Meeting Minutes
Louisville Downtown Management District
Executive Committee Meeting
LDP Boardroom, 556 S Fourth Street, Louisville KY 40202
May 31, 2018

Attendees:

- Mariah Gratz
- Belinda Baser
- Ron Heady
- Stan Moore
- Brad Walker
- Rebecca Matheny
- Frank Kalmbach
- Debra Byrd
- Theresa Batliner (MCM)

Meeting was called to order at 1:38 PM by Ms. Mariah Gratz. LDMD Committee members present were Ms. Mariah Gratz, Ms. Belinda Baser, Lt. Ron Heady, Mr. Stan Moore, and Mr. Brad Walker. Staff members present were Ms. Rebecca Matheny, Mr. Frank Kalmbach and Ms. Debra Byrd. Ms. Theresa Batliner with Mountjoy Chilton Medley was in attendance to present the Audit Review.

Meeting minutes for the September 25, 2017, November 27, 2017 and January 22, 2018 meetings were reviewed by members. Mr. Stan Moore made a motion to approve the minutes and Ms. Belinda Baser seconded the motion. Members voted to approve all three sets of minutes.

**2017 Audit Review**

Ms. Theresa Batliner with Mountjoy Chilton Medley presented the 2017 Audit Review to members. She noted that since this review had already been presented to the Finance and Audit Committee, her comments here were going to be brief. Beginning with the Independent Auditor’s Report, she made note of the Opinion section, which stated the financial position of the governmental activities and changes in financial position for the year ended in accordance with generally accepted accounting principles.

The Management’s Discussion and Analysis notes Total Assets are down from 2016 to 2017 by $17,000. Liabilities are up from the prior year by $56,000. Expenses are up from prior year by $145,000 and Revenues are up by $148,000.
Accounts Payable and Accrued Expenses show an increase related to intercompany activity. Decrease in Deferred Revenue is due to timing of prepayments of property tax assessments compared to prior year. Overall there was an increase in expenses of $145,000 related to new programs.

Ms. Batliner also explained in the Notes to Financial Statements section, Note E reports Related Party Transactions and describes the relationship with DDC. And finally she noted that there was not any deficiencies identified in this audit.

A motion was made by Mr. Brad Walker and seconded by Ms. Baser to approve the audit as presented. Members voted to approve the 2017 audit.

Financial Report – Jan – April 2018
Mr. Frank Kalmbach presented the financial report. In reviewing the Income Statement, Mr. Kalmbach noted compared to budget, we are under budget by about $27,000 mostly due to increased revenues from additional assessment income, contract for services income and special projects revenue.

Project Management and Support Services, a new category for special projects such as Alley Gallery, are over budget by ($61,300) due to this category being created after the budget was already completed. BID Operations is under budget by $11,900 due to new Project Management and Support Services.

Ms. Gratz asked that Contract for Services be detailed in a separate line for reporting purposes. Mr. Kalmbach agreed to make that change.

A contract for services with KICC is in process. It is hoped this will be signed and ready on July 1, 2018.

Mr. Walker made a motion to approve the financial report and Ms. Baser seconded. The report was approved by members.

Personnel Update
Ms. Rebecca Matheny reported to the committee that HR policies are being revised. An outside company is being brought in to help support the back office personnel issues. The policy will be distributed to both boards, who will approve. In addition, there will be Respectful Workplace Training offered. Feedback will be solicited as well. There have been some staff changes. Mr. Jack Newton is leaving to take a job in Cleveland. Ms. Debra Byrd will be doing data support with Mr. Jim Baines. Her position will be revised in the next twelve weeks. Mr. Carl Malysz will be leaving as well.

Committee Updates
Joint Marketing, Events and Project Review committee met on March 29, 2018. This committee was created through the new Management agreement. This helps both organizations communicate about which projects and events are most important. The first meeting was about scope and what is the best way to move forward.
The Advisory Council has become a more open format meeting. A lot of discussion about beautification and who is responsible for things like the light poles. Street sign program, the repurposing of the newspaper corrals and the funding of the flower pots was discussed in the last Advisory Council meeting.

Mr. Kalmbach noted that a contract has been signed with IQS to do a ratepayer survey. They have worked with us in the past for State of the Downtown.

LDMD Strategic Planning has been discussed. Mr. Donald Lassere will be asked by Ms. Gratz to help facilitate the Strategic Planning Committee meetings.

**Executive Director Report**

Ms. Matheny reported that board appointments are being worked on with the Mayor’s office. The BID Expansion project for Floyd St. to the freeway continues.

We continue to work with MSD on the road closures and communications about the emergency repairs on Main Street. We are hoping that the Holiday celebration will be moved back to Aegon plaza and return to Fourth Street.

We continue to work with the retailers on Fourth Street who continue to struggle through the ongoing construction and KICC closures.

The Jefferson and Jackson Street underpasses are still being controlled by KYTC who has determined that only properties who abut the property have a claim for the air rights. We have requested the air rights but we are still waiting for a final decision.

There is an increasing amount of concern regarding aggressive panhandling. We are very aware and we will be discussing what policy should be developed to resolve this with the DDC Executive Committee.

**LCV Financial Report**

Mr. Kalmbach reported that LCV is where special projects funds are kept based on auditor recommendations. There is $17,113 in Alley Gallery Doors Emergency Fund, $20,000 in the Flower Pot Emergency Fund and $2,500 in Public Space Operations Fund. There is approximately $2,582 available for future use.

There is a signatory issue with the bank account at Chase and a Board Resolution is needed that names the Chairman of the Board for LCV. Ms. Gratz, Mr. Moore, Mr. Walker and Lt. Heady are asked to please sign the document.

Meeting was adjourned at 3:02 PM.