or Hawkeye Construction. The cost of an average shopping season’s (Thanksgiving-December 31) snow removal is \$12,170. Pros and cons were discussed. Nancy will meet with the two companies again

*Bill Nusser moved to authorize Nancy Bird to request an agreement with Quality Care and Hawkeye Construction, to provide snow removal in ICDD during the shopping season until December 31st, or for one month if there is no snow during the shopping season, at a cost not to exceed \$15,000, and for the two companies to offer ICDD members a discounted rate thereafter. Steve Pajunen seconded the motion. There was no discussion. The motion passed 13-0.*

### **9. Board Member Announcements / Reminders**

None.

### **11 Adjourn**

*Bill Nusser moved to adjourn the meeting at 5:07 p.m. Ritu Jain seconded the motion. There was no discussion. Motion passed 13-0.*

Minutes respectfully submitted by Patty McCarthy, Secretary