



Downtown Improvement Board

Regular Monthly Meeting

Tuesday July 15th, 2025, 7:30

AGENDA

Attendance: Chris McKean, Chairman, Nathan Holler, William Merrill, Rafael Simpson, Sara Papantonio, Gregg Hardin, Allison Patton, Walker Wilson, Executive Director, Cailin Feagles, Director of Operation & Events

- I. Call to Order
 - a. Chris McKean, Chairman, calls the meeting to order at 7:33 AM
 - b. Welcome Sara Papantonio
- II. Recurring Agenda
 - a. Mr. Walker Wilson confirmed the meeting has been properly noticed.
 - b. The proposed meeting agenda for July 15th, 2025 is motioned by William Merrill, seconded by Sara Papantonio, and unanimously approved.
 - c. The minutes from the regular meeting held on June 17th, 2025 are motioned, seconded, and unanimously approved.
 - d. The June financials are motioned, seconded, and unanimously approved.
 - Waste Co-Op over budget for the year
 - Palafox Market revenue over budget for the year
- III. On-Going Business
 - a. PPD Report
 - The MLK Jr. Parade was rescheduled for June, no issues were reported.
 - Recent traffic enforcement shifts have been successful. These shifts will continue through Labor Day
 - On the 4th of July, there were several issues involving juveniles and fireworks downtown, which were addressed by officers as they arose
 - Peaceful protests occurred downtown, no issues reported.
 - b. Spotless Report
 - The grease trap in the compactor room caused some issues in June that have since been resolved. A large drip pan was purchased to help prevent future issues.
 - New shirts for ambassadors and additional DIB signage for the 4-wheeler are in the works.
 - c. Marketing Report
 - The Shop Local economic development campaign was officially launched in June.
 - The events promoted throughout the month of June include the Shops on Palafox Shop-a-palooza and the MLK Jr. Parade.
 - The Palafox Market Instagram page has reached 12,000 followers.
 - d. Palafox Market
 - The events coming up include the Christmas in July event and the Vendor Instagram Workshop that will be held on July 26th.

- A new attendance policy is in the works and will be presented to the board along with the updated fee structure to be voted.

IV. New Business

- a. Tax Discussion Update
 - Walker Wilson to contact legal team to explore future options.
- b. *2025/2026 FY Budget
 - Any changes to this budget would be due to a fee change for Palafox Market vendors. Any changes will be presented to the board.
 - Motioned, seconded, and unanimously approved.
- c. New Palafox Project List of Business Needs
 - In preparation of the Reimagining Palafox project, the DIB is working on compiling a list of business needs and requests to support business during the construction phase of this project.
 - The city will be putting out the request for proposals (RFP) at the beginning of August with the current goal to start construction in the beginning of January. The typical RFP process was noted to take around 120 days.
 - Business owners are concerned about the impact of a lengthy closure and would like to see the DIB exploring available grants, marketing efforts, and clear signage.
 - Business owners would like to have strong communication with the city and the construction team to have a clear construction schedule as well as possibly weekly meetings to stay updated on progress. Cleanliness will need to be addressed to ensure that areas outside the construction zone stay clean. There is a strong desire to preserve East-to-West pedestrian connectivity.
 - Ideas to support businesses during construction included planning local events, continuing the “All I Want” campaign throughout the construction, and coordinating with Gallery Night. Additional support strategies mentioned were public art elements, directional and business signage, and promoting delivery options.
 - It is mentioned that loading zones are still in the works, but these loading zones will not be noted in the RFP.
 - Businesses have been asked to submit their specific needs and ideas by next week, which will be consolidated by Walker Wilson to send to the city. The city will respond to this list.
- d. *Shops on Palafox - Fall & Winter Shopping Events
 - The events will be held on September 10th and November 5th.
 - The board encourages organizers to track successes for this event.
 - There is a motion to approve the funding of these events in the amount listed on the proposal, seconded, and unanimously approved.
- e. *Election of Officers – Chair, Vice Chair, Treasurer, and Secretary
 - Chris McKean, Chairman
 - Nathan Holler, Vice Chair
 - William Merrill, Treasurer
 - Walker Wilson, Secretary
 - Motioned, seconded, and unanimously approved.

VIII. Public Comment

- The trolley tracker has been down but appears to be back up and working.

IX. Adjournment

- The meeting is adjourned at 9:45 AM.

Next meeting – August 19th, 2025
(*) = approval item