

# Woodruff Place EID

## Economic Improvement District

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### EID Board Meeting

### Meeting Minutes

7:00 PM, Tuesday, Sept 10, 2019 at Town Hall

Board members present: Greg Staab; Charlie Neill; Will Pritchard; Paul Russell; Linda Gilkerson

Board members absent: Lyle Bass; Jim Leich

Guests: Tom Abeel, Missy Ellis, John Simmons

### Minutes:

1. Minutes from July 9, 2019 meeting – Tom Abeel noted the word “years” should be “trees” in section 2.a. This change was accepted. Motion for approval by Paul seconded by Charlie and approved unanimously.
2. Updates:
  - a. Will reported on a conversation with LISC staff regarding the LISC loan. The LISC loan is due. LISC staff said after the loan is repaid they would consider a request to extend the loan for another one to two years. When the DPW reimbursement is received, there will be sufficient funds to repay LISC.
  - b. Will reported on a meeting in the neighborhood two weeks previous with RJ Wilczynski from DPW, Tom Abeel, and Paul Russell. RJ inspected the completed work to the street lights and fountains that is being funded by the DPW grant. RJ did not note any concerns. Following the meeting with DPW, Will emailed DPW (RJ and Larry Jones) to see if there were further questions or steps to process the submitted invoice. Will has not received a response as of today.
  - c. Will provided an update on the kitchen relocation being led by Matt Belsaas. Matt reported the process is delayed but noted he intends to re-start the project as soon as possible.
  - d. Will reminded everyone to go to the City Council office to take the oath of office.
3. DPW Grant:
  - a. Will suggested meeting with DPW in October to request an additional matching grant when the term of the existing grant expires. A discussion ensued on whether this was a good idea and if so, next steps. A smaller committee may meet again in Sept to discuss. Missy summarized the current process to execute a MOU with DPW to govern roles and responsibilities between the neighborhood and DPW for all the historic infrastructure in the neighborhood. Tom provided historical context and background on the street light MOU. DPW is currently drafting a MOU for the neighborhood’s review.
4. Greg Staab reported that he prefers to resign from the EID board at year end 2019. He will be joining the Foundation Board of Directors. Missy noted her interest in joining the EID board and reported that the Civic League board voted to nominate her to the EID board at their last meeting.
5. Treasurers report:
  - a. Linda provided detailed financial statements as of August 30, 2019. Paul provided clarification on a fountain expense. It was determined that the \$600 fountain drain cleaning expense should be included in the “Electric & Plumbing Repairs” line item. Greg moved and Charlie seconded approval which passed unanimously.
6. New Business: John Simmons discussed the need to repair the iron fence along Michigan Street, in particular the section adjacent to his property on the west side of West Drive. John asked if there were funds available from the EID and suggested he may contribute to the costs as well. Missy offered to track down the name of the

contractor who previously repaired a section of the fence near West Drive. John reported he would get a bid and forward it to the EID board.

7. Greg moved adjournment, Paul seconded and the motion was approved unanimously.
8. Next meeting: Nov 12<sup>th</sup> (2<sup>nd</sup> Tues) at 7:00.

Prepared by:



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Will Pritchard, President, WPEID Board of Directors