

**Old Orchard Special Business District Advisory Commission
MEETING MINUTES**

APPROVED

MEETING DATE: Tuesday, February 9, 2016
LOCATION: City Hall
CALLED TO ORDER: 8:09 AM
MEETING ADJOURNED: 9:250 AM
NEXT MEETING: Tuesday, March 8, 2016

NAME	PRESENT	ABSENT
Joe Fichter, Chair	X	
Dave Sanders, Vice Chair		X
Angel Venegoni	X	
Claire Winkler	X	
Mary Jane Armstrong	X	
Greg Gunderson		X
Steve Scheipeter	X	
Holland Saltsman	X	
Vacancy		
Kathy Hart, Council Liaison		X
Mara Perry, City Liaison	X	

Also in attendance:

Scott Davis – Director of Parks & Recreation
Jim Groetsch – President of the Old Orchard Bethesda Residents’ Association
Gordon Ferguson – Old Orchard Bethesda Resident
Fran Sudekum – Administrative Support

APPROVAL OF MINUTES

Motion to approve the January minutes as was made by Mary Jane Armstrong, seconded by Holland Saltsman, motion was unanimously approved.

VISITOR COMMENTS

Jim Groetsch and Gordon Ferguson, both residents at Bethesda in Old Orchard are requesting a change be made at the intersection of Big Bend and North Old Orchard to make it easier to turn onto Big Bend coming off of North Old Orchard. Mr. Groetsch submitted a letter to the Commission with his request along with a copy of his letter from St. Louis County. Mara Perry suggested additional information can be gathered from the Public Works Department and the Police/Traffic to discuss at the next meeting. North Old Orchard is under the control of Webster Groves, while Big Bend Boulevard is under St. Louis County’s control.

BUDGET

Mara shared handouts with the Commission showing current and history budget information as well as a further breakdown on the Advertising and Transfer Out categories.

A discussion on District landscaping plans for the upcoming budget year was held with Scott Davis. Scott is looking for the Commission’s thoughts and ideas on what is needed. The budget dollars going to the Parks & Recreation Department (P&R) are for landscaping, holiday decorations, and snow removal and fall under the Operating Transfer Out category. The current hanging baskets in the District need to be replaced. Scott’s department will be able to use the remaining dollars in the existing budget to do so; the new ones will be slightly larger than the existing ones. Snow removal covers certain sidewalks and the public parking lots; landlords are responsible for the other areas.

Holland had a request for the upcoming plantings. Last season, the plantings in the pots on the sidewalk outside her business were beautiful, but they grew so large they blocked her store-front window. Holland is hoping the pots could be placed in such a way as to not block her window this year. Scott said that his department should be able to accommodate her request.

Joe Fichter brought up the scheduling of the holiday decorations for this season. Angel Venegoni suggested once we decide the date of the District holiday activities, it should be given to Scott so his department can plan accordingly. Scott shared with the Commission the activities that have to take place to change out the seasons in all the business districts and all the parks; closing down the parks for winter, timing of when to remove the plantings and pots from the Districts, and decoration prep work. All of which affect when the holiday decorations go up; more discussion can take place at the next meeting.

The District is looking at paying someone to orchestrate the Holiday events this year; the funding could be a sub-category under the Advertising category. Angel inquired if a donation to Santa for his team's participation in last year's Holiday activities has been reflected in the figures; it has not been made yet.

The District puts funds toward the Gazebo Series as a sponsor of the event from the Advertising category. The checking account associated with the Gazebo Series needs a new person to oversee the account now that Jessica Kester is gone. Claire Winkler offered to be that person as long as the account is not with Commerce Bank; as an employee of Commerce, that would be a conflict. Joe and Claire will be meeting with the Gazebo Series organizers next week and Joe will be able to bring this year's Gazebo Series budget to next month's meeting.

A review of the original Phase II project, the impact Bethesda's tax-exempt status had on that project, and the new version of Phase II the Commission is attempting thru possible grant funding was discussed in order to bring the new Commission member, Steve Scheipeter, up to speed. Budget dollars in the Area Maintenance and Professional Services categories are slated for the associated grant request work; \$10,000 for the deposit and \$4,000 for the consultant.

The Pay to Other Agencies category reflects the amount the District gives to the Farmer's Market.

Revenue to date from business licenses is slow, which is normal for this time of year. The District will get a bump in revenue from the portion of Bethesda that is no longer tax exempt; an estimated \$6,000.

A discussion was held on where to allocate dollars in the budget to address such things as bike racks, trash cans, banners, and additional advertising. Angel initiated a social media discussion; Mara said any discussion involving the admin support would need to be handled under a closed session.

Angel Venegoni made a motion to add \$2,000 additional dollars to the Advertising category. The motion was seconded by Steve Scheipeter; the motion was unanimously approved.

Holland Saltsman made a motion to add \$2,500 additional dollars to the Area Maintenance category. Steve Scheipeter seconded the motion and it was unanimously approved.

These two motions bring the total budget number to \$59,540.

Claire Winkler made a motion to approve the 2016-2017 budget of \$59,540. Angel Venegoni seconded the motion; motion was unanimously approved.

NEXT MONTH

Gazebo Series Update and Holiday Planning

ADJOURNED

Meeting adjourned at 9:25 AM.

NEXT MEETING

The next meeting will be held on March 8, 2016 at 8:00 AM – City Hall.