

Downtown Roseville Partnership (DRP)

- Meeting Minutes -

Wednesday, December 16, 2015

3:00pm

Roseville Chamber of Commerce | 650 Douglas Boulevard, Roseville

- I. Call to Order – Doug Wagemann – 3:01 p.m.
- II. Approval of Special Meeting Minutes from 10/26 special meeting and 11/18 regular meeting. (Robles, Vespoli, carried)
- III. Reports (limited to 3 minutes)
 - a. **City of Roseville – Police (none)**
 - b. **President’s Report – Doug Wagemann**

D & O Insurance now in effect as of December 3.
DRP now has a formal address: PO Box 238, Roseville, CA 95678. Doug will check mail daily. Anne has backup key.
Now have a \$100 Staples copy card for staff use.
Board Planning Session with Civitas – January 19, 3-5 p.m. PBID 101 will cover topics Management District Plan Review, Bylaws, Brown Act, fiduciary responsibilities of organization.
Ballots- have not received enough ballots to elect officers – short by 9 ballots.
Bookkeeping Services – Mike Esparza has agreed to serve as Treasurer, but we still need bookkeeping services. We are reaching out to potential bookkeepers for an estimate on services.
Mobile Food Trucks – moving in January to the 300 block to lessen impact on 200 and 400 blocks.
 - c. **City of Roseville – Bill Aiken**

City offices closed December 24- January 3.
Construction proposals out for Oak Street Parking Garage and expect to have contractor on board in February.
316 Office Building – have experienced delays due to weather, but still on track to meet Sierra College move-in date in January 2017.
UP Contact – Francisco Castillo replaced Lisa Stark in External/Community Affairs
 - d. **RCDC – Chris Robles**

238 Vernon / Ninja Sushi – Tenant improvements moving swiftly. February opening.
Glue Factory – plans moving forward for partnership with 3fold Communications and Health Education Council. No opening date to share yet.
 - e. **DRM – Janette Moynier**

Downtown Tuesday Nights Survey out to all merchants and property owners now. Will provide summary at next meeting.
Parking – need more parking awareness and communication to discourage property owners, business owners and downtown employees from parking in timed spots.
 - f. **DRC- Doug Wagemann – no report**
- IV. Action Items
 - a. **Gutter cleaning and leaf removal** –(Kat Maudru) now have signed contract with Cagwin & Dorward. Have done one leaf removal. Will do another in December, and one more in January. Contract is just for Vernon Street. Off-streets are private property.

- b. **Day Porter Update** – (Kat Maudru) – Working with Gathering Inn to help us identify candidates for 1-2 day porters. Working back and forth on job description. Hoping to have someone working in January 2016. Annual costs would be about \$10,000. Motion to authorize staff to move forward on executing contract with Gathering Inn for these services not to exceed \$11,000 per year. Police will support program with training for selected day porter. (Robles, Vespoli, motion carries).
- c. **Annual Review and Reconciliation** (Kat Maudru)
Bid from Tom Carlson for \$1-2,000 to review and close books and do annual review and reconciliation and tax preparation. Motion to accept Tom Carlson, (Fuhrman, Moynier, motion carries).
- d. **Website** – (Anne Chacon/Liz Krohn) New site design has been selected and work is underway on site structure and content. Site should be live mid- to late-January.
- e. **Holiday Décor** - (Liz Krohn) – Enlarged garland wreaths were installed at no additional costs due to manufacturers defects on C9 light magnets. Staff will continue to evaluate options on light strands.
- f. **Window Clings** – (Liz Krohn) – bids are in on window clings for identified projects. Options include Seale Signs \$5635 and Jerry Smith Photography \$6544. Motion to authorize staff to proceed with Seale Signs for window clings on buildings located at 120 222, 229, 230, 232 and 209 Vernon Street not to exceed \$6,000 (Moynier, Robles, motion carries). Staff will get approval with property owners prior to ordering.
- g. **Photography**- (Liz Krohn) – Completed photo shoot with Scott at Bill Smith Photography. DRP will get 16 shots with option to purchase additional pictures if needed.

V. Updates – Monthly Outreach - Kat Maudru and Liz Krohn – postpone to next month.

VI. Treasurer’s Report – Mike Esparza

*Motion to approve payment for **Taber Creative Group web development, Cagwin and Dorward** (first application) and **December Consultants, Bill Smith Photography/ Photograph session, Cochrane & Wagemann reimbursement** for annual PO Box rental and **Staples copy card** (Robles, Fuhrman, motion carries).*

VII. Public Comment (limited to 2 minutes each)

Luke Patterson shared that he would like to work with the DRP to update the mural on the side of his building, preferably something like a map that helps people get around or that recognizes local heroes from military or law enforcement. Tabled for discussion at another meeting.

VIII. Adjourn Meeting – 4:33 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	Pending 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