

**Downtown Business Improvement District (DBID)
Draft of Meeting Minutes
March 22, 2007**

Attendees: Joe Bateman, Christian Christensen, Curt Christensen, Bernard in den Bosch, Ken Johnson, Paula Steenson, Mark Swanson, Sandy Moses
Recorded By: Vicki Quaites-Ferris & Susan Tvrdy

Topic	Discussion	Action
Meeting called to order	<ul style="list-style-type: none"> ▪ Meeting called to order at 8:35 am. 	
Approval of Minutes	<ul style="list-style-type: none"> ▪ February meeting minutes were not approved, no quorum. 	
Old Business		
Special Assessment Notices	<ul style="list-style-type: none"> ▪ Bernard in den Bosch clarified what has been sent out to residents regarding the special assessment ordinance. ▪ In September, a notice was sent out informing persons of the BID formation. This included more than just property owners. ▪ In January, property owners who would be assessed were sent a notice regarding the Special Tax Assessment Ordinance. The Ordinance was then passed in February by the City Council. ▪ The Douglas County Treasurer approximates that most of the bills for the assessment will be sent out to property owners Friday, March 23. ▪ Questions pertaining to the special assessment will be referred to Bernard in den Bosch. 	.
Articles of Incorporation	<ul style="list-style-type: none"> ▪ Articles of Incorporation for the DID were filed and the DID will be a legal entity. ▪ Joe Bateman and Curt Christensen are the official incorporators. ▪ The Articles of Incorporation have provisions to handle the situation in which not all DID seats are filled. 	
Election Notice Mailing	<ul style="list-style-type: none"> ▪ Vicki Quaites-Ferris reported that the notice for the DID election was sent out to property owners, business tenants, and residents on March 16th. ▪ The mailing was sent to approximately 2000 addresses and included a cover letter, nomination form, and press release. ▪ OPPD and the City Clerk's Office were very helpful in providing assistance. ▪ There was discussion of the May election mailing. The election officially ends May 29th. Susan Tvrdy presented a sample of what will be mailed. Details regarding the mailing and questions regarding the canvassing process were tabled. Further details to be discussed with Sandy Moses and Buster Brown. 	
Nominees	<ul style="list-style-type: none"> ▪ At this point five candidate nomination forms have been filed. The deadline for filing is April 9th. ▪ Recruitment efforts must be stepped up; this could include calling businesses and residents to encourage them to file. ▪ In addition to the 18 elected DID members; there will be five appointed positions that will be filled by 	Vicki Quaites-Ferris, Sandy Moses, Susan Tvrdy and Curt Christensen to sent up time

	<p>representatives from the five highest taxed properties in the area.</p> <ul style="list-style-type: none"> ▪ Discussion regarding getting candidate information out to the public took place. ▪ Ideas included placing a brief bio about candidates on the BID website, mailing an informational packet out to the electors, and setting up a forum for candidates to present themselves to the public. 	to meet and discuss which categories are missing nominations.
FAQs	<ul style="list-style-type: none"> ▪ Mark Swanson, Vicki Quaites-Ferris, and Sandy Moses presented a number of questions they have received from residents, business tenants, and property owners regarding the DID election. ▪ Some points of clarification included: <ul style="list-style-type: none"> -If running for a position on the DID Board residents do not need to show documentation of their residency, however, persons running on behalf of a business, which owns or rents real estate in the district must provide some documentation. -Elected DID Board Members will serve a five year term. If a person is unable to complete the full term, the DID Board will appoint a replacement. -A person may run or vote in as many capacities as they qualify. -The DID was created to function as a board for five years. However, approval to continue the board each year is dependent upon approval by City Council. Please note, it can function beyond the five-year period if approved by City Council. ▪ Discussion of property owners holding seats on both the BID Board and the new DID Board took place. 	
New Business		
BID New Member	<ul style="list-style-type: none"> ▪ Officially welcomed Mark Swanson to the BID. 	
Next Meeting	TBD 8:30 am Jesse Lowe, Omaha/Douglas Civic Center	