Meeting Minutes
Louisville Downtown Management District
Executive Committee Meeting
LDP Boardroom, 556 S Fourth Street, Louisville KY 40202
August 23, 2018

Attendees:

- Mariah Gratz
- Belinda Baser
- Ron Heady
- Stan Moore
- Shane Moseley
- Brad Walker
- Lee Weyland
- Rebecca Matheny
- Frank Kalmbach
- Debra Byrd

Meeting was called to order at 1:35 PM by Ms. Mariah Gratz. LDMD Committee members present were Ms. Mariah Gratz, Ms. Belinda Baser, Lt. Ron Heady, Mr. Stan Moore, Mr. Shane Moseley, Mr. Brad Walker and Mr. Lee Weyland. Staff members present were Ms. Rebecca Matheny, Mr. Frank Kalmbach and Ms. Debra Byrd.

Meeting minutes for the May 31, 2018 meeting were approved after a motion by Mr. Weyland and a second by Mr. Moore.

Financial Report
Mr. Kalmbach reported on the January to July financials. He noted the overall variance is under budget by $57,100. This will be reduced once Special Project expenses are received.

The Project Management and Support Services is ($61,200) over budget. This new category was not created when the budget was developed.

He also noted the equipment repairs, in the amount of $12,500, is due to ongoing issues with the two ATLV’s. He is recommending that the existing units be sold to Block by Block and have them purchase new units which we will lease going
forward. All repairs to the existing units are being reviewed to determine if there are any things that could be prevented in the future.

The Lease Option will be added to the proposed budget and sent to members to review.

Mr. Kalmbach noted the Louisville Civic Ventures financials show little activity and now reflects Board Designated Net Assets in the amount of $41,913.

**A motion was made by Mr. Weyland to approve the financials. Mr. Moseley seconded the motion. Motion was approved.**

**Advisory Council Update**
Mr. Weyland reported on the presentation that was made to the Advisory Council by MKSK proposing a survey project to document maintenance issues in the downtown right of way. This would be a comprehensive survey showing who is responsible for the repair. The cost would be approximately $50,000. Mr. Kalmbach noted it was suggested that a partnership be made with LG&E and Metro to help offset the cost of the survey. The GIS format would make it easy to keep data updated. Mr. Moore noted that it was a great program they were offering. The next steps will be to talk to the suggested partners and see if there is any interest.

Beautification and Greening Budget was also discussed. The flower pot program should be separate from the green budget (watering).

**Marketing, Events and Projects Committee Update**
Chairman Gratz reported on the Marketing, Events and Projects Committee meetings noting there have been two meetings, June 27 and August 7. This committee was formed as part of the new Management Agreement.

The Downtown Living Tour is being updated to Downtown Open House and will be held on October 7 at the Omni from 11:00 AM to 2:00 PM. Day of the Dead will be on November 2. The Downtown Housing campaign is set for 2019 roll out. The Holiday Activation is being discussed with Metro. The First Friday Hop is being reviewed to determine if it is to be updated or should it be continued.

**Joint Personnel Committee Update**
Ms. Matheny reported on the Joint Personnel Committee. Integrity HR will be working with LDP on Human Resources issues. Health insurance review is ongoing for 2019 to determine financial impact for employees.

**Finance & Audit Committee Update**
Mr. Moseley noted the Mr. Kalmbach will be sending out the Financial Policies and Procedures for final approval.
A conference call will be held with F&A members to approve the 2019 Budget to be submitted to Metro Council in October.

A motion to approve the Proposed Rate Assessment (.0745 per $100) for 2019 is needed.

A motion was made by Mr. Moore and seconded by Mr. Weyland to approve the proposed rate of .0745/$100. Members approved the motion.

**BID Expansion Strategy**
Ms. Matheny discussed the need for a strategy to get property owners, who are not signing the petition, to approve the expansion and sign up. Members are being asked to review the list of owners and make calls or to reach out and encourage the expansion among the group.

**Air Rights Update**
Ms. Gratz reported that there continue to be concerns about the state of the underpasses. There has been a promise made by KYTC to Wayside to give them some rights to the Jefferson Street underpass for a parking lot.

We are working to have the rights given to Metro who could then be responsible for arranging with other groups to manage the underpasses. A ground lease is being considered for Wayside with strict guidelines on managing the property as a parking lot.

LDMD will be responsible for maintaining sidewalks and the right of way just as we do in the BID.

Meeting was adjourned at 2:35 when members went into Executive session.