

**CZECH VILLAGE – NEW BOHEMIA SSMID
COMMISSION MEETING**

Monday May 16, 2016 9:00-10:00am – Geonetric (415 12th Ave SE)

Members: X Craig Byers X David Castelluccio X Lijun Chadima X Jessalyn Holdcraft
X Stephanie Jelinek X Pamela Lewis X Ana McClain X James Piersall X Robert Schaffer
X Jennifer Pruden, liaison X Jennifer Pratt, City staff

Agenda Item

Action

- Call to Order – Craig Byers called meeting to order at 9:04am
- Consent Agenda – April 11th Meeting Minutes- Motion to approve minutes (Dave, Jessalyn, MSP)
- Chair & Vice-Chair Vote Motion to approve candidates (Jessalyn, Lijun, MSP)
 - Chair: Craig Byers
 - Vice-Chair: James Piersall
- Parking Proposal Update:
 - Jennifer Pratt provided explanation of disposition process. An RFP will be created with stipulation that lots remain free and open to the public, a reversion clause saying that if the new owner defaults on the agreement that the property will go back to the City, and that new owner may not sell the properties.
 - The commission discussed clarification that the CVNB SSMID contribution toward capital expenses for long-term maintenance will be made to the Czech Village Association solely
 - Jennifer Pratt mentioned that the City may consider an extension of current parking lot agreement with Czech Village Association to accommodate time needed for next steps
- Budget Preparation
 - Jennifer Pratt will provide estimate of valuation and timeline for when budget should be submitted and when funds will be available
- By-laws
 - Jennifer Pratt provided examples from Burlington and Fort Dodge and will look for one from Downtown CR; MedQ does not currently have by-laws and is currently working to establish
 - Jennifer Pratt expressed that a purpose statement is a very helpful and important part of this document
 - Jim Piersall volunteered to review the materials and create a draft document for the next meeting. Jessalyn and Pam offered to assist
- Non-Profit Requests
 - It was recommended to create a standard letter that commission members can use for outreach
 - It was requested for Jennifer Pruden to create a cover letter and contract form for review prior to the next meeting
- Financial Process
 - Jennifer Pratt shared that typically invoices are sent to and paid by the City with an approximate processing time of 30-60 days
 - A budget will need to be submitted for review & approval by City Council. This can be general categories not specific line items tied to a certain vendor
- Announcements & Directives
 - A discussion was held regarding potential project ideas. The advertising tiles around the Kosek bandstand were mentioned. The City is working with NCSML to find a solution for these and to incorporate with new plaza project for which NCSML has received a grant.

- The status of the streetscape planter replacement was brought up. The damaged planter in front of Parlor City was removed and the damaged planter in front of NewBo Station has been scheduled to be removed. Public works staff had mentioned that new planters were on order. Jennifer Pruden will follow up on the status.
- A public input meeting is tentatively planned for July 12, 5:30pm at Lion Bridge Brewing Co. as well as in conjunction with the July 20, Meet & Greet

- Adjournment

Motion to adjourn at 10:00am (Jim, Ana, MSP)

Takeaway

Next Commission Meeting (Date, Time, Place)

June 20th, 9am @ Geonetric: regular CVNB SSMID Commission Meeting

July 12, 5:30pm @ Lion Bridge: public input meeting on potential projects

July 18, 9am @ Geonetric: regular CVNB SSMID Commission Meeting

July 20, 5-7pm, location TBD: Main Street Meet & Greet (additional project feedback opportunity)

CVNB SSMID welcomes comments from guests regarding items on the agenda. Please keep your comments focused on the agenda topic. While we do not place a time limit on discussion, please be as brief as possible so that we can move through our agenda in a timely manner. For further information or suggestions for future agenda items, please contact any Commission Member or Jennifer Pruden at crmainstreet@gmail.com