



## **Downtown Improvement Board**

### **Regular Monthly Meeting**

Tuesday January 20<sup>th</sup>, 2026, 7:30

#### **AGENDA**

**Attendance: Chris McKean, Chairman, Nathan Holler, William Merrill, Sara Papantonio, Mike Kohler, Allison Patton, Gregg Harding, Walker Wilson, Executive Director, Cailin Feagles, Director of Operations & Events**

- I. Call to Order
  - a. Chris McKean, Chairman calls the meeting to order at 7:33 AM
- II. Recurring Agenda
  - a. Mr. Walker Wilson confirmed the meeting was properly noticed.
  - b. The proposed meeting agenda for January 20<sup>th</sup>, 2026 is motioned by William Merrill and seconded by Sara Papantonio, and unanimously approved.
  - c. The minutes of the regular meeting held on December 16<sup>th</sup>, 2025 and the audit meeting held on December 9<sup>th</sup>, 2025 are motioned, seconded, and unanimously approved.
  - d. The December financials are motioned, seconded, and unanimously approved.
    - A rolling P&L document has been created and will be used to track and compare the budget to the monthly financials.
    - The new accounting firm will put together financials for the next meeting.
- III. On-Going Business
  - a. PPD Report – Sergeant Ghigliotty
    - No report.
  - b. Spotless Report – Labarian Turner
    - The Portland Loo is open in MLK Jr. Plaza and the Spotless team is keeping up with the maintenance of the unit
    - Walker Wilson and Labarian Turner to meet to discuss schedule changes for Spotless ambassadors to assist with Portland Loo and potential Plaza Ferdinand activations.
    - Walker Wilson continues to look into updates for the second bathroom for Palafox Market
  - c. Marketing Report – Caron Sjoberg
    - Ideaworks main focus will be the construction on Palafox. Caron has met frequently with Walker Wilson and Adrienne Walker to stay up to on the construction. Ideaworks has collected videos from the merchants to be featured on socials.
    - A deals and promotions page has been added to the Downtown Pensacola website.
    - Ideaworks has been working with Cailin Feagles to discuss promotion plan for 2026 markets and events for Palafox Market.
  - d. Palafox Market – Cailin Feagles
    - Weather has caused the market to condense to Palafox Market North for three weekends in a row and had its first market with the construction last weekend.

- Cailin Feagles and Carlee Norman have been working on updates to the handbook along with an attendance policy that will be presented to the board next month.
- e. The New Palafox Project Update – Walker Wilson
  - Fencing has started to go up around the project and wayfinding A-frame signs are in the works.
  - Walker Wilson has a meeting this month to discuss the foot traffic counter technical issues.

#### IV. Old Business

#### V. New Business

- a. Palafox Assistance Program Overview – Mort O’Sullivan
  - Business owners can contact Mort O’Sullivan for additional information on the Palafox Assistance Program.
- b. \*2024/2025 DIB Audit
  - Motioned, seconded, and unanimously approved.
- c. \*Accounting Services Selection- Bids attached
  - There is a motion to approve at option 1 with Frazier & Deeter with the option to move to option 2 mid-year. Motion is seconded and unanimously approved.
- d. \*Jefferson Alleyway repainting project- Bids attached
  - No motion. Will be revisited at next month’s meeting.
- e. \*Portland Loo Satisfaction Survey Button- Bids attached
  - Ideaworks to make a QR code for people to scan to notify spotless team when the portable needs cleaning.
  - No motion.
- f. \*PPD Overtime Agreement
  - Walker Wilson to meet with our attorney to discuss the agreement. Will be revisited at next month’s meeting.
- g. Parklet & Outdoor Furniture Discussion
  - Walker Wilson to get costs together for potentially putting furniture in Plaza Ferdinand or adding a parklet on some of the side streets during the construction period.
- h. Jefferson Garage Alleyway Beautification Discussion – Nathan Holler or Walker Wilson
  - A refresh is needed in the Jefferson Street Parking Garage alleyway. The board discusses an art installation like Umbrella Sky to draw visitors downtown in the spring. The board would like to see quotes for the project and see quotes to refurbish the concrete in the alleyway at the board meeting next month.
- i. \*Shops on Palafox- Spring Hop Shop March 8<sup>th</sup>
  - There is a motion to approve \$2,765.00 for the Spring Shop Hop event. Motion is seconded and unanimously approved.

#### VIII. Public Comment

#### IX. Adjournment-

- Meeting is adjourned at 9:52 AM

**Next meeting – February 17<sup>th</sup>, 2026**  
**(\*) = approval item**