

Downtown Development Authority
Board Meeting Minutes
November 8th, 2023
11:30 a.m.

I. Call Meeting to Order

Present: Deb Clark, Tim Schenk, Greg Dixson, Kerstin Ellis, Nicholas Grooms, Kyle Gamroth, Shawn Houck

Staff: Kevin Hawley, Brooke Montgomery

Guests: Bill Lyons

Excused: Will Reese, Tony Hager

II. Public Comments: N/A

III. City Report:

- Kyle Gamroth
 - City reviewed liquor licenses for two new venues downtown
 - City discussed Open Container & cost to police
 - City is working on camping ordinance - discussed Econo Lodge issue.

IV. Approval of October Board Meeting Minutes

Motion, Second, Passed (Shawn Houck, Deb Clark) (All Approved)

V. Financials – Nicholas Grooms

- limited expenditures on DDA side
- Quiet month for plaza, mostly payroll
- Tax assessment in progress; anticipate large distribution in December

Approval of 2023 October Reports + November Payments DDA & DSS Financials

Motion, Second, Passed (Shawn Houck, Tim Schenk) (All Approved)

VI. Director's Report - Kevin Hawley

- Community Christmas Tree + Ice Rink is focus for the next week
- Open board seats – two renewals were Kerstin and Tony and are set for four years. 2 Seats remain open.
- Sponsor/Volunteer update regarding DNOW
- Update/Discussion- DSS 501c3 transition

Priority Items:

- #1 Safety & Security – public infrastructure committee will be under Tim Schenk. Think of dates for completion and work backwards to put an action plan together.
 - Tim – would like to put a presentation together for Norris Design. Have them come prepared to chat about ways they could support different areas.
- #2 Downtown Development – Live, Work, Play
 - Linked to priority 1
 - Tim + Shawn
- #3 Streets & Sidewalks
 - Linked to priority 1
 - Kyle
- #4 Funding – Executive committee guided by governance and finance.

- #5 Marketing & Outreach
 - Kerstin –keeping downtown stakeholders informed/engaged
 - Budget development

VII. Committee Reports –

- A.) Executive Committee –** Greg Dixson
- B.) MARCOM Committee –** Kerstin Ellis
- C.) David Street Station –** Brooke Montgomery
- D.) Finance Committee –** Nic Grooms
- E.) Infrastructure –** Tim Schenk
- F.) Governance –** Will Reese

Motion to adjourn at approximately 1:05 PM

Motion, Second, Passed (Kyle Gamroth, Deb Clark) (All Approved)

Approved by:

Secretary’s Signature: _____ /Date: _____

Board Member’s Signature: _____ /Date: _____