

Lark Street Business Improvement District
August 4, 2026
Board Meeting Minutes

Board Members Present: Chris Burke, Dan Odabashian, Dan Woycik, Susan Pedo, Dan Fitzgerald, Mark Brogna, Leigh Jagareski, Erica Scheer, Paul Doyle

Other Attendee(s): Jeff Gordon, Jenn Miller, Justin Miller, Frederick Zindell

- I. Welcome and Introductions (Chris)** - Chris welcomed everyone to the meeting.
- II. Confirmation of Quorum** - Quorum was achieved.
- III. Approval of Minutes** - The July minutes were approved as amended regarding State to City transfer of the Hudson-Jay Park.
Motion: Approve Minutes (Mark, Dan W., all in favor)
- IV. Chairman's Report (Chris)**

- a. Murals** - Chris reported that planning has begun for two potential murals along Lark Street. An artist has expressed interest in developing a proposal for one location, which will include design options, a timeline, costs, and opportunities for review and approval. Site preparation and repairs will be required before work can begin, making spring the earliest likely timeframe.

In Our Own Voices is also exploring a mural on the original brick wall of its building facing the parking lot. The project could potentially be coordinated with other murals to create a connected sense of place along the corridor. Ideas include an inclusive, mission-focused design that could also accommodate projections, movie nights, or community messaging.

The BID will first determine the desired scope and design concepts, then explore grants, matching funds, capital funding, and license agreements with property owners. Board members emphasized the importance of strong oversight and ensuring that all murals are high-quality, inclusive, and representative of the Lark Street community.

- b. Manager Position** - The Chairman reported that the part-time Manager position was advertised on Indeed and Recruiter for approximately two weeks. Several applications were reviewed, but no candidate stood out.

The job description will be revised to emphasize Lark Street revitalization, community engagement, public-private partnerships, communications, and coordination among businesses and neighborhood stakeholders, while retaining responsibility for essential day-to-day administrative work. Chris will circulate a revised draft to the board, with comments due within one week. Once finalized, the position will be reposted on the BID's website and social media and distributed through the BID's email list and board members' professional networks. A board committee will assist with reviewing applicants and conducting interviews.

- c. **Strategic Plan** - The Chairman reported that work will resume on developing a concise three-year strategic plan outlining the BID's purpose, goals, actions, and long-term financial sustainability. A key priority will be identifying how to replace approximately \$30,000 currently being drawn from prior-year funds to support operations.

- V. **Finance Committee Report (Dan O.)** - Dan O. reported limited activity on the monthly profit-and-loss statement beyond routine expenses, including rent, social media services, and administrative costs. A donated contribution from Capital Wine & Spirits was recorded as both revenue and an event-related expense. The BID continues to hold slightly more than \$200,000 in cash.

The final \$3,000 reimbursement under the ARPA grant was submitted using the planter invoice and is expected shortly, which will fully close out the grant.

Preliminary Art on Lark figures included approximately \$13,000 in vendor fees, \$25,000 in sponsorships, and \$4,090 in county grant funding designated for street music performances. The event met its sponsorship and revenue goals.

Final event expenses remain unresolved because the BID is still waiting for documentation from the city regarding services provided by multiple departments. The board discussed reserving up to approximately \$20,000 but agreed that payment should not be issued until invoices or written confirmation are received, particularly because the actual staffing and services provided may have been reduced. Follow-up will continue so the event finances can be finalized and properly recorded.

- VI. **Events Committee Report (Leigh)** - Leigh confirmed that Lark Out Loud is scheduled for September 19. The BID has provided its logo for the press release and offered to connect organizers with local artists to create original promotional artwork. Funding has also been set aside to help promote or sponsor the event; however, organizers have not yet responded with specific needs. Although the BID is not expected to have a major programming role, it intends to support promotion of the event.

- VII. **Communications Report (Leigh)** - Leigh reported that recent website-access issues were caused by changes to the web host's DNS structure. The issue was corrected, and the website is now functioning across Windows, Mac, and major browsers.
The board also reviewed procedures for publicizing meetings. Going forward, board meeting notices and agendas will be distributed at least seven calendar days in advance through the BID's website, social media, and membership email list, with a physical notice posted at an accessible location. Documents scheduled for board consideration should also accompany the agenda when available. Communications should clearly distinguish regular board business meetings, which are open to the public, from broader membership meetings intended to encourage active participation from BID members.

- VIII. **New Business** - The board discussed an upcoming SYNC service event at the Soldiers and Sailors Monument in Washington Park, scheduled for Thursday from noon to 2:00 p.m. Approximately 70 service providers are involved in connecting people experiencing homelessness, mental-health challenges, or food insecurity with benefits, evaluations,

and other assistance. Information will be shared with Lark Street businesses so they can refer individuals and learn more about available services.

A BID membership meeting focused on Albany Navigates, SYNC, and related community-service initiatives was tentatively scheduled for the evening of September 23rd.

The board also discussed the new arrival and replacement of our former beat cop, Officer Smith, APD's new neighborhood engagement officer. Representatives from the BID, neighborhood associations, and Washington Park Conservancy will be invited to participate in a neighborhood walk-through with him. Dates will be circulated once confirmed. Board members expressed cautious optimism about his proactive approach.

Finally, the board discussed the nonfunctioning decorative street lights. There was no new progress to report, although DGS is exploring replacement options.

IX. Adjournment - The meeting was adjourned.

Motion: Adjourn Meeting (Mark, Dan W., all in favor)

Recorder,

A handwritten signature in black ink, appearing to read 'Erica Scheer', with a stylized, cursive script.

Erica Scheer
Secretary of the Board