

**BIA Committee of Rate Payers Meeting
April 9, 2018 – 1:00 PM
Auburn City Hall Council Chambers
MINUTES**

I. CALL TO ORDER

The meeting was called to order at 1:00 pm by Vice Chairman Cowart.

Roll Call:

Committee Members present: Vice Chair William Cowart, Kelly Gordon, Bob Klontz, Ronnie Roberts

Excused Absence: Chair Giovanni DiQuattro, Megan White

Unexcused absence: Darren Jones, Ruth Neil-Stover

Staff present: Doug Lein, Economic Development Manager; Lorraine Chachere, Tourism Coordinator; and Holly Ferry, Committee Secretary

II. APPROVAL OF MINUTES

Committee Member Klontz moved and Member Gordon second to approve the March 12, 2018 minutes.

MOTION CARRIED UNANIMOUSLY. 4-0

III. FINANCIAL REPORT

Manager Lein gave an update on the BIA budget.

IV. OLD BUSINESS

A. Disbursement of BIA Funds

Manager Lein suggested that the biggest request for funds will come from the ADA.

B. Marketing and Branding

There was no discussion on this item.

C. Heritage Fire Update

Manager Lein informed the Committee that reports on asbestos and environmental cleanup have all been received by the insurance company. The owner is still in the process of trying to settle with her insurance company. There

are rules within the code that if the building is deemed a blight, health hazard, or a safety hazard to the public, the City can do a code enforcement action to force them to clean up, tear down or do what is necessary to fix the problem and comply with rules in the City code. There is another section in the code that states that if the building stays in that condition for a year, the City has the right to condemn it, tear it down and lien the property. A letter will be sent to the owner detailing what could come in the future.

D. BIA Newsletter

The Committee reviewed the updated BIA Newsletter and gave their approval for it to be sent to the business owners in the BIA.

It was requested that the Auburn Police Department write an article for the May newsletter

E. Rules of Procedure

Committee Member Klontz moved and Member Roberts second to approve the Rules of Procedure.

MOTION CARRIED UNANIMOUSLY. 4-0

Manager Lein reported that, with the loss of three Committee members, the City will open the application process again. He addressed the question that was raised in the March meeting, stating that he checked with Legal, and a commercial landlord may be a member of the Committee.

V. NEW BUSINESS

A. Prioritize Projects Presented to City Council

There was discussion about the prioritization of the projects presented to City Council. It was agreed that additional security lighting, additional plants and planters throughout the entire BIA, added police patrols, and Christmas decorations are all a high priority. Banners are also a priority, but that may be something the ADA could do. In order to have lights in the trees, there would need to be accessible power. Lighting across the street would not currently be feasible because of the Heritage Fire. Nightly garbage is a low priority. It was recommended that, when Manager Lein inquires about the cost of doing the priority projects, a dollar amount be provided to get a better idea of what could be done for a given amount of money.

B. 2018 Façade Grant Program

Manager Lein reported that there was a big push done last week to get the word out about the façade grant program. Applications are available if a business owner would like to apply. They can be awarded up to a \$5,000 grant to improve their façade with no match involved. From \$5,000 to \$15,000 there is a 30%

match over the \$5,000. It goes up to a maximum of \$50,000. There was some carryover from last year so there is around \$120,000 available in the façade grants fund. Information on the 2018 Façade Grant Program is included in the April BIA Newsletter.

VI. BIA PARKING SUB-COMMITTEE UPDATE

There was no update from the BIA Parking sub-committee.

VII. AUBURN DOWNTOWN ASSOCIATION UPDATE

Manager Lein reported that the ADA met the previous week and voted on a bylaw change that would open up membership through an associated fee to allow involved membership in the ADA. At their next meeting they will elect officers for their new board. Jeremy from Geaux Brewing and Brittany from Vinifera have agreed to be President and Vice President, respectively. After the election of new officers, the current President, Laura Theimer, will be kept on the board for one year as past president. Laura emailed Mayor Backus to request that someone from the City be appointed as an advisory member to the ADA. They will also be interviewing two event planners, which will allow them to come up with a budget.

VIII. TOURISM BOARD UPDATE

Tourism Coordinator Lorraine Chachere presented the new Tourism map that will be distributed to hotels, some attractions, and other local businesses. She pointed out that a downtown insert is needed and could be printed on the back side of the map. She will be reaching out, on behalf of the Tourism Board, to ask the BIA and the ADA to work together to provide funding to complete this project. Because the map will need to remain current, it will be updated and reprinted a couple times a year.

Coordinator Chachere reported that \$20,000 has been allocated for the LTAC and Tourism Board Community Grant.

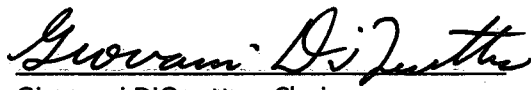
On Tuesday, May 15, the Auburn Tourism Board will hold a social mixer at the White River Valley Museum.

On Wednesday, November 7 from 9:00 – 11:00 AM, the first Auburn Tourism Forum will be held at the Community & Events Center, which will bring all of the partner/stakeholders together to review what has been done to market Auburn in 2018 and to talk about the vision for 2019.

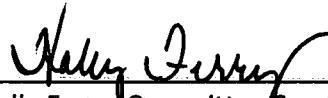
IX. ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 2:54 pm.

APPROVED this 14th day of May, 2018.



Giovanni DiQuattro, Chair



Holly Ferry, Committee Secretary