

**MIDTOWN COMMUNITY BENEFITS DISTRICT MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES Wednesday, MARCH 2, 2016
MICA – 1601 MT ROYAL AVENUE – 6:30 PM**

Member's Present: Polly Duke, Adrian Harpool, Brian Winsor, Rufus Davis, Brian Levy, Jennifer Mielke, Steven Howard, Steven Johnson, Joe Palumbo, Vander Pearson, Alexandra Smith, and Kory Gedin, Melvin Mercer, Pamela Johnson 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 6:33 pm.

Approval of the January Minutes

Chair ask for motion to approve January minutes.

Steve Johnson motioned to approve January minutes.

Steve Howard seconded motion.

All in favor. Motion passed.

Michelle Wirzberger, Executive Director's Report

- Executive Director gave overview of initiatives in order to move the organization forward to increase efficiency and meet operational needs.
 1. Recommendation for purchase of 2 enclosed Club Cars
 2. Recommendation to purchase a load packer
 3. Recommendation to purchase a leaf vacuum machine

Committee Reports

Joe Palumbo, Reauthorization Committee Report

Chair gave an update on the reauthorization process. Currently, we are waiting on a date when the committee hearing will be scheduled.

- The bill was introduced on Tuesday, January 26, 2016 to City Council and has been assigned to Urban Affairs Committee.
- Reports have been received from Solicitor, Planning, DPW, and BDC. Reports are still pending for Transportation, HCD and BOE.
- As the committee prepared for the bill to be introduced, leadership from Seton Hill Community Association indicated that they wanted the District to be expanded to include them. The Reauthorization Committee met and thoroughly discussed the issue and determined that there were pros and cons to expanding the District. Therefore, the committee decided to table the discussion to expand the district boundaries until after reauthorization.

Melvin Mercer, Personnel Committee Report

Personnel Committee met on Wednesday, February 24, 2016. The personnel committee discussed a grievance filed by an employee who was unhappy with his annual evaluation. After

reviewing the complaint registered by the employee and the response by the Executive Director, the committee determined that it was not a situation in which “exceptional circumstances” existed such that the disciplinary actions taken by the Director needed to be overruled. Recommendations and adjustments on how to handle similar situations in the future to ensure that poor performance is clearly and promptly shared with employees so that they have every opportunity to improve.

Clean Committee Report

Clean committee has met twice since the New Year. The committee continues to discuss different strategies to teach residence how to properly dispose of household trash, create educational material about illegal dumping and making them aware of the penalties associated with illegal disposal. The committee is also looking at ways to put in place effective measures to deal with trash and is recommending the purchase of a load packer. A load packer would 1) increase efficiency; 2) increase fee-for-service; 3) assist in fully serving all four communities; and 4) proactive measures in eliminating/reducing lawsuits and worker compensation claims.

Steven Howard, Green Committee Report

Green committee has also met a couple of times since the New Year. The committee has discussed 1) increasing fee-for-service utilizing the watering truck; and 2) streamlining the yearly leaf collection process. The committee is recommending the purchase of leaf vac. Utilizing the leaf vac will assist with 1) streamlining the leaf collection process; 2) reduce manpower requirements; and 3) move to a more environmentally friendly process.

Adrian Harpool, Public Safety Committee

Public Safety Committee has had a couple of meetings as well since the New Year. There are a number of projects that the public safety committee and program staff are currently working on. Over the last couple of months, the committee has been working to respond to the need to have consistent patrols regardless of weather conditions and expand the number of patrol hours spent throughout the district. The committee is recommending the purchase of two enclosed and heated club cars to be fully integrated with the current patrol plan. Segways will still be utilized in the weekly patrol schedule. Since all 8 of the Segways will no longer be needed, the committee proposed to sell 4 of the Segways and retain the newest of the 4 units.

Steven Johnson, Budget and Finance Committee – Presentation of proposed FY2016 budget for preliminary approval

Proposed FY2017 budget distributed prior to the meeting and copies are on file in the MCBD binder.

- Steve Johnson discussed the proposed decrease in projected budget based on City’s projection. The decrease is primarily due to tax credits.
- Michelle Wirzberger discussed line item cuts.

Board members reviewed and discussed expenditure lines.

Chair asked for a motion to approve capital expenditures – load packer @ \$86,744, 2 club cars @ \$ 34,852 and leaf vacuum machine @ \$13, 789.

Adrian Harpool motioned to purchase of a load packer, 2 club cars and leaf vacuum machine.

Steve Howard seconded motion.

All in favor. Motion passed.

Chair asked for motion to present draft budget at the Spring Town Hall Meeting for community feedback.

Steven Howard motioned to approve draft budget as presented and present at the Spring Town Hall Meeting for community feedback.

Steve Johnson seconded motion.

All in favor. Motion passed.

Chair asked for motion to authorize the sale of 4 Segways.

Adrian Harpool motioned to authorize Michelle Wirzberger to sell 4 Segways at a reasonable price.

Kory Gedin seconded motion.

All in favor. Motion passed.

Public Safety Committee motioned to restrict use of the remaining Segways by anyone other than the Midtown officers during patrols.

Chair opens floor for discussion. Discussion follows.

Chair called for final vote on motion.

All in favor. Motion passed.

Adjournment

Chair asks for motion to adjourn.

All in favor. Meeting adjourned.

**Spring Town Hall meeting will be held on Wednesday, March 23, 2016 @ Chase Court - 18 East Chase Street.

Next Board meeting will be held on Wednesday, April 6, 2016.