

**Village of Wauwatosa Business Improvement District**

Minutes of Board of Directors Meeting, January 10, 2008, City Hall, Room 1

In attendance: Brown, Carlson, Conley, Ehley, Fitzgerald, Hardman, Leffler, Winkel

Excused Absence: Anderson, Burg, Kristoff, Madunic, McCarthy

Ex Officio: Interim ED, Kathy Ehley; Gloria Stearns, WEDC, James Archambo

Non-board member attendees: Russ Drover,

Issue/Topic	Discussion	Outcome/Decision/Assignment
Welcome and Introduction of 2008 board members	Meeting Called to order at 7:40	
Approval of Agenda		Brown, Fitzgerald moved and second to approve agenda. Approved unanimously.
Approval of Minutes	Correction, Brown didn't ask referendum question. Wording adjusted.	Ehley moved, Brown second, motion to approved December 2007 minutes with correction. Approved unanimously.
President's Report	<p><b>Procedure on public input</b> at board meetings distributed at meeting. Leffler explained this procedure will help to keep the meeting focused on the agenda items and insuring all agenda items are handled in a reasonable timeframe. It is not meant to suppress public input. Public input from Russ Drover expressed concern that he would not be able to express his concerns on a topic important to BID members. Leffler stated this procedure does not eliminate public input but rather encourages concise comments. Add on bottom on the agenda, statement that public comment in written form is welcome.</p> <p><b>By-laws:</b> Ms. Ehley found two revisions to the original by-laws in the past board minutes that she reviewed. The revisions were approved and noted in the minutes but the master copy was never revised. She has made these two changes on the master copy in the office which brings the by-laws sufficiently up to date as is the current structure. She explained that changes to the by-laws must be approved by the Common Council; recommended that we take the time to review the by-laws thoroughly to insure all necessary updates are considered before we go through the approval process. Archambo supported this recommendation.</p> <p><b>Hartfest/Tosafest:</b> both groups are wary for leadership volunteers and will be discussing collaboration. Leffler explained Hartfest is loosely under the BID, originated by the restaurant and tavern association while Tosafest is part of the Village Taskforce, a separate 501c3 created with the purpose of promoting and supporting the Village. The BID will host a meeting of the</p>	<p>Fitzgerald moved, Hardman second to approved public input at board meeting procedure as presented. Approved unanimously. Hard copy kept with minutes and in procedure book.</p> <p>Brown suggests all the board members note comments suggestions on modifications of by-laws and forward to Ms. Ehley by Feb meeting</p>

	<p>two groups to discussion collaboration, cost and leadership sharing. The BID staff will not become responsible for organizing either of the fests, however will encourage that more financial support is directed back to the Village.</p>	
Election	Fitzgerald presented slate of officers	Hardman moved, Winkel second to approve slate as presented. Approved unanimously.
Budget & Finance	<p>Copy of Nov financials distributed. Nothing significant to report.</p> <p>Mr. Ehley is asking to reconsider the motion approved in November, 2007 regarding reimbursing Pick and Save for the last two years of assessment over the maximum amount because the two parcels are now owned by a single property owner. He recommends that going forward, if we learn of combined ownership we can explain options to owner. He has drafted a document of the assessment procedure which will be distributed to each property owner.</p> <p>Fitzgerald moves that if combination of parcels is requested by owner or identified by the BID treasurer then going forward the properties would be assessed jointly. No second for motion.</p> <p>Modification will be made to the procedures that Mr. Ehley had prepared based on the discussion. The Assessment Procedures will be distributed to all property owners.</p>	<p>Fitzgerald moved, Winkel second to approved financials as presented. Approved unanimously</p> <p>Mr. Ehley will contact other BID districts to find out how this situation is handled and report back at the next meeting.</p>
Fire Station	<p>Ms. Ehley requests the Board to develop a position statement on the construction of a new Fire Station in the Underwood parcel on the impact of parking and the density of the construction. Archambo supported this request, explaining it is important for the BID to state its position and sent it to the Council President, City Administrator, and the Mayor. Leffler requested the Board give the Executive Committee the authority to compose the position statement that would encourage more parking rather than less and higher density over lower density. It was requested that the statement be distributed to the board when finished.</p> <p>Stearns explained the WEDC current activity of developing an economic plan for City which will be submitted to the Comprehensive planners. The WEDC board split up sections of the City and will be holding focus groups for input on long term economic development vision. Stearns is responsible for the Village area and worked with the Executive Committee to input. The assignment was given with a very short timeframe. She needed to have her report ready before the end of Jan, therefore requested the opportunity to meet with the Exec Committee to insure she had input from the BID. She is requesting an extension, if granted the notes will be presented at the Feb board meeting for comments from the Board.</p>	Hardman moved, Carlson second to give the Exec Committee the authority to compose the position statement and forward to the appropriate City staff and officials. Approved unanimously.

Standing Committee and Ad Hoc Committee updates	No updates at this time.	
Executive Director Report	Ms. Ehley distributed a written copy of her update. Copy attached to minutes in file. She keeps a weekly log of BID office activities and will distribute to board on weekly basis in future.	
Unfinished Business	None	
New Business	None	
Adjournment & Next Meeting	Meeting adjourned at 9:05 a.m. Next meeting	Mr. Ehley moved, Hardman second adjournment. Approved unanimously.

Respectfully submitted by Michelle Fitzgerald, Secretary.

APPROVED