

**MIDTOWN COMMUNITY BENEFITS DISTRICT MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES WEDNESDAY, MARCH 1, 2017
MICA – 1601 MT ROYAL AVENUE – 6:30 PM**

Member's Present: Polly Duke, Adrian Harpool, Kory Gedin, Michele Richter, Pamela Johnson, Rufus Davis, Michael Marcus, Brian Winsor, and Jennifer Mielke by telephone

Staff Present:

Michelle Wirzberger, Executive Director, Midtown Community Benefits District
Peggy Smallwood, Deputy Director, Midtown Community Benefits District

Guest (s) Present: Mac Maclure

Adrian Harpool, Chair called meeting to order at 6:35pm

Approval of the January Minutes

Chair asked for a motion to approve January minutes.

Michael Marcus motioned to approve January minutes.

Pamela Johnson seconded the motion.

All in favor. Motion passed.

Korey Gedin, Budget & Finance Committee Report

Proposed budget distributed prior to the meeting and copies are on file at the MCBF office in the minutes binder.

- Korey discussed the need for updating the check signing process. There are instances whereby a second signer is unavailable which delays the check cutting process. Instead of checks being delayed waiting on two signers, Michelle will serve as the primary signer. The second signer would authorize payment and release of checks after reviewing the check register and supporting documentation electronically. A copy of the electronic authorization will be filed for accountability and oversight purposes.
- High and low expenditure lines items discussed. High expenditure lines discussed included: Line 14 -Depreciation which was recommended by the auditors to include the depreciation of the littervac. The change decreased line #23 Leased Equipment. Lines 20 – Insurance General Liability, 21 – Insurance-Workers Comp, 41 – Repair & maintenance of equipment, and 52 – Uniforms showed an increase due to bringing them in-line with actual spending as compared to last year.

Kory Gedin asked for a motion to adopt FY 2018 budget and present at the Spring Town Hall meeting for community input.

Polly Duke motioned to adopt the FY2018 budget and present at the Spring Town Hall meeting on Wednesday, March 22, 2017.

Chair opened floor opened for discussion. Discussion followed.

The chair called for a vote on the motion.

All in favor. Motion passed.

Michael Marcus requested an audit of the Midtown Community Fund for a reconciliation of sub-accounts currently active in the Midtown Community Fund. The chair agreed and made a recommendation to the Finance Committee for an audit request to ascertain account activity, current balances and provide account holders with financial reports. Michelle Wirzberger also suggested that the committee should also address what future role that the Midtown Community Benefits will play in maintaining the accounts.

Committee Reports

Michelle Wirzberger, Personnel Committee

The Personnel Committee met on February 23, 2017. The committee discussed proposed handbook changes to the company's grievance policy. The changes not only streamline the grievance process but also ensures that employees know the correct steps and procedures for reporting a concern. Additionally, the handbook has been updated to include the Standard Operating Procedures (SOP), the Safe Driving protocol, and procedures for handling and disposing of dead animals and feces. Employees are required to sign an acknowledgment that they have received and read all policies as it relates to the company. The committee reviewed and adopted the changes.

Michael Marcus, Public Safety Committee

The Public Safety Committee met on February 8, 2017. The committee discussed the new club cars and deployment. This will allow patrols to be increased by 25% throughout the district. Also discussed were options of how to cover areas that have an increased need for attention but ensuring that other neighborhoods still see the presence of Midtown's patrol. The committee discussed a safety guide initiative that is currently being utilized by the Downtown Partnership and Waterfront Benefits Districts.

Green & Clean Committee

The Clean/Green committee met on February 8, 2017. Topics of discussion included conducting a pilot program to reduce bag usage based on the load packer being in operation. The areas that will continue with bags in the cans are the parks and for safety issues all cans on the left-hand side of certain high traffic areas. Additionally, to maintain the savings, the purchase of additional liners (2 additional per can) was included in the budget. The pilot program appears to be working. There have been several calls inquiring about no bags in the cans in certain hot spots. Overall, the pilot program has been viewed favorably throughout the district and is a significant cost saving measure.

New business and announcements

- Michael Marcus acknowledges the great attendance at the Safety Town Hall and Safety meeting and extends thanks to board members and community constituents who attended the meeting. Bolton Stock will be held on June 3, 2017, in Sumpter Park.

Old Business

Chair opens the floor for any old business or additional comments. Hearing none, the chair asks for a motion to adjourn the meeting.

Adjournment

Chair asked for a motion to adjourn.

Polly Duke motioned. Michael Marcus seconded the motion.

All in favor. Motioned adjourned at 7:22 pm.

***Next Midtown Board of Directors meeting will be held on Wednesday, April 5, 2017, at 6:30 pm at the MICA Gateway Building*

Spring Town Hall meeting will be held on Wednesday, March 22, 2017, at Berea Temple Seventh-Day Adventist Church located at 1901 Madison Avenue. There will be a dessert reception at 7:00 pm and presentation of the FY2018 budget at 7:30 pm.