

**MINUTES**  
**AGGIEVILLE BUSINESS IMPROVEMENT DISTRICT**  
**ADVISORY BOARD**  
**Conduff Room, City Hall**  
**February 7, 2017**  
**2:00 PM**

**MEMBERS PRESENT:** Jarrod Laudeman, Krista Bramhall, Stacy Lambert, Kevin Pierce and David Sauter

**MEMBERS ABSENT:** Andy Suber

**STAFF PRESENT:** Courtney Kramer, Finance Analyst  
Linda Mays, Executive Director of the Aggieville Business Association

**Introductions.** Members and staff introduced themselves.

**Elect a Chair and Vice-Chair for 2017.** Courtney called for nominations for Chair and Vice-Chair. After discussion, Kevin moved to retain David as the Chair. Jared seconded a motion that David be elected as Chair. The motion was approved unanimously. David moved to make Krista Vice Chair, and Kevin seconded. The motion was approved unanimously.

**Approve meeting minutes from August 25, 2016:** Courtney provided a copy of the minutes to board members to review. After review, David moved to accept the minutes as presented, with fixing one typo in the sentence referencing approval of the meeting minutes from April 12, 2016. Kevin seconded the motion, and it passed unanimously.

**Review 2016 expenditures/collections.** Courtney included the total 2016 revenues and expenses with everyone's agenda. Linda provided a synopsis of the expenses she has incurred since she arrived in mid-2016. Board members wanted to know what happened to the late fees that were charged in 2016. There was some discussion about returning the late fees to the businesses, but that never occurred. Courtney will research what ended up occurring with the late fees and report back to the board.

Another issue that arose during discussion was that there is no mechanism in place to make lessees aware of the annual ABID fee. The board requested that Courtney inquire with the City Attorney's office about if there is anything the City can do to include something in the lease that references the BID fee. The board also asked about the cost of court fees when a business is referred to Municipal Court after March 1st.

**Discuss 2018 ABID budget recommendation.**

The board discussed 2016 expenditures and projected expenses in 2018. The board determined to not raise fees in 2018, and keep the 2017 fee structure. Linda mentioned that she has found they have spent more in Operations and Personnel than what was budgeted in 2016, and she requested this line item be increased for 2018.

The board spoke at length about the Programs/Events line item.

After further discussion, David moved to recommend the following 2018 ABID fees and budget:

**AGGIEVILLE BUSINESS IMPROVEMENT DISTRICT  
2018 BUDGET**

Operations	\$8,000
Personnel	25,000
Maintenance	23,000
Programs/Events	15,000
City Administration	<u>2,000</u>
TOTAL	\$73,000

**2018 FEES**

*(No change from 2017 Fees)*

**Business fee total of following:**

**\$250 base fee**

**\$.13/square foot interior space**

**\$.05/square foot of exterior space**

**Total Projected 2018 Revenues**

**\$73,000**

After a second from Jared, the motion was approved unanimously.

The board discussed when to hold the next meeting. After discussion, it was determined to hold the next meeting in February 2018, with a meeting called in the interim on an as-needed basis.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Courtney Kramer  
Finance Analyst