



**Downtown Improvement Board
Regular Monthly Meeting**

Tuesday September 26th, 2023,

7:30

AGENDA

Attendance: Chris McKean, Chairman, Jean Pierre N'Dione, William Merrill, Rafael Simpson, Jennifer Brahier, Mike Kohler, Walker Wilson, Executive Director, Cailin Feagles, Director of Operations and Events

I. Call to Order

- a. Chris McKean, Chairman, calls the meeting to order at 7:32 AM

II. Recurring Agenda

- a. Mr. Wilson confirmed that the meeting was properly noticed.
- b. The proposed meeting agenda was motioned by Jean Pierre N'Dione and seconded by William Merrill and unanimously approved.
- c. The minutes of the regular meeting held on August 29th, 2023, were motioned, seconded, and unanimously approved.
- d. The August financials were motioned, seconded, and unanimously approved.
 - Palafox Market income over budget for month and year due to the expansion of Palafox Market.
 - Expenses for Palafox Market were over budget due to the extension of the Palafox Market trolley.
 - Waste Co-Op income over budget for year. Participants will receive a credit.
 - Marketing budget under for the month of August. Walker Wilson to work with accountants to make sure that all marketing items are coded correctly.
 - Web hosting is high for the month due to developments of the new website.

III. On-Going Business

a. PPD Report

- PPD working with and helping find solutions for the homeless in the area.
- PPD addressing open container ordinance downtown and researching enforcement in private lots. Will revisit next month.
- There are concerns regarding the camping ordinance in parks.

b. Spotless Report

- Spotless employees focused on weed abatement in August.
- 4th Spotless employee will start training on September 28th.
- Trash in private parking lots is a main concern. Spotless would like to see an expectation for private lots to be clean in a certain time frame especially on the weekends.

c. Marketing Report

- There were 162 social media posts across Downtown Improvement Board and Palafox Market accounts in August.
- Ideaworks working on marketing strategies and budgets for fall events such as Repast



and All I Want and the development of All I Want promotional items.

- The website update is well underway. Ideaworks and Walker Wilson have looked at layout options. The launch date is anticipated for December.
- Once the website is ready to launch, Downtown Improvement Board will reach out to vendors to make sure that all businesses in the district are signed up to be listed on the new website.

d. Palafox Market

- Palafox Market featured an event with free snow cones in Plaza Ferdinand.
- Preparation is underway for Palafox Holiday Market that is set to take place in Plaza Ferdinand.
- The trolley driver will be tracking riders over the next month. Trolley extension will be revisited next month.

IV. New Business

a. Gallery Night Insurance update- Dawn Grace (time sensitive)

- Gallery Night will need to continue to maintain their own policy.
- The Downtown Improvement Board could potentially sponsor Gallery Night, but there are not costs savings involved.

b. Roundtable Recap Discussion

- Main concerns from the roundtable meeting were cleanliness downtown and open container enforcement.
- Spotless to provide monthly pressure washing updates to coincide with quarterly touch ups.
- The Jefferson Street parking garage alleyway lights are out.

c. *Extend Trolley service and add stops

- Added stops include Jefferson Street parking Garage and stop signs down Palafox. Trolley extended through October.
- Motioned, seconded, and unanimously approved.

d. Landscape Jefferson Street Alley Way & Trash Compactor (Quote to be provided)

- Walker Wilson to look into sponsorship for the alley or partnering with PSC landscaping degree students.
- Maintaining the area is a major concern for re-planting in the alleyway planters.
- Potentially relocating the alleyway planters to around the trash compactor rooms.

e. Seville Tower Trash Co-Op Update

- Walker Wilson getting designs back from architect and moving forward in the process to get a compactor in Seville Tower parking lot.
- Location of Seville Tower Trash compactor updated.

f. Foo Foo Fest Update and potential sponsorship for extension of project

- The Foo Foo Fest project is currently scheduled through November but will need sponsorship to be extended through December.

g. Trashcan Update

- Walker Wilson and Mayor continue the conversation regarding purchasing Big Belly Trash Cans for high traffic areas downtown.
- A new lid with a wider opening has been purchased to test on current trash cans.

h. Tree Inventory/Tracking- Chris McKean

- Downtown Improvement Board would like to replace dead trees downtown and



would like to explore partnership with the city to get those trees replaced.

- i. *Executive Director 4th Qtr Bonus
 - Motioned, seconded, and unanimously approved.
- j. *Warren Averett Audit Letter
 - Motioned, seconded, and unanimously approved.

V. Old Business

VIII. Public Comment

IX. Adjournment

- Meeting adjourned at 9:47 AM

Next meeting – October 24th, 2023

(*) = approval item

