

**Minutes of the  
DOWNTOWN IMPROVEMENT BOARD  
Regular Monthly Meeting  
Tuesday October 4, 2016**

- I. Call to Order & Comments from The Chair – Chairman Peacock called the meeting to order at 7:30 a.m.
- II. Attendance
  - a. Board members present – John Peacock, Teri Levin, Charlie Switzer, Jim Homyak, Dee Dee Davis, Brian Spencer
- III. Recurring Agenda
  - a. Mr. Peacock confirmed that the meeting was noticed properly.
  - b. Ms. Levin requested agenda additions of trash pickup and parking letter.
  - c. Mr. Homyak requested addition of Real Estate Signs.
  - d. There was a motion and a second to accept the agenda and requested additions.
  - e. There was a motion and a second to accept the Minutes from the Regular Meeting of the DIB held on Sept 20, 2016. The motion passed unanimously.
- IV. New Business
  - a. Executive Director Applicant Speeches
    - i. Mr. Peacock thanked the candidates and opened the floor for final speeches going in alphabetical order. Other candidates were asked to wait outside meeting room until their turn.
    - ii. After hearing all 4 candidate speeches the Board voted via ballot
    - iii. Mr. Peacock requested Mrs. Dees to count ballots and announce the selected candidate
    - iv. Vote was 4 to 1 in favor of Curt Morse
    - v. Mr. Peacock requested a motion for him to work with Mr. Stebbins on drafting a 1-year contract for Mr. Morse. The motion passed unanimously.
- V. Marketing
  - a. Mrs. Sjoberg gave update on Pokémon app.
    - i. Ms. Levin requested a Business impact update
  - b. Mr. Peterson provided update on Marketing of First City Lights
    - i. Mr. Peacock requested a calendar of events to include merchant specials and parking week.
- VI. Ongoing Business
  - a. Mrs. Dees gave update on First City Lights
    - i. The Lighting Company started installing lights on 10/3/16 with an expected completion date of first week in November.
    - ii. First City Lights committee voted to merge with Special Events Committee due to low attendance and will hold bi-weekly meetings beginning on Oct. 14, 2016.
    - iii. Committee to discuss merchant decorating contest.
  - b. Mrs. Dees apprised Board of Foo Foo Jefferson Street Mural project and 10/3/16 Foo Foo meeting
    - i. Mr. Peacock suggested initiating a partnership with Mr. Overton at UWF Historic Trust to provide story of historical events being depicted in mural for audience entertainment.
  - c. Mrs. Dees informed Board of current standing on RFP for banners and RFQ for Beautification
    - i. Banner RFP has one response from a company in China – Mrs. Dees recently reached out to two local companies that assisted with cost estimates before RFP was created
    - ii. No responses have been received for RFQ
  - d. Mrs. Dees gave brief update on preliminary staff work being performed to ensure Warren-Averett has everything needed to begin audit on Nov.1, 2016.
  - e. Mrs. Dees reminded Board of Trick or Treat event occurring on Sat. 10/29 from 4 to 6 pm and requested Board and audience assistance with securing a sponsor.

- f. Mrs. Dees provided a Board update on the Community Dinner event and staff discussions with Chefs. It is staff recommendation that this event be moved to a tentative date of April 2<sup>nd</sup> due to, The Chefs requested 6- month advance notice for scheduling and planning of this type of event. Motion was approved unanimously.
- g. Mr. Peacock read letter from Mr. Quint Studer regarding the Trolley Pilot Program and requested it be entered into the official minutes of the meeting.
  - i. Mr. Peacock is working with Mr. Stebbins to finalize Interlocal agreement and reminded Board that final Board approval will be necessary by 10/18/16 in order to get City Approval.

#### VII. Report from the Executive Director

- a. Mrs. Dees updated Board on status of receiving the 500/ 2-gig smart meters from Republic and the fees associated with shipping the units of \$2,400.00.
  - i. Further discussion was had on utilizing the smart meters to help rectify current non-working meters, creating storage space at Jefferson Street Garage for the meters, long term support of the equipment, installation and monthly support fees.
  - ii. Mrs. Dees and Mr. Patterson will work with the Parking Committee to devise a plan of action for use of the meters and submit to the Board for final approval.
- b. Mrs. Dees provided an update on Mr. Butlin's exit from the DIB.

#### VIII. New Business

- a. Ms. Levin discuss concerns over excessive trash created during events and the need for a larger dumpster on Garden and Jefferson and who would be responsible for coordinating the delivery of the dumpster.
  - i. Ms. Levin provided a picture of dumpster area after this weekend Seafood Festival
  - ii. Mr. Peacock and Mrs. Dees will discuss a future plan of action to address excessive trash during events.
- b. Ms. Levin requested that the Board and Parking Committee re-visit markings for loading zones and develop a plan to accommodate residential parking.
- c. Mr. Homyak questioned regulations from Code Enforcement on A-frame signs being placed on the sidewalks.
  - i. Mrs. Dees will look into current codes addressing A frame signs and bring back to the Board
- d. Ms. Levin reiterated the need for enforcement of the Noise Ordinance needed in the district.

#### VIII Committee Activities

- a. First City Festival of Lights – next meeting Sept 21, 2016
- b. Special Events – next meeting Oct 14, 9:00 a.m.
- c. Parking – next meeting Oct 11, 4:30 p.m.
- d. DAB – next meeting Sept 23. 9:00 a.m.

#### IX. Public Comment

- a. Signal 88 provided Board with an update of concerns they are seeing in the district such as Skate Boarding at Intendencia garage, intoxication at the Tarragona lot and Homeless issues at the Jefferson garage.
- b. Mr. Roesch proposed a permanent portable bathroom for the homeless to aid in decreasing the amount of defecation occurring on the streets and outside businesses.
- c. The Board encouraged business owners and residents to call police for concerns or unresolvable issues arising from homeless.

- X. Adjournment the meeting was adjourned at 9:12 a.m.