

Medical SSMID Commission Meeting Minutes

February 11, 2015

8:00 a.m. – 9:30 a.m.

Tallgrass Business Resources

Present: John Albert, Richard Cooley, Michelle Jensen, Mary Meisterling, Kathy McCauley, Julianne Thomas, Mike Sundall, Ted Townsend, Phil Wasta and Marcie Watson

Absent: Tim Charles, Julie Sterling

Steering Committee/Guests: Gordon Epping, Jason Willis

Economic Alliance Staff: Sarika Bhakta, Doug Neumann and Wendy O'Brien

Welcome & Call to Order

Townsend called the meeting to order at 8:00 a.m.

Consent Agenda

Thomas moved approval of the Consent Agenda. Wasta seconded, and the Commission unanimously approved.

Committee Updates, Next Steps and Timeline

Branding/Marketing

Thomas shared the Committee's recommendation for the new street signage, which was on display at the meeting. Design options were included in the meeting packet. In locations requiring two signs, the one with topper is used on the top, the matching sign below. Estimated cost is \$60 and \$43 respectively. Estimated cost for the signs, posts and attachments is \$8,000. Installation is an additional expense. Thomas is waiting to hear back from the City regarding installation and maintenance.

Letters have been mailed out to district partners encouraging them to update their info on the MedQuarter website—that information will be used for the brochure. Invitation to the MedQuarter Open House on the proposed Overlay District was also included in the letter. Thomas also noted that website costs could go up a bit due to the implementation of the employee discount card program.

Thomas also updated the Commission on progress of the gateway monument sign RFP process. Six proposals were received for design services. The following weighted criteria were used: Qualifications/Experience—40%, Cost—20% and Responsiveness—40%. There were three close choices. Thomas explained the benefits of working with Shive-Hattery: local company, experience with the city, in-house work. Cost is \$29,800 for design and specifications. The Committee recommended awarding the design services project to Shive-Hattery. The Commission unanimously approved.

Standards

Wasta shared that the public open house for the proposed overlay district will be 4:30 to 6:30 p.m. on Thursday, February 26 at First Lutheran Church. The press release went out February 3. The Commission asked the Economic Alliance to resend the press release prior to the event.

Wasta also noted that the Committee plans to meet and discuss development of a façade improvement program. They will consider type of funding, constraints, and reach out to the City regarding its level of participation.

Recommendations for 2016 Commission Openings

Townsend shared that several commissioners' terms are up at the end of June: Sterling, Sundall, Thomas, Townsend, Wasta and Watson. Townsend requested commission members to inform him should they decide not to pursue serving another term. Recommendations need to be sent to the Mayor's office to be included on the City Council meeting agenda in late spring. Nominees will need to complete the City's Commission/Board application (even if commission members are renewing for a second term) and Bhakta can help facilitate this.

Street Updates

Bhakta explained that Alliant is doing a lighting study for 4th Ave and pending those results, there may not be a need for additional lighting in the intersection of 4th Ave and 10th St. If lighting is determined to be needed at that intersection, the tall street lights will be paid for by TIF funds (through the City) and will match lights on 10th St.

Long Term Planning Commission

Townsend noted that he attended the first meeting of the City's Long Term Planning Commission. The group's goal/strategy is being determined in lieu of the recently approved Envision CR Plan.

Lakota Group Follow-Up Meeting

Bhakta explained that Lakota Group, as part of their original scope of service, plans to have a 1 year follow-up meeting. The Commission determined June would be a good time for that meeting.

Professional Services

Meisterling announced as part of the Operations Committee report that the Executive Director position has been posted. The salary range will be \$70k to \$90k, depending on experience and skills, which is a range consistent with similar positions in a salary survey tool from the Association of Chamber of Commerce Executives.

The search committee will likely use a scoring system and rank the candidates when they review resumes. The expectation is that would happen in about three weeks and that a director could be on board in about 60 days.

Townsend noted that the Executive Director position is being created under the Economic Alliance, allowing the position to be strategically aligned with the Economic Alliance. The director will report to the Commission, but the employment relationship also will allow the MedQuarter to continue the synergies gained from the professional and administrative support roles the Economic Alliance has been playing.

Neumann explained that as the employer, the Economic Alliance has certain legal obligations that it must follow. It cannot be an employer in name only, without also having the rights and responsibilities of an employer. It has similar a relationship with the director running the School District's Big Program. The employee can report to a different entity and be solely dedicated to the purposes of that entity, but the employer still must have hiring/firing authority and will follow its own HR standards regarding criminal background checks, etc. The Commission also has hire/fire authority over the director, and can always choose to employ the person under MedQ Inc. if the Economic Alliance ever chose to end employment.

Townsend added that the plan is for the new Executive Director to work at the Economic Alliance office for the first 90 days or so to become familiar with staff and resources as well as build strategic connections through Economic Alliance relationships. After that, it's expected the director would office somewhere within the Medical District.

Street Updates

Bhakta shared that 7th Street work is slated to begin in 2016. 8th Street is slated for Fall 2015 and has not been out to bid yet. There is opportunity to give feedback, similar to 4th Avenue. The Commission was interested in which cross streets the project would start/stop. Sarika asked the Commission if they would like to have a City representative at the next meeting to discuss the project and scope which they felt would be a great idea.

Included in the meeting packet was a draft of the position letter requesting the City investigate re-routing truck traffic off of 10th Street and recommending alternative routes through or around the MedQuarter. The Commission reviewed the letter and did not have any changes. Bhakta will submit position letter to City.

Other Business

Sundall shared good news that they have tenants for all their office space. They will be fully occupied in June.

The next SSMID Commission meeting is March 11th at 8:00 a.m.

The Commission adjourned at 8:53 a.m.