

# **Bass Street Landing SSA #5 Meeting**

**Monday, August 20, 2018  
3:00 p.m.  
Quad Cities Chamber of Commerce  
1601 River Drive, Suite 310**

## **Minutes**

### **Board Members Present:**

Laurie Peters, Ruhl Commercial  
John Miller, KONE  
Mike Wennekamp, Two Rivers YMCA

### **Board Members Absent**

Kim Bothel, Stoney Creek Hotel

### **Staff Present**

Terri Smith  
Adam Guthrie, Moline Centre Executive Director  
Kristin Glass, QC Chamber Chief Strategy Officer

### **AGENDA ITEM # 1 – Call To Order**

The meeting was called to order at 3:00 p.m.

### **AGENDA ITEM #2 – Public Comment**

There was no public comment at this time.

### **AGENDA ITEM #3 – Approval of Minutes**

John Miller made a motion to approve the May 14, 2018 minutes. Mike Wennekamp seconded the motion. Motion carried and was approved by all members.

### **AGENDA ITEM #4 – Adam Guthrie Introduction**

The new Main Street Director, Adam Guthrie, introduced himself. Adam indicated that he comes from East Moline and was managing their SSA. He also volunteered for many events within their downtown, owns various properties and is looking forward to his new opportunity in Moline Centre.

Kristin Glass stated that as Terri Smith moves into her new Event Coordinator position, 3% of her time will be allocated towards the Main Street program. She also stated that a majority of the Davenport Chamber staff will be moving to the Moline office in the near future. RSM, who is

currently housed in the Davenport location, needs additional space. They will be taking over most of the Davenport building. DDP staff will remain in the Davenport location.

#### **AGENDA ITEM #5 – Maintenance RFP Status**

Terri Smith stated that the Maintenance Contracts for both SSA #5 & #6 will be going to the COW on Tuesday, August 28<sup>th</sup>. Adam Guthrie will attend the council meeting.

#### **AGENDA ITEM #6 – YTD Budget**

Two copies of the YTD budget were distributed to board members. The first copy was the one provided by the City of Moline and the second copy was a more detailed monthly breakdown of income and expenses.

Terri Smith explained that the large number in May (\$10,352) included plants, Quality's May invoice and some fees related to a break in a line to the fountain. There was no further discussion regarding these figures, although the Board indicated that they did like the detailed monthly budget spreadsheet which allowed them a clearer picture of where money is allocated.

#### **AGENDA ITEM #7 – Walkthrough SSA #5**

The Board adjourned to The Plaza to survey areas that are in need of repair/maintaining. The following items need to be addressed:

1. Place skateboard stoppers around the stage. Utilize the same stoppers as those placed near the fountain (fish), if possible.
2. The area next to the bridge needs to be better maintained. According to the SSA #5 map, services for that area is "split" between the City and SSA #5 crew. The City is responsible for the area next to the bridge, while SSA #5 is responsible for the grassy area closest to the bike path.
3. Once the area by the water pump is cleared, we might want to surround the pump with a fence.
4. There was a discussion to either add rock or more mulch in the beds. The grassy areas have died. The Board would like to see either mulch or rocks in those areas. Further discussion on this will take place to make a determination for next year.
5. Several bushes need to be replaced. We need to contact a landscaping company to determine if new bushes should be planted in the fall or spring.
6. There are several rusty areas under the canopy that need to be painted. We need to get quotes on this service.
7. The board was not happy with the florae that was planted in the pots this year. Next year's RFP should be very specific and include both flowers and grasses in the description.
8. The sign by the bike path on the riverfront needs to be updated.
9. There are several dead trees in the grassy area in front of the KONE building. Additionally, the west side of KONE needs to be cleared.

**AGENDA ITEM #8 – Other Business**

Laurie Peters stated that she will not be available for the November 19 meeting. She would like to reschedule for November 26<sup>th</sup>. Other members of the board were amenable to this date. A meeting change will be sent as a reminder and a cancellation/reschedule agenda will be sent to the City Clerk.

**AGENDA ITEM #9 – Adjournment**

Meeting was adjourned at 3:55 p.m.

Respectfully submitted by Terri Smith

Draft Copy Subject to Approval