



## **-Board of Directors Regular Meeting Minutes-**

Roseville Chamber of Commerce, Conference Room

650 Douglas Boulevard, Roseville, CA 95678

Wednesday, February 24, 2016

3-4 p.m.

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**Members Present:** Doug Wagemann, Anne Chacón, Mark Fuhrman, Chris Robles, Mike Esparza, Mark Vespoli.

**Members Absent:** Janette Moynier.

**Staff Present:** Liz Krohn, Kat Maudru.

**Guests Present:** Michelle Raskey, Luke Patterson, Bill Aiken, Kathy Barsotti, Kelby Newton, Troy Bergstrom, Scott Alvord, Ken Phillips, Jerry Smith, Wendy Gerig, Tom Carlson.

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- I. Meeting called to order by President Doug Wagemann at 3:04 p.m.
- II. **Minutes** - Approval 1/27/16 Regular Meeting Minutes (Robles/Vespoli, carried). Motion to table approval of 2/17 Special Meeting Minutes to next regular meeting (Robles/Vespoli, carried).
- III. **Roseville Police Department Report** – Officers Bergstrom and Newton shared information on business outreach programs, including Business Connect and Business Academy. Introduced Community Service Officer Laura Valdez who will be handling increased parking enforcement in the Downtown District at the request of the Downtown Roseville Partnership. A suggestion was made to have a grace period where warnings are given out, perhaps for the first two weeks. To report parking issues, please contact the non-emergency Roseville PD line at (916) 774-5000.
- IV. **Action**
  - a. **Janette Moynier Board Position** – Approval of changing Janette Moynier from Board DRM Representative to vacancy as Board Member at Large upon the expiration of her current term (Robles/ Fuhrman, carried).
  - b. **DRP Bookkeeping Services** – Mike Esparza reported on meeting with prospective bookkeeper Katrina Stroup. Stroup would be charge at \$30 per hour and anticipates less than \$100 per month in charges. Approval of Katrina Stroup as Bookkeeper effective immediately (Esparza / Robles, carried).
  - c. **2015 Annual Report** – DRP contracted with Tom Carlson to prepare 2015 annual report. Carlson is a property and business owner within the district (offices located on Oak Street). Carlson shared highlights of the annual report including:

\$228,457 in assessment income and \$4,000 in general benefit income for 2015. Expense highlights include \$13,611 in Marketing and \$12,405 Contract Labor. Statement of Financial Position includes Current assets of \$166,816, Total Liabilities of \$1,000 for Total Equity of \$166,816. Carlson also submitted DRPs tax-exempt filing for CA Franchise Tax Board and will file DRPs tax returns prior to the May 15, 2016 non-profit filing deadline. Approval of annual report (Fuhrman/Vespoli, carried).

- d. **Downtown Roseville Merchants Letter** – Alvord reported that he will be stepping down as President of the DRM in 2016. DRM board and merchants feel there is still a need to have an independent merchants association in addition to participating in the DRP’s Merchant Subcommittee.
- e. **Merchant/Business Subcommittee** – Wagemann shared that the DRP recently voted to establish a Merchant/Business Subcommittee to make sure the DRP board continues to be aware of merchant issues. Janette Moynier has expressed an interest in becoming a chair of the new committee. Robles suggested DRP board do additional work to create structure of the committee (duties, brown act compliance, membership, goals, etc...) Motion table the appointment of a chair for the Merchant Business Subcommittee and to instead form an ad-hoc committee to explore the creation of the Merchant Business Subcommittee to include Moynier, Robles and Esparza (Robles/Fuhrman, carried).

#### V. **Status Reports/ Action Items**

- a. **Media Coverage** – great KCRA 3 coverage this month on all the happenings in Downtown Roseville.
- b. **Porter** – Maudru reported that the contract with Gathering Inn is close to being finalized. Staff has requested that Gathering Inn start the process of finding a backup candidate for porter. Staff expects training for the day porter to begin in March.
- c. **By-Law Corrections** - Krohn reported that some of language in our original bylaws was not in compliance with requirements for property business improvement districts. Krohn is working with Civitas on recommended changes. Board members should expect a draft soon and a vote at the March meeting.
- d. **City Management Contract** - Krohn indicated that City of Roseville’s Bill Aiken is assisting with a standard letter of agreement covering the PBID/City alliance and the work performed for the 2% fee during the property tax collections.
- e. **Window Clings** - Krohn reported that window clings will go up within a week. The Fig Tree has been added as an additional location for clings. Have created a more prominent space in clings to accommodate For Sale/For Lease/Coming Soon notices. Robles pointed out this were a value to brokers and suggested we investigate some type of sponsorship or donation in return.
- f. **Arts Group Meeting** - Krohn reported on a consortium of arts/entertainment organizations in the district. Partners include Sparrow, Blue Line, Roseville Arts Academy and Stand Out Talent and more. Liz requested one board member who is interested to attend future meetings with her. They have asked to be on the agenda for the March or April meeting to share their goals and explore partnership opportunities.

- g. **Website** – Nearing the end of website project, all content is done. Domain address will be “GoDowntownRoseville.com”. Staff already receiving requests from property owners and brokers to have listings on our website.

VI. **Treasurer’s Report** –Esparza reported that we have two payable invoices for contract labor. Approval to pay outstanding invoices (Fuhrman/Vespoli, carried).

VII. **Organization Reports**

- a. **President’s Report** - Wagemann encouraged all to like and share posts by DRP.
- b. **City of Roseville** - Bill Aiken reported that Roseville City Council recently approved the construction agreement on the new parking facility. Work will begin soon with removal of trees along Oak Street. Projected completion is March 2017. Aiken suggested that DRM put out a notice that Downtown Tuesday Nights will not happen to make sure all parties are aware.
- c. **Roseville Community Development Corporation** - Robles reported that 316 construction moving along. Foundation has been poured, will go vertical soon. Projected completion January 2017. Fire station construction will begin this spring. Bridge reconfiguration will start this summer. Demolition of current fire station could begin as early as summer 2017 to make way for high density residential projects.
- d. **Roseville Parks and Recreation** - Kathy Barsotti shared downtown calendar of events posters for town square. City launching Tasty Tuesday events with regional themes (Italian, Southern, etc...).
- e. **Downtown Roseville Merchants** – Alvord encouraged offering training programs for merchants through the new subcommittee.

VIII. **Public Comment**

- a. Robles reported that the Roseville Cyclery is pursuing bringing the Criterion Bike Race to Roseville. Have submitted application and next step would be to have bike officials come out and certify the course.

Meeting was adjourned at 4:29 p.m.

DRP Board Roster			
Name	Organization	Board Position	Email
Doug Wagemann	Cochrane Wagemann	President	dgwagemann@gmail.com
Mark Vespoli	Property Owner	VP	markvespoli@yahoo.com
Anne Chacon	Consolidated (CCI)	Secretary	anne.chacon@consolidated.com
Mike Esparza	All-Cal Insurance	Treasurer	mike@all-calinsurance.com
Steve Fuhrman	Fuhrman Leamy Land	At-Large	stevef@flandgroup.com
Chris Robles	City of Roseville	City Rep.	crobles@roseville.ca.us
Janette Moynier	First Bank	Merchants Rep.	janette.moynier@fbol.com