

**MIDTOWN COMMUNITY BENEFITS DISTRICT MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES WEDNESDAY, JUNE 3, 2015  
MICA – 1601 MT ROYAL AVENUE – 6:30 PM**

**Member's Present:** Eric Costello, Polly Duke, Don Donahue, Liam Flynn, Jeff LaNoue, Steven Howard, Pamela Johnson, Steven Johnson, Jennifer Mielke, Joe Palumbo, Alexandra Smith and Melvin Mercer, Aziz Housseini, Steve Shen by telephone

**Staff Present:**

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

Joseph Palumbo, Chair called meeting to order at 6:32 pm and called for introductions. Chair introduced Alexandra Smith, Mayor's representative.

**Approval of April Meeting Minutes**

**Chair ask for motion to approve April minutes**

*Steve Howard motion to accept minutes.*

*Jennifer Mielke second motion.*

*All in favor. Motion pass.*

**Michelle Wirzberger, Executive Director's Report**

- Line of Credit – Midtown has secured a line of credit with SunTrust. The line of credit will roll over annually until such time as it is not needed.

**Committee Reports**

**Budget & Finance Committee**

Michelle gave a brief overview of the property search for commercial space within the district. A very attractive commercial lease package was successfully negotiated for 1120 N. Charles Street. The office space meets the organization's needs while offering the most competitive price structure.

**Chair asks for motion to enter into a sublease agreement on behalf of the Midtown Community Benefits District for the use of 1120 N. Charles Street with the terms discussed in the Executive Director's Report.**

*Steve Johnson motion to enter into a sublease agreement on behalf of the Midtown Community Benefits District and the Midtown Fund for the use of 1120 N. Charles Street for the terms discussed at this meeting.*

*Liam Flynn second motion.*

**Chair open the floor for discussion.**

**Discussion followed. Chair called for vote on motion.**

*All in favor. Motion passed.*

**Personnel Committee**

Michelle presented the revised employee handbook for board approval. The old handbook did not accurately reflect the policies of the organization as well as any relevant employment laws governing them. The updated version of the new handbook clearly outlines rules and guidelines of the organization.

**Chair ask motion to approve the adoption of the 2015 Midtown Employee Handbook.**

*Polly Duke motion to approve the adoption of the 2015 Midtown Employee Handbook.*

*Pamela Johnson second motion.*

*All in favor. Motion passed.*

**Green Committee Report**

The 2015 Greening Schedule, Watering Schedule and Maintenance Plan was distributed to the board. The handouts include a schedule that detailed watering of trees, flower beds, median, etc. A second schedule

outlined edging and weeding in various green spaces. The goal is to increase awareness of all of the work that the Midtown teams are doing

**Public Safety Committee**

- Inaugural meeting of the Midtown Safety Council will be held at 12 on June 23 hosted by the Annie Casey Foundation.

**Other Business**

- Gay Pride Parade will be on July 25<sup>th</sup> in Mt Vernon
- Conservancy Bicentennial celebration is scheduled for July 3
- Midtown will be fully moved into the new building located at 1120 N. Charles by November 1<sup>st</sup>
- Band concert sponsored by MRIA will take place in Arnold Sumter Park on June 6<sup>th</sup>

**Adjournment**

*Chair ask for motion to adjourn.*

*Steve Johnson motion to adjourn.*

*Meeting adjourned at 7:35 pm.*

Next Midtown Community Benefits District Board meeting will be held on Wednesday, September 2, 2015 @ 6:30 pm