

**Minutes of the DOWNTOWN IMPROVEMENT BOARD**  
**Regular Monthly Meeting**  
**Tuesday, June 12, 2018**

- I. Call to Order & Comments from The Chair – Chairman Peacock called the meeting to order at 7:30 a.m.
- II. Attendance – John Peacock, DeeDee Davis, Charlie Switzer & Michael Carro, Teri Levin
- III. Ongoing Business
  - I. Mr. Peacock confirmed that the meeting was noticed properly.
  - II. There was a motion and a second to approve the June 12, 2018 agenda with one addition (email from Commissioner Robinson). The agenda was approved unanimously.
  - III. There was a motion and a second to accept the minutes from the regular meeting held on May 08, 2018. The motion was passed unanimously.
- IV. On Going Business
  - I. Committee Reports
    - A. Parking and Traffic
      - Mr. Kullander with Premium Parking provided an update, discussion items included:
        - Overall changes made to the parking system as well as enforcement changes
        - Mrs. Davis expressed her appreciation for the responsiveness of Premium to the issues identified
        - Ms. Newburn presented the results of the Parking survey completed downtown recently
        - Mr. Carro questioned the study on if the Haas center has done parking studies before this and/or research done prior to deployment of the survey.
        - Mr. Switzer suggested a follow up study be completed in a few months, perhaps some parking questions in the summer Perception study was suggested by Mr. Morse in response.
        - Mr. Morse presented the Parking Committees' suggestion to modify the language in the interlocal agreement. Mrs. Davis made a recommendation to remove the wording related to marketing and promotion of downtown. The recommendation to modify language was unanimously approved. Mrs. Davis made a motion to submit the modified changes to the City for approval. Ms. Levin seconded the motion and the Board approved unanimously.
        - Mr. Morse gave an update on the ongoing use and revenue of the waste co-op compactor and a short discussion was had between Board members
        - Mr. Dubuisson asked about the security machine used and questioned the value to be established, Mr. Morse stated that the equipment was reallocated not sold/disposed.
    - B. Finance
      - i. Mr. Morse presented March P&L and Balance Sheets for DIB
      - ii. Mr. Peacock noted the DPMD financials were not included and asked to receive those before a motion to approve could take place. Approval is postponed on all budgets until next month.
      - iii. Mr. Lehman again requested information to back-up the discrepancies between the P&L previously presented and the financials presented by Premium Parking and stated that he has not yet received the requested information.
    - C. Marketing Report
      - Ms. Sjoberg presented Board with March marketing overview and ROI report.
  - V. Executive Director's Report

- Mr. Morse provided a status update on a variety of staff projects. There was a brief discussion of the items.

#### VI. New Business

- The Parking Committee submitted a rate structure change for the Jefferson Street Garage, this was unanimously passed by the Board
- The Parking Committee submitted recommendation to purchase 5 additional Pay Stations, Mr. Peacock suggested that purchase be postponed
- The Parking Committee submitted a recommendation for a "Roof Top" only parking option at a discount, this was discussed by the Board and was tabled for future discussion
- The MOU regarding Sidewalk Cleaning was successfully executed. The LTU funds can be dispersed and used for cleaning. Mr. Morse also presented to the board that the DIB worked with the City to get 50 additional trash receptacles on Palafox Street
- The proposed Sidewalk Ordinance was discussed, this ordinance would be the same area as the skateboard ordinance and would prohibit sitting/laying on sidewalks. This has been successfully implemented with no challenges in other cities (Tempe AZ and Durango CO specifically). Mr. Carro motioned to have this Ordinance to City Council, it was seconded with the caveat that a discussion with the ACLU should take place before sending to Council
- Mr. Peacock will get the proposed Sidewalk Ordinance to the appropriate people at the ACLU for discussion and bring to the Board for July's meeting
- Mr. Morse formerly presented his resignation effective June 6, 2018. Mr. Peacock presented that Mr. Morse would be on paid Administrative leave thru July 6, 2018. Mr. Peacock presented to the board that former DIB Financial Coordinator, Lissa Dees, would be coming to serve as the Executive Director effective June 18, 2018. A discussion among board members took place. Mrs. Davis stated she had confidence in Lissa performing all aspects of the position on her own and her appreciation for the time Mr. Morse gave to the DIB

#### VII. Public Comment

- Ms. Pennington presented an issue with the employees and volunteers of Quayside Gallery having to pay \$10+ for parking during special events. Mr. Peacock suggested that due to these being private lots that they establish a communication with the owners of those lots to come to a solution for their needs
- Ms. Dubuisson presented information about the Premium Parking app not working fluidly/consistently, as well as, information about a new Market happening every other month on one Saturday, indoors in Belmont Devilliers Square, especially for those vendors unable to become a vendor at the Palafox Market. She also wanted to ensure that the Board and public knew about mis numbered street/block signs placed in the Belmont Devilliers area, as well as, concern over the throws that are used at downtown parades and the liability those bring for our city and event and informed the board that the DIB is a dependent special district and encouraged everyone to read the legislative act that formed the DIB
- Mr. Morse took a moment to thank the Board for their time and patience during his serving as Executive Director and for their support of his next pursuit of business

#### VIII. Adjournment

Meeting was adjourned at 9:13 a.m.