

Bass Street Landing SSA #5

**Monday, January 22, 2018
3:00 p.m.
Quad Cities Chamber of Commerce
1601 River Drive, Suite 310**

Minutes

Board Members Present:

Laurie Peters, Ruhl Commercial
John Miller, KONE
Mike Wennekamp, Two Rivers YMCA

Board Members Absent

Kim Bothel, Stoney Creek Hotel

Staff Present

Adam Holland
Terri Smith

Laurie Peters called the meeting to order at 3:00 p.m.

AGENDA ITEM #1 – Public Comment

There was no public comment.

AGENDA ITEM #2 – Approval of Minutes

Mike Wennekamp made a motion to approve the November 20, 2017 minutes. John Miller seconded the motion. Motion carried and was approved by all board members.

AGENDA ITEM #3 – RFP Review

Adam Holland distributed a draft/copy of an RFP Maintenance Agreement for SSA #5. This agreement will call for a three (3) year contract. He asked the board to review and advise him of any changes/modifications. Their comments are as follows:

1. Be specific in description of snow removal areas on sidewalk between KONE ramp and bridge.
2. Mulching should be addressed in a separate RFP.
3. Be very specific/detailed in maintenance scope/description.
4. Request a detailed work schedule from Maintenance Company.
5. Add a termination/non-performance clause.
6. Send out current draft to board for purposes of increased map visibility.

Lauri Peters noticed a lot of weeds in the plant beds last year. She also indicated that we need to add mulch this year and either remove or hide the irrigation lines. Additional areas that need

to be addressed for trash/cigarettes include the parking stalls/curbs. She suggested that everyone make a list of items that need to be tackled, (or take photos) and bring them to our next meeting so that we can complete those projects prior to the onset of summer events.

AGENDA ITEM #4 – Board Agreement Update

Per a discussion at our last meeting (November 20, 2017), Laurie Peters stated that the signature page of the Bass Street Landing SSA #5 Board Agreement needed to be updated. Adam Holland prepared an updated Amendment to the Board Agreement. All board members must be present to execute and approve this change. Since all members were not present at this meeting, a future Special Meeting will be called and the document will be approved and executed at that time.

AGENDA ITEM #5 – By Law Change

Article V, Section 2, Election and Term of Office of the By-Laws of SSA #5, states that “the officers of the organization shall be elected bi-annually by the board of directors at the regular annual meeting of the board of directors.” By definition, this means that elections are to be held twice a year.

After a brief discussion the Board determined that officer elections should be held annually. Laurie Peters made a motion to amend the language in Article V, Section 2, of the By Laws to reflect “annual” elections in lieu of “bi-annual” elections. John Miller seconded the motion. Motion carried and was approved by all Board members.

AGENDA ITEM #6 – Nomination of Officers

Since this is the annual meeting, Laurie Peters pointed out that it was time for officer elections. She asked if anyone would like to maintain or step down from their current position

The office of President is currently held by Laurie Peters. Laurie Peters stated that she would be happy to continue functioning in this role. John Miller made a motion to reinstate Laurie Peters as President. Mike Wennkamp seconded the motion. Motion was approved by all members.

Laurie Peters made a motion to reinstate Mike Wennkamp as Vice President. John Miller seconded the motion. Motion was approved by all members.

Laurie Peters made a motion to have John Miller serve as Secretary. Mike Wennkamp seconded the motion. Motion was approved by all members.

Laurie Peters made a motion to have Kim Bothel serve as Treasurer. John Miller seconded the motion. Motion was approved by all members.

AGENDA ITEM #7 – Budget Review

Adam Holland distributed a spreadsheet with the 2017 budget numbers. He indicated that final numbers will not be approved until March or April. Additionally, 4th quarter tax payments have not been established at this time. Comments regarding the budget as follows:

1. Mike Wennekamp inquired about the \$221.10 fee under “Seasonal Employment”. Adam Holland was uncertain what that item was for. He will contact Annaka and report his findings to this Board.
2. We have approximately \$75,000 in reserves.
3. \$27,775 was pulled from reserves to balance an increase in Payments to Agencies.
4. We need to look into bids for patching. Adam Holland indicated that we could possibly partner with the City and their patching program, which could alleviate costs.
5. We need to begin identifying projects that make the area more attractive.
6. How much money do we want to maintain in our Reserve Account? This should be discussed annually.
7. The Advertising/Promotions line item shows expense, but not income. The Board would like to be advised of both income and expense.

AGENDA ITEM #6 – Other Business

Since all board members were not present to execute the amendment to the BSL SSA #5 Board Agreement, a Special Meeting will be established to complete this task. As soon as a date is confirmed, the Board will be notified.

There were no other items to discuss.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted by Terri Smith