

Downtown Roseville Partnership (DRP)

- Special Meeting Minutes -

Tuesday, August 4, 2015

4-5 p.m.

Roseville Chamber of Commerce | 650 Douglas Boulevard, Roseville

Members Present: Doug Wagemann, Chris Robles, Anne Chacon, Steve Fuhrman, Janette Moynier.

Members Absent: Mark Vespoli, Kenny Wahlberg.

Guests Present: none.

Meeting was called to order at 4:06 p.m. by Doug Wagemann.

I. Action Items

a. **DRP Operations Management Proposal by Kat Maudru & Liz Krohn**

Wagemann introduced Maudru and Krohn who submitted the preferred bid on management and marketing services for the DRP. Moynier asked to be sure the contract included all legally required processes/notices and who would be responsible for those. Maudru and Krohn will create an annual calendar that includes all legally required notices/processes.

Moynier asked about accounting and hours and how we came up with 33 hours per month. Kat and Liz responded that hours were negotiable and flexible and expect hours to be front-loaded in the first couple months with lots of research and fact finding on downtown events, players and needs. Kat and Liz will provide an accounting of hours and tasks with each bill for our records.

Need to create contract that includes a limit of \$4,000 per month unless additional spend is approved by board. Kat and Liz will manage their time within those limits.

Moynier made a motion to accept the proposal as provided and execute a contract with legal review, and authorize chair to execute contract. Robles second. Approved unanimously.

b. **Civitas Contract to provide County Tax Collector with Assessment Rolls**

Robles made a motion that we approve hiring Civitas to update property roll, check parcel designations for accuracy and handle the levy mailing/postage if necessary for a \$3,500 fee. Motion seconded by Fuhrman. Approved unanimously.

c. **DRP Legal Counsel**

Randy Wilson of Sinclair Wilson Baldo & Chamberlain Law Offices has offered to provide legal services at a reduced non-profit rate of \$300 per hour. Robles made a motion and Moynier seconded to approve chair Doug Wagemann to accept a letter of engagement from firm to provide legal services upon receipt and review.

II. Upcoming Meetings

- a. Board Meeting: Wednesday, August 26 at 3 p.m. | Roseville Chamber of Commerce

III. Adjourned at 5:00 p.m.