

MAIN STREET WEST UNION
Board Meeting Minutes February 12, 2013

Present - Amie Johansen, Jon Biederman, Derek Heins, Patti Heuton, Tyler Henry, Robin Bostrom, Carolyn Havenstrite, Greg Ptacek, Nancy Dunt, Karla Organist

Absent – Erin Heins, Dick Woodard, Gail Hackman, and John Pleggenkuhle

Approval of Agenda - Motion by Ptacek, second by Biederman, and approved by all

Approval of Minutes - Motion made by Ptacek, seconded by Havenstrite with a correction to the Façade Master Plan information. All approved.

Treasurer's Report

A January 2013 Report – Motion by Biederman, second by Havenstrite to approve. All approved.

B. 2013 Budget proposal – The proposal was provided in board member packets. Adjustments have been made to the directors salary and revenue categories as requested at the January meeting. Motion by Ptacek, second by Henry to approve. All approved.

C. Documentary Film Payment – Invoice #2 has been received from Full Spectrum Productions for the Documentary Film Project. The invoice has been submitted to the Iowa Energy Center who is funding the project but a reimbursement has not yet been received. We will need to transfer funds from the money market account to cover this bill until the reimbursement is received. Motion by Biederman, second by Heuton to approve this transfer and payment of Invoice #2. All approved.

D. Façade Master Plan Payments. Several invoices were submitted for approval and payment from the Façade Master Plan project as follows:

1. Martin Gardner Architecture - Invoice #1 – for design services from October 22, 2012 to January 6, 2013. \$29,875.21. Motion by Organist, second by Havenstrite to pay once line of credit is established. All approved

2. University of Iowa – Invoice for Iowa Site File Search #2012135 - \$100. Motion by Heins, second by Dunt to pay once line of credit is established. All approved.

3. UERPC – 4 invoices for grant administration for the CDBG grant #12-DTR-012 from October 2012 (\$804.37), November 2012 (\$519.36), December 2012 (\$371.27), and January 2013 (\$581.91). Motion by Ptacek, second by Heuton to approve and pay once line of credit is established. Organist abstained from the vote due to conflict of interest. All approved.

President's Report

A. Bus barn report – The abstract for the bus barn has been updated to establish the line of credit. The paperwork for the Federal Tax Credit Part I for the building has been received from Tallgrass Historians. MSWU will need to sign this paperwork and submit it to the State Historic Preservation Office. Motion by Organist, second by Ptacek to

- approve. All approved. The group also discussed creating separate tracking forms/spreadsheet for each grant program as we move forward on the renovation project.
- B. Façade Master Plan Update – Martin Gardner has submitted the first phase of design drawings to SHPO for review. They have 30 days to provide comments back.

Committee Reports

Design – Committee is working on items for a time capsule that will be buried in the intersection of Vine & Main Street when the street work is completed. Board members should provide any ideas of items to be included to the committee.

Organization – A workplan for the St. Patrick’s Day Brunch was submitted for board approval. Each board member is asked to pre-sell 5 tickets to the event and donate food items if possible. Motion by Henry, second by Heins to approve the workplan. All approved.

Promotions – working on final plans for the Divas & Dining scheduled for April 11th, Playing on the Plaza for July & August, and the Streetscape Grand Opening on July 11th.

Business Improvement – They will submit a letter to the State Main Street requesting expanding our current district to be more inclusive of the community. Also working on a new Welcome to WU program for new residents and businesses.

Program Director's Report

- A. The 2013 Plan of Work for MSWU was included and Board members are asked to Review this, take ownership of an activity, and provide updates. This will be reviewed at the March meeting.
- B. Historic District Work – Bostrom reported that the draft nomination for the Historic District work has been received and will be forwarded to the State Historic Preservation Office. Two volunteers are assisting with researching additional historical data for the buildings in the district.
- C. State Award Recap – 7 awards were submitted to the state for awards including the Volunteer of the Year, Visual Merchandising (Old Mill), Committee of the Year (Design), Best Partnership (Downtown Block Party), Total Building Rehab under 5,000 sq feet (Old Mill Floral), Façade Improvement (Chamber of Commerce building), Public Improvement (Streetscape Amenities).
- D. State Workshop Update – Robin and Amie attended the Winter Workshop held in Valley Junction. We will need to approve the 2013 Program of Work which includes everything That each committee is working on, board work, and director’s work on an annual basis. The state will also be taking a stronger approach to workplans.
- E. Information about the 2013 State Fair Booth was presented. Due to a lack of a quorum Present at the end of the meeting no action could be taken. An email vote on participation will be sent out later in the week.

Meeting adjourned at 7:15 p.m. 12 volunteer hours logged. Next meeting: March 12, 2013