

**Business Development Committee Meeting Minutes**  
**151 Martin Street, Conference Room 203**  
**June 1, 2022**

J. Ecker called the meeting to order at 8:30 a.m.

**In Attendance:** S. Surnow (Co-Chairperson), M. McKenzie (Co-Chairperson), S. Quintal, J. Hockman, T. Markus, J. Ecker

**Absent:** E. Bassett

There was no public comment.

**Retail Recruiter Contract:** J. Ecker reported that all of Ms. Ciura's prior contracts, invoices, and payments have been reviewed, and it has been determined that there was significant overpayment to Ms. Ciura in all three years that she has been under contract with the BSD. J. Ecker reviewed the terms of the payments to be made under each contract, as well as the maximum payment caps stipulated in each contract, and advised that both the Finance Director and the City Attorney reviewed the findings and agreed that overpayments were made each contract year. J. Ecker stated it was her recommendation not to provide any additional payments to Ms. Ciura as she has requested, as the contract cap has been met. Ms. Ciura's position is that she will not sign the 2022/2023 contract until she has been paid additional funds that she believes are due to her under the prior contract. Committee members discussed the terms of each of the previous contracts, and recollections as to the BSD board's intentions when the contracts were negotiated. After much discussion, the consensus of the Committee was to recommend that the BSD board rescind the prior approval of the 2022/2023 contract and go out to bid under an RFP to restart the process.

**Business Mix Analysis:** J. Ecker stated that portions of the business mix analysis completed by the BSD staff prior to S. Kammer's departure were included in the agenda packet for the Committee's review. J. Ecker stated that she would meet with the BSD staff and update the analysis completed to date for review at the next Business Development meeting. J. Hockman requested that the study include a trend analysis over time.

**Other Business:** Committee members questioned ownership of the data used to create the tenant pipeline report, in the even that our relationship with Ms. Ciura ended. J. Ecker advised she would report back after speaking with the City Attorney.

Meeting adjourned at 9:11 a.m.

**NEXT MEETING: Tuesday, July 5, 2022 at 8:30 a.m.**