

Old Orchard Special Business District Advisory Commission
MEETING MINUTES
APPROVED

MEETING DATE: Tuesday, January 11, 2022
 LOCATION: City Hall & Zoom
 CALLED TO ORDER: 8:06 AM
 MEETING ADJOURNED: 8:22 AM
 NEXT MEETING: Tuesday, February 8, 2022

NAME	PRESENT	ABSENT
Bob Weber, Chair	X	
Holland Saltsman, Vice Chair	X	
Angel Venegoni	X	
John Barr	X	
Steve Zielinski	X	
Abby Culleton		X
Rick Gerger		X
Vacancy		
Vacancy		
Emerson Smith, Council Liaison	X	
Eric Peterson, City Liaison	X	

Also in attendance:
 Fran Sudekum – Administrative Support

Approval of Minutes – A motion to approve the November minutes was made by Holland Saltsman, seconded by Bob Weber, and was unanimously approved.

Streetscape – Twelve District winter banners need to be ordered for the new decorative lampposts that were added in the Streetscape Project. The remaining seasons had been previously ordered.

Budget Discussion – Eric Peterson shared three documents relating to the District’s budget and reviewed the various budget categories, revenues, and expenses (see Appendix A, B, & C). Some of the items discussed included:

- Funding for Façade Improvement Program has not been used.
- Rooftop Lighting Project - fixing grounding issue, closing out last year’s purchase order/reopen a new purchase order, work on adding remaining buildings; Commission Members should reach out to businesses and property owners (Eric can provide a list of properties).

Budget discussion continues at next month’s meeting. Members should bring to the table potential projects to discuss.

Curbside Pick-Up & Handicap Parking Spots – On-the-street parking on the section of East Lockwood that runs next to Gazebo Park are always in high demand and occupied all day long. There is a need for curbside pick-up spots to be available to the businesses on the south side of the street. In addition, the handicap parking spot on that same section of street is needed for patients of the Back and Neck Center and Webster Pharmacy but are being used by individuals that are not handicapped. Mr. Peterson will reach out to the Police Department about parking enforcement for the handicap spot and also about options for possible curbside pick-up spots in that area.

Lighting Concern – Several of the businesses along S. Old Orchard are closing early due to staffing issues; the resulting darkened businesses have added to the overall darkness of the area during the winter months.

BDC Update

- **Business Roundtable** – The Roundtable was held with a solid showing of attendees and good input. The resulting business survey has been put together and will be sent out shortly to all businesses and contractors licensed with the City.
- **American Rescue Plan (ARP) Funds and Balancing Act Software** – Balancing Act software with ARP funding loaded will be available in the next couple of days for everyone to take a look at possible items the funds could be used for and give input on how to allocate them. Mr. Peterson shared how it will work; it will be available on the City's website.

City Update

- Renewal letters for business licenses will be mailed this month.
- The presentation of the five-year fiscal plan is available on the City website. It shows some concerns in the City's general fund which will require City Council to make some strategic decisions.
- Prop U for an online use tax, will be on the April ballot. An educational campaign will kick off next month.
- Four City Council seats will be on the April ballot; Mayor and three Council Members. Mayor Welch will not be running for re-election and two individuals will be facing off for that seat. Council Member Bliss and Council Member Franklin will seek re-election along with four additional individuals will be facing off for the three Council Member seats.

Next Meeting – February 8, 2022

Adjournment – Meeting adjourned at 8:22 AM.

APPENDIX A

Type	Account Number	FY2021 Actual	FY2022 Budget	Y-T-D Amount	%Used	Proposed FY 23 Budget	FY22/FY23 DIFFERENCE
Expense	701 MISCELLANEOUS	.00	\$ 100.00	\$ -	0%	\$ 100.00	\$ -
Expense	730 OPERATIONAL EQUIPMENT	.00	\$ 300.00	\$ -	0%	\$ 300.00	\$ -
Expense	751 AREA MAINTENANCE	0	\$ -	\$ -	0%	\$ -	\$ -
Expense	803 PROFESSIONAL SERVICES	3,487.54	\$ 3,500.00	\$ 1,248.02	36%	\$ 4,000.00	\$ 500.00
Expense	810 DISPOSAL SERVICES	1,667.96	\$ 1,650.00	\$ 962.72	58%	\$ 1,800.00	\$ 150.00
Expense	824 ELECTRICITY	135.36	\$ 175.00	\$ -	0%	\$ 175.00	\$ -
Expense	826 COMMUNICATIONS	159.12	\$ -	\$ -	0%	\$ -	\$ -
Expense	827 WATER & SEWER	.00	\$ 175.00	\$ -	0%	\$ 175.00	\$ -
Expense	830 ADVERTISING	16,506.36	\$ 19,000.00	\$ 3,159.20	17%	\$ 20,000.00	\$ 1,000.00
Expense	831 POSTAGE		\$ 500.00	\$ -	0%	\$ 500.00	\$ -
Expense	850 PARKING LOT LIGHTING	1,891.14	\$ 1,600.00	\$ 906.26	57%	\$ 1,700.00	\$ 100.00
Expense	851 CONTRACT AREA MAINTENANCE		\$ 3,900.00	\$ -	0%	\$ 3,900.00	\$ -
Expense	857 PAY OTHER AGENCIES		\$ -	\$ -	0%	\$ -	\$ -
Expense	906 CONTRACT CONSTRUCTION	17,125.00	\$ -	\$ -	0%	\$ 12,000.00	\$ 12,000.00
Expense	960 FACADE BEAUTIFICATION	.00	\$ 5,500.00	\$ -	0%	\$ 5,500.00	\$ -
Expense Totals:		\$ 40,972.48	\$ 36,400.00	\$ 6,276.20	17%	\$ 50,150.00	\$ 13,750.00
Revenue	PROPERTY TAX	\$ 35,408.31	\$ 30,000.00	\$ -	0%	\$ 30,000.00	\$ -
Revenue	LICENSES	\$ 15,238.56	\$ 12,000.00	\$ 2,489.32	21%	\$ 15,000.00	\$ -
Revenue	OTHER INCOME	\$ 82.63	\$ 25.00	\$ -	0%	0	\$ -
Revenue	OTHER FINANCING SOURCES (USES)	\$ (33,186.00)	\$ (34,986.00)	\$ (34,986.00)	100%	\$ (35,000.00)	\$ 500.00
Revenue Totals:		\$ 17,543.50	\$ 7,039.00	\$ (32,496.68)	-462%	\$ 10,000.00	\$ 500.00
Revenue Less Expenses:		\$ (23,428.98)	\$ (29,361.00)	\$ (38,772.88)		\$ (40,150.00)	\$ (13,250.00)

Business License Trends	2018	2019	2020	2021	2022
Adopted	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00	\$12,000.00
Actual	\$24,463.48	\$17,098.04	\$23,910.54	\$15,238.56	\$2,489.32

APPENDIX B

1/11/22, 9:27 AM

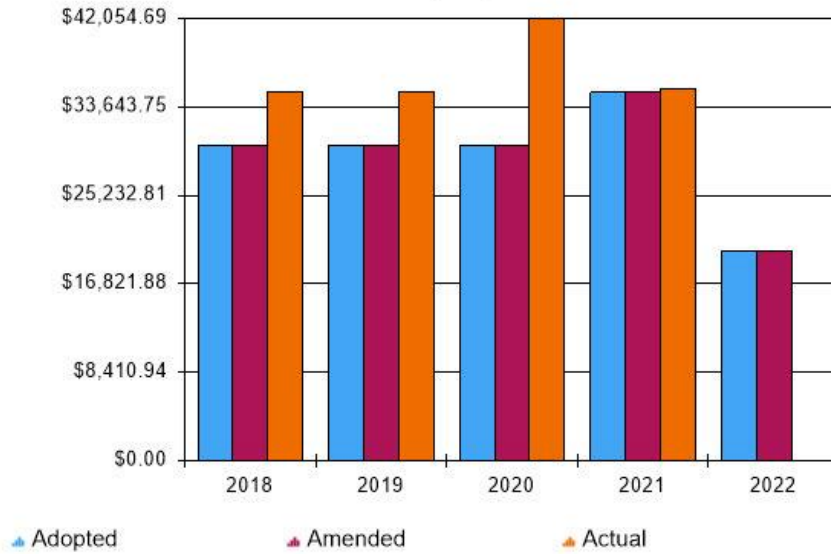
GL Account: 13-00-401 (OLD ORCHARD TAXING DISTRICT FUND-REVENUE-REAL ESTATE TAXES -CURRENT)

Chart By Prior Fiscal Year Activity

13-00-401 (OLD ORCHARD TAXING DISTRICT FUND-REVENUE-REAL ESTATE TAXES -CURRENT)

Classification **PROPERTY TAX**

5 Year Trend Analysis by Account



	2018	2019	2020	2021	2022
<input type="checkbox"/> Adopted	\$30,000.00	\$30,000.00	\$30,000.00	\$35,000.00	\$20,000.00
<input type="checkbox"/> Amended	\$30,000.00	\$30,000.00	\$30,000.00	\$35,000.00	\$20,000.00
<input type="checkbox"/> Actual	\$35,057.90	\$35,122.72	\$42,054.69	\$35,408.31	\$0.00

<https://logoslive.webstergroves.org/hwep/FinancialManagement/GLAccounts/GLInquiry.aspx?fromcrumb=0>

1/1

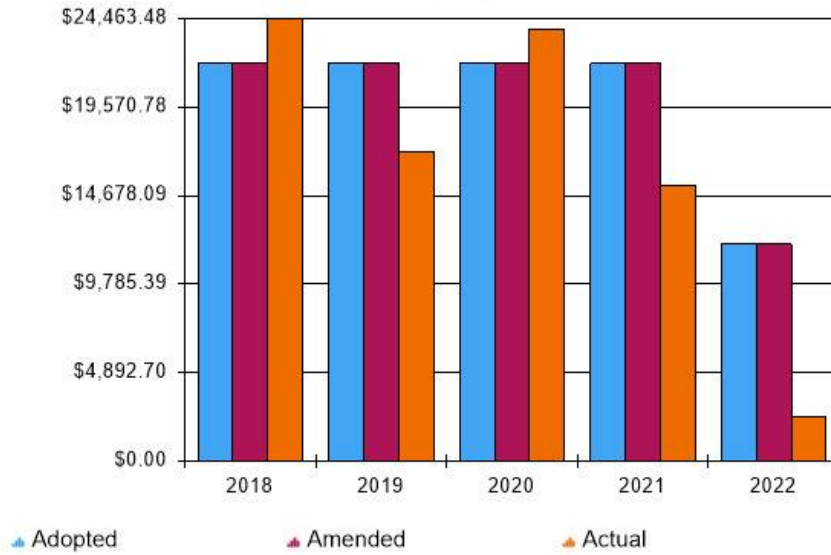
APPENDIX C

Chart By Account Prior Fiscal Year Activity Include

13-00-420 (OLD ORCHARD TAXING DISTRICT FUND-REVENUE-BUSINESS LICENSES)

Classification **LICENSES**

5 Year Trend Analysis by Account



	2018	2019	2020	2021	2022
Adopted	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00	\$12,000.00
Amended	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00	\$12,000.00
Actual	\$24,463.48	\$17,098.04	\$23,910.54	\$15,238.56	\$2,489.32