Downtown Improvement Board
Regular Monthly Meeting
Tuesday September 15th, 2026,
7:30 **AGENDA**

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

I. Call to Order
   a. The meeting is called to order at 7:32 AM

II. Recurring Agenda
   a. Mr. Walker Wilson confirmed the meeting was properly noticed.
   b. The proposed meeting agenda for September 15th, 2026 is motioned by Nathan Holler, seconded by William Merrill, and unanimously approved.
   c. The minutes of the regular meeting agenda held on August 10th. 2026 are motioned, seconded, and unanimously approved.
   d. The August Financials were motioned, seconded, and unanimously approved.

III. On-Going Business
   a. PPD Report - Sergeant Ghigliotty
      - Sergeant Ghigliotty met with Walker to discuss schedule overtime shifts for weekends for the next fiscal year.
   b. Spotless Report - Labarian Turner
      - Two new spotless employees have joined the team.
      - Walker discusses the potential of a Clean & Safe App.
   c. Marketing Report - Caron Sjoberg
      - Some of the projects from last month included Summer Shop-a-palooza, Palafox Market Summer Pop-Up, First Friday Art Walk, Holiday Downtown All I Want Campaign, Harvest Sip and Shop, and the Palafox Market Halloween Market on October 31st.
   d. Palafox Market - Cailin Feagles
      - Florida Downtowns visited the market last week.
      - An email went out to collect interest from vendors for Holiday Market/Holiday Haul.

IV. Old Business

V. New Business
   a. Schedule Major Parades Meeting for September 28th, 29th, or 30
      - The meeting will be held on Tuesday, September 29th, 2026 at 9 AM
   b. *First Friday Art Walk
      - There is a motion to continue to fund half of the trolley for the

remainder of the year, and one time print of the materials. Motioned, seconded, and unanimously approved.

c. *Harvest Sip & Shop Review and Holiday Haul 11/04/26
    - Motion to approve up to $2,500 for Holiday Haul 2026. Motion is seconded, and unanimously approved.

d. * Schedule Overtime PPD Officers for FY 2026/2027
    - FY27 PPD overtime $56,000 for all Friday/Saturday coverage and Thanksgiving Eve; Dec. 23–24; MLK weekend; Presidents' Day weekend; Memorial Day weekend; March 13 additional shift; June 17; July 1; and Labor Day weekend. *Remaining Balance $14,000 (28 shifts)*
    - Motioned, seconded, and unanimously approved.

e. *Executive Director Annual Review – up to $5,000
    - Motion to approve $5,000. Motion is seconded and unanimously approved.

f. *Executive Director Contract Extension
    - Motioned, seconded, and unanimously approved.

VIII. Public Comment

IX. Adjournment- Meeting is adjourned at 8:59 AM

Next Special Meeting – September 28th, 29th, or 30th

Next Regular Meeting – October 13th

(*) Items to be voted on