

Unapproved Minutes
City of Vermillion
Business Improvement District No. 1 Board
December 5, 2013
Thursday - 9:00 a.m.

The organizational meeting of the City of Vermillion Business Improvement District No. 1 Board was held on Thursday, December 5, 2013 at 9:00 a.m. at the City Hall first floor conference room.

1. Roll Call

Present: Any Christensen, Joe Eckert, Dan Kenton, James Peterson

Absent: David Herbster, Steve Howe ex-officio

Also Present: Mayor Powell, John Prescott, Mike Carlson

Introductions were made and John Prescott expressed David Herbster's apology for being unable to make this meeting.

Mayor Powell wanted to thank the board members for agreeing to serve on the business improvement district board.

John Prescott, City Manager, provided an information packet that included the by-laws, outline of steps for creating a business improvement district, hotel information, resolutions adopted by the City Council setting the boundaries and establishing the board along with the state statutes.

2. Adoption of Agenda

1-13

James Peterson moved approval of the agenda. Dan Kenton seconded the motion. Motion carried 4 to 0.

3. Old Business – None

4. New Business

A. Review of By-Laws

John Prescott, City Manager, reviewed the By-Laws adopted by the City Council for the Business Improvement District Board. John noted that the board members are recommended by the Mayor and approved by the City Council. John stated that the meetings of the board are considered public meetings and as such will require the agenda to be posted at least 24 hours in advance which has been done. He noted the agenda was also posted in the city web site. Mayor Powell noted that the initial terms of office are staggered with two - one year terms, two – two year terms and a three year term.

All future terms will be three years and the by-laws do not include any term limits. John reported that the BID Board serves as an advisory board that makes recommendations to the City Council. The Board reviewed the by-laws.

B. Designation of Chair, Vice Chair and Secretary

John Prescott, City Manager, reported the by-laws call for the Board to designate a Chair, Vice Chair and Secretary. Discussion followed on the officer designations.

2-13

Jim Peterson moved to nominate Dan Kenton for Chair, Jim Peterson for Vice Chair and Amy Christensen as Secretary. Amy Christensen seconded the motion. Motion carried 4 to 0. Chairman Kenton declared the motion adopted.

Amy Christensen requested to designate Mike Carlson to take minutes for the meetings.

C. Discussion of next steps

John Prescott, City Manager, reported that included in the packet was an outline of steps for creating a business improvement district that lists the next step is for the Board of Directors to develop a plan that will serve as a recommendation to the City Council. Then the City Council would need to adopt a resolution of intent to create the business improvement district that will be require notices be sent 30 days in advance to each motel owner of a public hearing to create the district. The City Council will hold a public hearing and following that hearing would adopt an ordinance to create the district. The Board reviewed the process with Mayor Powell and John Prescott answering questions.

D. Potential use of BID funds

John Prescott, City Manager, reported that there are 197 motel rooms within the district boundaries. He noted that six rooms are in a facility that can opt-in to the district as they are currently located on property that is not zoned commercial or business as required by state law. John stated the state statute provides if the fee is based on rooms rented by a lodging establishment and such fee may not exceed two dollars per occupied room per night. John reviewed some of the potential uses of the funds noting that there are a number of cities in South Dakota that have established the fee and if the Board wanted a report could be developed of the uses from the other cities. Mayor Powell encouraged the board to review the potential to increase the visitors to the community. Discussion followed with the Board requesting the report of uses by other cities be provided for the next meeting.

E. Set Next Meeting Date

Chairman Kenton asked the members for suggestions for the next meeting. Discussion followed with the recommendation of December 12th at a time to be determined. John Prescott stated that he would send an e-mail to all members to check their schedules for a possible time.

F. Adjourn

3-13

Jim Peterson moved to adjourn the meeting at 9:54 a.m. Joe Eckert seconded the motion. Motion carried 4 to 0. Chairman Kenton declared the motion adopted.

Dated at Vermillion, South Dakota this 5th day of December, 2013.

City of Vermillion
Business Improvement District Board

Dan Kenton, Chairman

Attest:

Amy Christensen, Secretary