

# Woodruff Place EID

## Economic Improvement District

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### WPEID Board Meeting

#### Meeting Minutes

Monday, April 18, 2016 at 7:00 at Town Hall

#### **Board members:**

Present: Lyle Bass, Seth Kohler, Charlie Neill, Darala Barnett, Justin Leverton, Will Pritchard, Linda Gilkerson

Absent: None

#### **Others present:**

Jake Miller, Jeanne Rogow, Lindsay Kohler

1. Election of officers
  - a. MOTION from Justin, second by Seth, to elect the following officers to one-year terms: Will, Chair; Darala, Secretary; Lyle, Treasurer.
    - i. Vote: 7 in favor, 0 opposed, 0 abstained. Motion approved.
  - b. Discussion ensued over establishing Board terms to ensure consistency on the Board while also staggering terms to prevent 100% turnover.
  - c. MOTION from Justin, second by Seth, to establish three year terms for all Board members, with three members having initial terms only to end in two years (12/31/2017). The successive terms for these three seats will be three years. The terms of the other four current members will be three years, ending on 12/31/2018.
    - i. Vote: 7 in favor, 0 opposed, 0 abstained. Motion approved.
2. DPW matching request
  - a. Will updated the Board on the submission of a \$45,000 matching grant request to DPW, in accordance with the executed MOU between the WPEID and DPW. A response from DPW is expected soon.
3. City County Council update
  - a. Will updated the Board on the approval by the City County Council of the WPEID Board of Directors and the 2016 budget.
4. Insurance update
  - a. Discussion ensued on whether the Board and/or WPEID should carry liability insurance. Jake agreed to evaluate this with the Foundation's insurance agent and report back to the Board.
5. Procedural guidelines – Draft By-laws/Policies and Procedures
  - a. Will provided an update on a draft document outlining the WPEID's governance and administration that has been reviewed by other Board members and property owners. Justin agreed to review and draft a document for review by the Board.
6. Bidding/contracting
  - a. Discussion ensued on the bidding/contracting process for WPEID funds.
  - b. A suggestion was made to ask a member of the Foundation Board of Directors to attend all WPEID Board meetings.
  - c. A request was made to ask the Foundation to provide a detailed list of their spending priorities for 2016 in the five categories (Town Hall, fountains, etc) in which the WPEID will allocate funds.
  - d. MOTION by Justin, second by Lyle, to approve a \$3,080 contract with Tiger to prepare molds for the 10<sup>th</sup> Street fence.
    - i. 7 approved, 0 opposed, 0 abstained. Motion approved.

7. Process for questions from owners regarding assessments
  - a. Discussion ensued on the process for property owners (rate payers) to ask questions about their WPEID special assessments. It was agreed that the City Treasurer should initially field questions and forward those that need further explanation to the WPEID Board Chair.
8. Process for updating database
  - a. Discussion ensued on a process for updating the property database annually. Linda agreed to assume this role.
9. Landmarks nomination
  - a. Will provided an update on a potential competition and grant opportunity sponsored by Indiana Landmarks. It was agreed that the WPEID should pursue this opportunity.
10. EID/Foundation/Civic League board retreat
  - a. Will provided an update on the annual retreat.
11. Will noted that the WPEID business plan and other documents are now available on the Woodruff Place website.

Meeting was adjourned at 8:30.

Prepared by:  
Will Pritchard

A handwritten signature in blue ink, appearing to read 'Will Pritchard', is written below the typed name.