

**Downtown Roseville Partnership (DRP)**  
- Meeting Minutes -

Wednesday, November 19, 2014 | 3 p.m.  
Sammy's Rockin' Island Bar & Grill | 238 Vernon Street, Roseville

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

**Members Absent:** Anne Chacon, Chris Robles

**Staff/Advisors Present:** none.

**Guests Present:** Elizabeth Marchant, Bill Aiken, Scott Alvord, Ken Phillips, Dino Frediani, Kathy Frediani, Jerry Smith, Doug Mays, Jeff Silver, Mike Esparaza

- I. Call to Order: Doug Wagemann, 3:05 p.m.
- II. Self Introductions
- III. Approval of Minutes – A motion to approve the minutes was made by Kenny Wahlberg and seconded by Janette Moynier. The motion was approved unanimously.
- IV. Reports
  - a. **Articles of Incorporation – Pending.** Filed with Secretary of State. Returned to us for two reasons – duplicate submittals. Name we chose has been reserved by Civitas. The reservation has expired. Doug has resubmitted the application and it is pending at this time.
  - b. **Bylaws –Pending.** Board members were asked to review the draft bylaws. Janette Moynier recommended the principal address be changed to Doug Wagemann's business address of 103 Lincoln St. in order to remain consistent with other documents. Janette will email Julie Hirota of the changes. A motion to approve the bylaws as restated by Janette was made by Kenny Wahlberg and a second by Mark Vespoli. The motion was approved unanimously. Julie will complete the final Bylaws for the Downtown Roseville Partnership.
  - c. **Statement of Information – Pending.** Will be filed with Secretary of State stating who the officers of the organization are (must be filed yearly). This item is pending until receipt of Articles of Incorporation. Must be filed within 90 days of incorporation.
  - d. **Federal Tax ID # - Pending.** Janette and Kenny will complete the process to obtain a tax id# as soon as the Articles of Incorporation are received.
  - e. **Non-Profit Status – Pending** - Incorporation must happen first.
  - f. **Brown Act Training for Board Members – Pending.** Chris Robles reported that the City Attorney's office will provide the required 2-hour training for board members. A recommendation was to complete the Brown Act Training immediately following the December 17 meeting at 4:00. Doug will work with Chris to coordinate the training and inform appropriate members of the training.
  - g. **Bank Account/Accounting Package – Pending.** Janette stated the bank account can be opened as soon as the Articles of Incorporation and Federal Tax

ID # have been filed. Would like to open account prior to the end of 2014.  
Downtown Roseville Partnership account to be opened at First Bank located at  
201 Vernon St.

Kenny stated an accounting software package will need to be purchased for the DRP.  
He will provide an estimate of cost and request approval at the December  
meeting.

**h. D&O Insurance**

- i. Board agreed to table this and re-address after all formation documents  
are complete.

**V. Action Items**

**a. Property Owner Communications**

- i. 2014 Communications Plan – Board discussed sending another letter to  
owners requesting feedback on year 1 priorities. Goal is to send print and  
online version by December meeting. Survey will include the budget  
categories/percentages and a menu of options to consider. Janette  
Moynier and Doug Wagemann will create a letter to be sent to the  
property owners to include the above information as well as contact  
information for the board, information on our posting process and  
instructions on how to access the google drive for meeting minutes,  
updates, etc.
- ii. **Google Drive/Google Calendar** – completed item by Anne Chacon.  
Anne will provide instructions on the bottom of the agenda and in the  
December mailing to property owners.
- iii. **Property Owner Database** – Anne is still gathering information to create  
the database. Some information sheets have been returned. We will  
have one more December communication sent via mail to property  
owners. Due to the expense of mailings, this will be the last one for 2014.  
All agreed communication needs to be via email or online through the  
google drive. Postal mailings will be limited due to cost.

**b. 2015 Budget & Priorities**

- i. After getting owner feedback from above-mentioned survey, the board  
agreed we would have our first 2015 budget/priority setting discussion at  
the December board meeting.

**c. Staffing/Contractor Needs**

- i. Initial preferences of board is to have a contractor that works on a project  
basis, but this should be re-addressed once we set our budget and  
priorities so we create the best model for the work that will be done.

**VI. Other Business**

- a. Doug will be meeting with the Ex Director of the Fulton Ave Business  
Improvement District as well as with other Ex Directors in the Sacramento  
Region. Discussion was held to visit the Downtown Davis PBID as it may be very  
similar to Downtown Roseville. Members agreed inviting these Ex Director's as  
guest to future meetings would be helpful.

**VII. Public Discussion**

- a. Many property owners provided feedback and concerns regarding lighting, security, leaves and day porters. Doug stated these were many examples of the purpose of the Property Business Improvement District. These items should be included on the project list and prioritize according to the budget and the development plan.
  - b. Discussion was held on who voted for the City and how the voting process worked. Members of the steering committee and Bill Aiken shared the process that was conducted through Civitas.
  - c. The process for collecting the assessment was discussed. The county gathers the assessment. The money goes to the City to disburse to the DRP.
- Anticipate a deposit into the DRP account by end of January/February. A reminder was made to all that the money deposited to the account will be half of the total assessment. The property tax assessment is collected two times per year.

VIII. Meeting Schedule

- a. Board Meetings will be held on the 4<sup>th</sup> Wednesday of the month.
  - b. Wednesday, December 17 at 3 p.m. (adjusted for holiday) at Sammy's 238 Vernon
  - c. 2015 Board Meetings will be held at Monk's Cellars 240 Vernon – a schedule of meetings will be posted by end of December for the 2015 Calendar on the google drive and in the December letter to property owners.
- Wednesday, January 28, 2015 at 3 p.m. at Monk's Cellars.

- IX. Adjournment: The meeting was adjourned at 4 p.m. A motion by Kenny Wahlberg and a second by Mark Vespoli. The motion was approved unanimously

Minutes prepared by:  
Janette Moynier, Member  
for  
Anne Chacon, Secretary – excused absence