

# Minutes of the Old City District Board of Directors Meeting

Wednesday, July 21, 2021 4:00 pm

Via Zoom

**In Attendance:** Jennifer Nagle, Kathryn Bittner, Adam Teterus, Patrick Shillenn, Timothy Snowden, Gosia Primavera, Jonathan Dubrow, Donn Clendenon, Betsy Oliphant Ross, Ashley Peel, Josh Grimes (counsel)

**Absent:** Danielle DelRe, Carlo Sena, Valerie Lyons, Donal McCoy

**Staff:** Job Itzkowitz, Brett Mapp, Gabriella Sacidor, Cassidy Martin

**Guests:** None

**Call to Order:** J. Nagle called the meeting to order at 4:06pm.

## **Administrative Notes:**

- Due to the COVID-19 crisis, the Board meeting is being held virtually via Zoom. J. Itzkowitz advised that the meeting would be recorded and posted to the OCD website.

## **Minutes:**

- The previous meeting's Board meeting minutes were distributed via email.
- P. Shillenn made a motion to approve the previous meeting's minutes. 2<sup>nd</sup>/A. Teterus. All in favor; approved.

## **Chair's Report:** J. Nagle

- Welcomed Cassidy Martin, who started as the Economic Development and Policy Coordinator in June.
- Reminded the Board that the Old City Festival is October 10. Staff/Marketing Committee are working on securing sponsorships for the festival.
- Announced that future Board meetings will need to transition from Zoom to in-person.

## **Executive Director's Report:** J. Itzkowitz

- Welcomed Cassidy Martin.
- Reported that implementation is almost complete for the new CRM, MySolomon. Official contract will begin in September.
- Reported that future Board meetings must be in-person.
- J. Grimes reported on the Sunshine Law, which requires in-person meetings for BIDs. Hybrid participants are allowed but the primary meeting must be held in-person. Agendas must be published at least 24 hours in advanced on the website and posted at the office and at the location of the meeting.
- Emphasized that space is needed for future in-person Board meetings.
- Stated that Committees do not need to meet in-person.
- Recommended that RCO meetings also be held in-person.

- Proposed moving the September meeting because he will be on vacation. The Executive Committee will discuss at their next meeting.
- Proposed that the October Board meeting be moved to October 19 at 4:00 PM in order for the Staff to attend the IDA Conference in Tampa, FL. A. Teterus called for motion to move the October Board meeting. 2<sup>nd</sup>/P. Shillenn. All in favor; approved.
- Reported that the Old City Festival is currently on and emphasized the need for sponsors. A final decision will be made about the festival by August 15.
- Staff:
  - B. Mapp is working on collecting assessments and completing the 2020 audit.
  - G. Sacidor is working on the new website and Fest sponsorships.
  - C. Martin has finished onboarding and is working on the retail inventory and a grant application.
- Openings:
  - The Dog Alley opened at 239 Market Street
  - Penzeys Spices opened at 233 Market Street
  - Cray Taste will be opening at 120 Market Street
  - Makhani is moving to 6 N 3<sup>rd</sup> Street
  - Vanderwende Ice Cream is opening at the former Snap Kitchen
  - A. Teterus reported that Ikki Sushi opened last Wednesday at 310 Market Street
  - D. Clendenon reported that Merry Me Bridal will be opening at 323 Race Street
- Dates:
  - There is a RCO scheduled for after today's meeting to discuss 26 N 3<sup>rd</sup> Street.
  - Next Board meeting is scheduled for September 22 and will be confirmed in early August.

**Treasurer's Report:** T. Snowden

- T. Snowden provide an overview of OCD's finances and assessment collection.
- B. Mapp added that 99.9% of the budget goal has been reached.

**Committee Reports**

**Marketing:** P. Shillenn

- The 2021 pocket map is out for distribution. 135 businesses participated.
- Fest is currently a go ahead. An interest survey was sent to businesses and sponsors are now being secured.
- The website is in its final design stage. G. Sacidor showed the Board the new website in its current design state. New photographs will be taken for the website.

**Clean & Safe:** T. Snowden

- 312 Market Street – Enforcement date has been pushed back. Landlord has requested a meeting with Job on Friday.
- 104 Chestnut Street– CLA agreement has been completed. Waiting to hear back from their lawyer.
- 110 Chestnut Street – Working with the PLCB to update the CLA.
- 222 Market Street – PTI has been denied.

- 13 N 3<sup>rd</sup> Street – PTI filed has been filed but have not heard back on the status.
- The Old City Nuisance Task Force has been meeting monthly.
- OPS started patrols on May 28. Police presence returned Memorial Day weekend.

**Economic Development:** J. Dubrow

- Vision 2026 Midpoint Check-In is in review and draft stages.
- Historic Area Master Plan from Francis Cauffman Associates is in its final presentation stages.
- Banners on Market Street have been installed. Pedestrian counters are in use except for the counter on S 2<sup>nd</sup> Street. Eco-counter is working on resolving the issue.
- OCD is submitting a grant on behalf of Old City Green. C. Martin will submit the grant before the July 31 deadline.
- C. Martin and J. Itzkowitz have met with Streelight, Placer, Buxton and SafeGraph about their big data software. A recommendation will be made at the next Committee meeting.

**Board Development:** A. Teterus

- There are five vacancies on the Board
- A Board Development Meeting was held earlier in the day. A healthy list of potential names was produced.

**Old Business**

- None

**New Business**

- J. Itzkowitz reported that a new remote work policy is in the works.
- J. Itzkowitz reported that the Economic Development Committee will be meeting in August.
- A. Teterus stated that Indy Hall is moving out of Colonial Penn.

**Public Comment**

- None

**Adjournment**

- A. Peel moved to adjourn the meeting. 2<sup>nd</sup>/J. Dubrow. All in favor, approved. The meeting adjourned at 4:44pm.