

Downtown Roseville Partnership (DRP)

- Meeting Minutes –
Regular Meeting

Wednesday, November 18, 2015

3:00-5:00 PM

Roseville Chamber of Commerce | 650 Douglas Boulevard, Roseville

Board Members Present: Douglas Wagemann, Mark Vespoli, Steve Fuhrman, Chris Robles, Janette Moynier and Kenny Wahlberg

Members Absent: Anne Chacon

Staff Present: Kat Maudru, Liz Krohn

Other Present: Bill Aiken, Wendy Gerig, John Javidan, Jerry Smith

Meeting called to order at 3:05 pm by President Douglas Wagemann

REPORTS

President's Report:

Review of findings from City/Business/Property owners meeting:

A vision for downtown was presented. During the session, street closures especially as it pertains to mobile food trucks were discussed. DRP officially asked if the trucks could be moved down to the 200 block as the 400 block of Vernon doesn't feel it is a benefit. Chris Robles indicated that the location is pre-approved with City Council; however it would be taken under consideration to move near town square into the 300 block for future events.

Financial review and reconciliation

It was recommended that the board hire a firm in the PBID to provide financial review, categorization and reconciliation for year-end and council report. Staff will handle the year -end report except for the financial aspects listed above. Kat and Liz will also prepare a newsletter that will be sent to the property owners, city, council, merchants and brokers.

Board Vacancy

Mark Esparza has agreed to be considered as a replacement board member for Kenny Wahlberg who is resigning. As a point of clarification and as not to be considered as a conflict of interest, Mike's firm is being considered to provide D& O insurance for the DRP. The investigation of D& O firms took place over the last four weeks prior to Mike's recruitment as a potential board member.

Motion seconded/carried (Janette Moynier/Chris Robles) to accept Kenny Wahlberg's resignation.

Motion seconded/carried (Chris Robles /Janette Moynier) to elect Mike Esparza to fill Kenny Wahlberg's remaining two-year term board term.

City of Roseville:

Bill Aiken reported that a request of qualification for the parking garage is complete. There is a short list of contractors for bidding. He added that construction at 316 is on an aggressive schedule with completion date of October 2016. Finally, Bill noted the many events coming up – the Holiday Parade, the Turkey Trot, and the Tree lighting.

RCDC:

Chris Robles reported that the RCDC approved \$4,000 sponsorship toward the window clings to be split with RCDC and Advantage Roseville. He added that Ninja Sushi is on fast track and hopes to open in February 2016. The Glue Factory received keys to property and a coffee shop, Fig Leaf, signed lease for the Tin Soldier property.

DRM:

Janette Moynier reported that Family Fun night was very well attended. She noted that Parks & Rec, the merchants and the city worked well together to host event. Concerns over clean up afterwards will be brought before a debrief committee. There are complaints over a sewer smell along the 200 block of Vernon and over ongoing illegal dumping. The illegal dumping should be referred to code enforcement.

DRC: No report given.

REPORTS

Day Porters

Kat Maudru reported Gathering Inn is very interested in having one or two of their guest's contract as day porters for the DRP. It was decided that a porter would work Mondays, Wednesdays, Fridays, and Saturdays, from 11am to 3pm and at events as needed. Wendy Gerig suggested that Kat also contact the Golden Sierra Job Training Agency.

Website Status

Liz Krohn reported that website was progressing but needed pictures, content and info supplied by various parties.

ACTION ITEMS

Gutter Cleaning and Leaf Removal

Kat Maudru presented a breakdown of costs for leaf blowing application on Vernon Street and on side streets. After discussion, it was determined that no contracted services exist for leaf removal and that street sweeping would not address the tree wells. Off streets receive leaf pick up from City or Roseville.

Motion second/carried (Chris Robles /Steve Fuhrman) to hire Cagwin and Dorward for three "on demand" leaf blowing applications on Vernon Street at a cost of \$960 per application. These applications will occur 2x this year and 1x next year.

Post Office Box

Kat Maudru requested that a post office box be rented at a cost of \$82 per year.

Motion second/carried by Janette Moynier/Chris Robles.

D&O Liability Insurance

Kat Maudru presented a quote from All-Cal Insurance for D&O Liability insurance at a cost of \$1,166 annually for consideration.

Motion second/carried (Chris Robles/ Steve Fuhrman)

Printing Debit Card

Kat Maudru asked that a FedExKinko's debit card account be created with a balance of \$150. Receipts will be kept.

Motion second carried. (Janette Moynier/ Chris Robles)

Resolution of Horizon Church Request for Exemption

Liz Krohn presented final determination on the two requests from Horizon Church for private tax-exempt status. The first retroactive determination requires that board consider reimbursing both Horizon and the previous property owner since the parcel is exempt. Clouding the issue is the fact that the property was sold at bankruptcy so tracking down the financial party making the first payment would take some work. The amount due to Horizon for the second installment of 2014-2015 was \$1,657.50. The second request is to approve the new tax levy for 2015-2016 and future years. The reduced revenue from this is future loss of property tax in the amount of \$3,387.45 subject to 3% annual increases if approved by board.

Adjustment must be made to adjust to the income for both years.

Motion second/carried (Janette Moynier /Steve Fuhrman) that Horizon Church is reimbursed for the April 1st assessment of \$1,657.50 and granted future relief.

Board Training with Civitas

Liz Krohn reported that a 90 minute PBID 101 presentation by Melanie would cost \$1250 plus expenses and John, who has a limited schedule, would cost \$1750.

Motion second/carried (Janette Moynier/Kenny Wahlberg) to schedule a session with Melanie at the cost of \$1250 with no additional expenses approved.

Banner Designs

Liz Krohn presented options of using continuing banner or pursuing a new design featuring new logo for banners. A design was chosen.

Motion second/carried (Chris Robles/Janette Moynier) to approve Sierra Display's \$4,409.80 bid.

Following the approval, the banners must be sent to review board for final consideration.

Window Clings

Liz Krohn presented a list of windows ready for clings and a bid from Seale Sign. Jerry Smith indicated that he could also outsource bid so the motion was tabled for a future meeting.

Photography

Liz reported that more photos were needed for DRP usage. A bid was received for 15 pictures /\$600 from Bill Smith Photography.

Motion second/carried. (Mark Vespoli/Kenny Wahlberg)

TREASURER'S REPORT

Kenny Wahlberg presented the treasurer's report which indicated a balanced asset/liability of \$130,304.72 as of November 18.

Motion to approve second/carried (Janette Moynier/Kenny Wahlberg) to authorize payment of unpaid invoices plus repayment to Horizon Church.

PUBLIC COMMENT

Wendy offered "Shop small business" bags and mats to the board.

MOVE TO ADJOURN

Meeting was adjourned at 5:09.

Motion second/carried. (Kenny Wahlberg/Mark Vespoli)