

**Minutes of the
DOWNTOWN IMPROVEMENT BOARD
Regular Monthly Meeting
Tuesday January 10, 2017**

- 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, DeeDee Davis, Jim Homyak, Councilman Spencer
- III. Recurring Agenda
 - a. Mr. Peacock confirmed that the meeting was noticed properly.
 - b. There was a motion and a second to accept the Minutes from the Regular Meeting of the DIB held on December 6, 2016. The motion passed unanimously.
 - c. There was a motion and a second to accept the proposed agenda. The motion passed unanimously.
- IV. Public Presentations
 - a. Ms. McAllister with Warren Averett presented 2016 audit findings.
- V. Reports
 - a. Treasure - Mr. Morse announced to the Board that staff payroll was moved from Holmes and Company to ADP.
 - b. Parking - Mr. Morse informed the Board that Mr. Patterson resigned and Mr. Glass is the interim Parking Manger.
 - c. Special Events - Mr. Morse reminded Board of cancellation of Special Events meeting in January and updated them on Ciclovía event scheduled for March 25th.
 - d. Marketing – will be presented at January 24th meeting.
- VI. On-Going Business
 - a. Jefferson Street Garage Mural
 - i. Project is complete
 - ii. tentative dedication scheduled for 1/25/17 at 10:00a.m. confirmation and invitation to go out by the end of the week.
 - iii. History Board still in process
 - b. First City Lights Festival
 - i. Last night for lights will be Sun. 1/29/2017
 - ii. Councilman Spencer requested that personal contact be made with merchants, in addition to e-mail notifications to ensure businesses are aware of impacts during the removal of the lights.
 - iii. Mr. Peacock stated importance of preparing plan and budget for 2017 lights to present to City to ensure cost are included in 2017 City Budget.
 - iv. Councilman Spencer requested a copy of budget being presented to City
 - c. Spring Culinary Event
 - i. event name is Re-Past – meaning
 - ii. Event date is April 2nd,
 - iii. Ticket sells slated to begin in Feb. advanced tickets are \$75.00 each regular price will be \$100.00.
 - iv. Meeting with all event critical players is scheduled for 1/13/2017 at 9:00am
 - d. Panhandling
 - i. Mr. Morse continues to work with local City personnel as well as other cities to understand best practices and options.
 - ii. This is also a discussion topic on the agenda for meeting with the Mayor on 1/11/2017.

- e. Jefferson Street Beautification
 - i. Mr. Stebbins is working on contract modification.
 - ii. Mr. Dana is working on proposal to be presented at Jan.24th meeting.

VII. New Business

- a. Parking RFQ – Mr. Morse requested Board approval to put out an RFQ for an overall parking plan. After extensive discussion on immediate, and future parking needs, the Board unanimously approved.
- b. Credit Card Processing – Mr. Morse informed Board of intent to move credit card processing to either 1st Data or Coastal Bank and Trust as an effort to save on transition fees and improve customer payment options for parking, market and events. Board unanimously approved.
- c. City Public Works Recognition – Mr. Morse requested approval to publicly thank City staff that assisted with First City Lights success at Jan. 24th meeting. Board unanimously approved.
- d. Executive Director Review – Mr. Peacock reviewed with Board the accomplishments of Mr. Morse over the past two months and requested a motion to approve bonus, as per contract agreement. Board unanimously approved.

VIII. Public Comment

- a. Mr. Alan Roberts stated that, as part of the team in Destin 30A to review parking, he felt it was a smart move on the part of the Board to approve the parking RFQ and provided the Board with the name of the company that assisted them, AVCON.

IX. Adjournment the meeting was adjourned at 8:35 a.m.