

# MedQ<sup>U</sup>ARTER

Regional Medical District™

## **Medical SSMID Commission Meeting Minutes**

**December 13, 2017**

**8:00 a.m. – 9:30 a.m.**

### **Tallgrass Business Resources**

**Present:** Julianne Thomas, Gordon Epping, Michelle Jensen, Richard Cooley, Karen Smith, John Albert, Ted Townsend, Mike Sundall, Tim Charles, Julie Sterling, Kathy McCauley

**Absent:** Mary Meisterling

**Guests:** Ptr. Steve Knudson, Sandi Fowler, Richard Pankey

**Staff:** Sherokee Eder, Phil Wasta

### **Welcome & Call to Order**

Jensen welcomed everyone and called the meeting to order at 8:03 a.m.

### **Consent Agenda**

Epping made note that on the MedQuarter, Inc. November financials, the property acquisition costs should include the property taxes and engineering costs. Epping added that everything will be transferred to the balance sheet and will be corrected in December. Townsend moved approval of the consent agenda with Albert seconding. The consent agenda was unanimously approved.

### **Discussion/Action – Review and approve 2018 Budget**

Epping said the income reflects the current valuation, and anticipates that it will increase as property values increase over time. The expenses were reviewed and reduced. The Streetscape Project shows a preliminary \$200,000 for engineering costs. Wasta said 10% of the top five priorities was more, but that the costs would be spread over two fiscal years. Sundall asked how much of the budget was signage and wayfinding. Wasta clarified that there is \$10,000 earmarked for signage & wayfinding which is in case some portion of the overall plan needs to be paid by the MedQuarter. Epping stated that most of the signage costs were related to the banners. Thomas asked why the banners were in signage & wayfinding, to which Wasta clarified the line just wasn't changed. Sundall noted that he met with the City on Tuesday regarding PCI's Phase II project and was surprised by the lack of knowledge the City employees had about the signage and wayfinding initiative. Fowler said she would check on who Sundall met with to clarify the question. Townsend asked what the sources for the \$300,000 loss were and Epping clarified it was remaining cash on hand. Wasta noted that legal fees and property taxes were added to MedQuarter, Inc. budget. Charles moved approval of the 2018 budget with McCauley seconding. The 2018 budget was unanimously approved.

### **Discussion/Action- Review and approve FY'19 City Expenditure Budget**

Wasta noted that the expenditure budget goes to the City Finance Committee for approval and summarizes the 2018 budget into fewer categories. Townsend moved approval of the FY'19 City Expenditure Budget, with Charles seconding. The FY'19 City Expenditure Budget was unanimously approved.

### **Discussion/Action – Review and approve 2018 EA Services Agreement**

Epping noted that more time was added to the administrative side of the agreement, and less time has been needed from Neumann. Wasta said marketing and communications are helping keep social media up to date, and that Amperage is also assisting with that. Due to the change to six Commission meetings in 2018, the need for Eder to take minutes has been reduced. Townsend voiced that since he is Chair of the Economic Alliance Policy Board, he will recuse

himself from the vote. Sundall moved approval of the 2018 EA Services Agreement with Sterling seconding. The 2018 EA Services agreement was unanimously approved.

#### **Discussion/Action- Review and approve investment fund selections**

Epping noted that interest rates are projected to increase in the coming year. Upon reviewing the investment options that Bank of the West provided, Epping recommended using the Russell 2000 investment fund for the SSMID's cash reserve funds. Charles asked how liquid the fund was. Epping clarified it was within 5 days. Epping added he had someone who could draft an investment policy for the Commission's consideration. Wasta clarified that the motion was for the SSMID funds, not MedQuartter, Inc. funds. Sundall moved to enter money into the Russell 2000 investment fund for the SSMID funds with Albert seconding. The motion was unanimously approved.

#### **Discussion/Action- Review and approve 2018 Action Strategies**

Wasta noted the 2018 Action Strategies looked as they did when discussed in the previous meeting with the addition of one planning initiative to work with the City to create an MOA for district maintenance. Sundall asked where the signage and wayfinding goals were. Wasta directed Sundall to the bulleted list, adding that signage and wayfinding will move forward based on the City obtaining funding and that they are currently in a grant cycle which the outcome will not be known until spring of 2018. Sundall expressed his discontent with the lack of goals around signage and wayfinding. Sundall noted regarding "continuing to enhance the website," that PCI was not listed under the Doctors section and wanted to know who oversaw the pages. McCauley said it was up to each business to set their own category and provide content. Wasta said Amperage was already reached out to regarding this issue. Wasta said he agreed that the matter of categories and subcategories needed to be cleaned up and will work with the Branding & Marketing Committee to address the issue in a manner that is mutually acceptable. Charles said he wanted to make sure that there was clear accountability, and that each representative of the businesses were those who should be held accountable for getting the information correct. Townsend moved approval of the 2018 Action Strategies with McCauley seconding. The 2018 Action Strategies were unanimously approved.

#### **Discussion/Action- Review and approve 2018 Executive Director Goals**

Townsend and Sundall voiced that they thought less time should be spend on the discount cards, and would like to see other priorities such as the webpages and economic development efforts have more focus. Wasta explained that he has receive feedback from others that the employee discount card and Parkway Improvement RFP are high priorities. The discount cards were previously abandoned, but would give Wasta a better one-on-one connection with district businesses and employees in the MedQuarter, and would be a great branding opportunity. Wasta has been given feedback that the discount cards were the missing link. Sundall expressed that he would like to discuss the goals in closed session. Albert clarified the goals presented were for the first 6 months of the year, and Sterling added in all actuality, 7.5% of the time would be spend on the cards. Thomas added she wanted to see more goals focused on the website and social media. Jensen said that the goals will be tabled for later discussion.

#### **Discussion/Action – Proposed repairs to hardscape on 10<sup>th</sup> Street SE**

Wasta provided a visual of the issues with the hardscape on 10<sup>th</sup> Street SE. The picture showed the metal edging that should be retaining the bricks, but was allowing the bricks to fall into the mulch beds. Wasta noted that besides it being unsightly, it could also constitute a trip hazard for pedestrians. Because it was felt to be a warranty issue, the City inspected the site. The results were that it was not an issue of warranty, but that the integrity of the soil was compromised. Fowler said she knew it was where heavy equipment had been on the hardscaping. Sundall pointed out that the City drove their equipment on the sidewalks. Fowler proposed creating a streetscape that can better handle the weight. In talking with Pirc-Tobin Construction, the recommendation was to replace the aluminum edging with galvanized steel, making it a more rigid retainer. Wasta reported it would cost \$60,000 to complete the entire portion from 1<sup>st</sup> Avenue to 4<sup>th</sup> Avenue SE. The City proposed that they would pay 50% of the cost. Wasta proposed that the other 50% of the cost come be split between the SSMID and PCI. The \$60,000 estimate included removing the portion of pavers that frame the mulch beds to reduce the cost. Wasta added the work could start before Christmas because labor was available. Townsend asked for clarification on the actual proposal. Wasta said the proposal was to take the City up on their offer to pay 50% of the costs, but that the SSMID could not commit PCI to pay any portion. Townsend said he didn't understand the demarcation issue between property owner and the SSMID. It was clarified that parkway maintenance is the responsibility of the property owner and that sharing the cost seemed fair to all parties. Sundall

expressed that not sharing in the cost was a matter of principle. He does not agree that PCI is responsible for the hardscaping and that removing portions of the pavers would reduce the ambiance. Townsend said the work had the wrong structure to begin with due to poor design from the consultants. Townsend said he didn't feel it was a maintenance issue. Fowler said that Pirc-Tobin was willing to do the work at their cost. Thomas voiced she felt the City should pay for half, and the MedQuarter should pay for half, and that it was up to Sundall if he wanted to pay for part of it. Albert asked what kind of life the engineers indicated the repair would have. Fowler said she would guess 10-15 years, but that she would look into it. Wasta re-calculated the total to include all pavers as they were originally installed. With that Wasta recommended that the Commission approve \$32,500 to pay for 50% of complete repair. Townsend moved approval for repair, as recommended by Wasta, with Albert seconding. The motion was unanimously approved.

#### **Property acquisition update**

Wasta informed the Commission the property has been acquired and he is currently getting approval for demolition. The demolition request goes before the Historic Preservation Commission on December 14<sup>th</sup>.

#### **Review of 2017 Speak Up Series events and next steps**

Ptr. Knudson provided a handout summarizing the 4 events in the Speak Up Series. Sundall and Townsend expressed they had received outstanding feedback. Townsend voiced that he didn't want to get focused only on advanced directives, adding that there is more to faith and medicine. Ptr. Knudson said a conversation was had among the Faith & Medicine Task Force, and that for the future the events should be more systemic. Opioids were a topic that was discussed. Sundall voiced that it might be a good idea to connect with Public Health to have an event about opioids. Townsend added that the area being multicultural was a rich vein. Commission Members discussed that the work done by the task force is in a sense representing the values of the MedQuarter. Townsend said there was a connection between faith and medicine. Ptr. Knudson expressed a way to brand their effort was 'caring for the whole person'. The recommended next steps, as highlighted by Ptr. Knudson, included continuing to emphasize on advance care directives, attending to aligning community resources to support and carry out advance care directives, developing a resource center, and engaging missing communities. Thomas thanked Ptr. Knudson for his leadership, and noted that Kathy Good said that participating on the Faith & Medicine Task Force was informative, interesting, invigorating, and effective. Thomas thanked each person who assisted with the effort. Ptr. Knudson expressed special thanks to Wasta for all his help and hard work. Townsend would like to see a plan for 2018, and discussion on what is unique about the district to leverage.

#### **Committee Updates/Executive Director's Report**

Due to time constraints, the committee updates and Executive Director's report were referenced as presented in the agenda packet.

#### **Executive Session**

Commission Members entered executive session at 9:34 a.m.