

**Downtown Roseville Partnership (DRP)**

- Meeting Minutes -

Wednesday, December 17, 2014 | 3 p.m.

Sammy's Rockin' Island Bar & Grill | 238 Vernon Street, Roseville

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**Members Present:** Doug Wagemann, Mark Vespoli, Anne Chacon, Kenny Wahlberg, Steve Fuhrman, Chris Robles, Janette Moynier.

**Members Absent:** none.

**Staff/Advisors Present:** none.

**Guests Present:** Bob Schmitt, Doug Mays, Scott Alvord, Julie Hirota, Lynda Timbers, Dave Piches, Ken Phillips and Jeff Silver.

- I. Call to Order: Doug Wagemann, 3:02 p.m.
- II. Approval of Minutes – A motion to approve the minutes was made by Janette Moynier and seconded by Kenny Wahlberg. The motion was approved unanimously.
- III. Reports
  - a. **Updates on DRP Formation Documents**
    - i. Articles of Incorporation - COMPLETE
    - ii. Bylaws - COMPLETE
    - iii. Tax ID number - COMPLETE
    - iv. Statement of Information – PENDING
    - v. Nonprofit Status – PENDING (Julie Hirota assisting with submitting this paperwork).
    - vi. Bank Account – PENDING
- IV. Action Items
  - a. **Property Owner Communications**
    - i. Property owner database – Collection of forms ongoing.
    - ii. Property Owner Letter/Needs Assessment Survey  
Draft copy of the letter and survey was shared and discussed. Requested changes to survey included: adding an additional questions where respondents could rank the four broad categories in order of importance; adding “Background music in public spaces” and “Wayfinding/directional signage” as options under the marketing category; adding “repainting of gateway signs” to the Beautification category; and changing survey deadline to mid-January to give owners additional time to respond.
  - b. **Bank Account**  
On a motion by Chris Robles and a second by Janette Moynier, the board voted unanimously to establish a bank account with First Bank and authorize the DRP President, Vice President and Secretary as authorized signers.
  - c. **Accounting Software**  
On a motion by Kenny Wahlberg and a second by Mark Fuhrmann, the board voted unanimously to sign up for Quickbooks Online Essentials at a cost of \$20 per month. On a motion by Kenny Wahlberg and a second by Chris Robles, the

board voted unanimously to authorize the Treasurer (Kenny Wahlberg) and two members at large (Mark Fuhrmann and Janette Moynier) as the three QuickBooks authorized users.

- d. **Accounting & Expense Policy** – Janette Moynier and Kenny Wahlberg will work on a draft policy for the board to consider at the next meeting.

V. **New Business/Discussion**

a. **Letter of Concern from Dr. McCurry**

A letter received by DRP property owner Dr. Kevin McCurry was read by the Secretary (attached). The board discussed the letter and on a motion by Janette Moynier and a second by Chris Robles, the board voted unanimously to respond to Dr. McCurry with the following: acknowledge receipt of the letter; confirm there is no option to “opt-out” of the district; explain that the DRP has a 5-year life (no automatic renewal), provide him with the final development plan; and encourage him to fill out the survey.

VI. **Brown Act Information Presentation**

Bob Schmitt for the City of Roseville Attorney’s Office gave a presentation on Brown Act and Public Records Act compliance. Of special note for the Downtown Roseville Partnership board were the following items:

- a. A public comment section should be added to the beginning of all future board meeting agendas.
- b. The President should always ask for public comment prior to voting or taking any action.
- c. Quorum for the DRP Board is four (4) members.
- d. Never use the “Reply All” function in emails to the DRP board.

VII. **Upcoming Meetings**

- a. 2015 Meetings will be held at Monk’s Cellar (240 Vernon Street, Roseville, CA 95678)
- b. Wednesday, February 25, 2015 | 3 p.m.
- c. Wednesday, March 25, 2015 | 3 p.m.

VIII. **Adjournment:** The meeting was adjourned at 4:30 p.m.

Minutes prepared by:  
Anne Chacon, Secretary

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
Kenny Wahlberg	Rock of Roseville	Treasurer	kenny@rockofroseville.com

**FINAL – Approved 1/28/15**

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