

CITY OF LEBANON
DOWNTOWN BUSINESS DISTRICT ADVISORY BOARD
November 20, 2018

BE IT REMEMBERED that the Downtown Business District Advisory Board of the City of Lebanon, Missouri, met on November 20, 2018 at 8:00 a.m. in the Conference Room at City Hall located at 401 South Jefferson.

ROLL CALL AND DECLARATION OF A QUORUM

Upon roll call, the following board members were present: Melody Allen, Ed Brackett, Gay Boston, Ginger Johnson, Laura O'Quinn, Ralph Pitts, Jason Starnes, and Jason Waterman; Absent: Steve Hite, Laura O'Quinn, Ralph Pitts, and Jason Starnes.

A quorum was declared.

Staff members and others in attendance: City Administrator Mike Schumacher, Assistant City Administrator/City Clerk Laina Starnes, Lebanon REDI President Brian Thompson, and Administrative Assistant to the City Administrator Ashley Sicard.

Minutes were taken by Administrative Assistant to the City Administrator Ashley Sicard.

Steve Hite joined the meeting at 8:20 am.

APPROVAL OF MINUTES

Ed Brackett moved and Melody Allen seconded that the Board approve the October 29, 2019 meeting minutes as presented. Motion carried as follows: Yea: (5) Allen, Brackett, Boston, Johnson, and Waterman; Nay: (0) None; Abstain: (0) None; Absent (4) Hite, O'Quinn, Pitts, and Starnes.

APPOINTMENT OF OFFICERS

Assistant City Administrator/City Clerk Laina Starnes talked about the board structure and how it consisted of a Chairman, Vice Chairman, and Secretary. Starnes explained that the board would make nominations and then it would be closed for voting. Ginger Johnson nominated Steve Hite for Chairman. Johnson nominated Jason Waterman as Vice Chairman. Ed Brackett nominated Ginger Johnson for Secretary. Ed Brackett, Ginger Johnson, Jason Waterman, Gay Boston, and Melody Allen all voted in favor of the nominees.

BYLAWS

Lebanon REDI President Brian Thompson talked about how a few items were removed as they didn't apply to the present time such as telephone booths. City Administrator/City Clerk Laina Starnes talked about the meeting place under Article IV. Starnes said that if the meeting place needed to change, she felt like it would just need to be an action of the board (vote) rather than a resolution or written consent. Starnes also said that under Adjournment it said without notice or publication of notice and allowed transacted

business in an adjourned meeting and she questioned the legality. Starnes said we need to look at the Sunshine Law and voting ability when present/not present. City Administrator Mike Schumacher stated that they needed to get the bylaws enacted and wants everyone's input. Schumacher discussed the anonymous donation that is being made and that the bylaws needed to be adopted to establish the board so that the donation could be made to downtown as an official group. Ed Brackett asked about an Annual Meeting and said they hadn't had one before. Schumacher mentioned having a meeting with all of the downtown businesses maybe in February after the holidays to discuss some framework for downtown such as hiring a planner, taking any plans from the book, and growing the footprint of the Downtown Business District. The businesses would have to agree to come in to the district. Schumacher suggested figuring out a landscaping plan. The city can do it, but it will cost more. The board can also look at some other options. Steve Hite mentioned a meeting place and said that the bank meeting room could be utilized to hold the meeting. Hite suggested February 12th at 6:00 pm for the meeting in the bank meeting room. Hite requested that a letter be sent out to save the date for the meeting and let the businesses know that the board is wanting to revitalize the downtown. Hite also suggested to send out a survey beforehand to get some feedback before the meeting. Schumacher said that the city will send out the invites to the downtown businesses and he will have Communications Manager Derek Gean work on a survey.

VACANT PROPERTY

Administrative Assistant to the City Administrator Ashley Sicard passed out the maps of vacant properties downtown and a list of all of the downtown businesses. City Administrator Mike Schumacher wasn't sure if Code Administrator Joe Berkich was able to talk to Cackle Hatchery and the gas station because he is on vacation. Steve Hite asked for a copy of the downtown businesses with contact information.

DOWNTOWN BUSINESS DISTRICT REVENUE STREAM

City Administrator Mike Schumacher stated that he talked to Gilmore and Bell about an overlay, TIF (Tax Increment Financing), and whether they are beneficial. Schumacher said that \$35,000 a year isn't going to give them much, and he is pulling sales tax numbers together so they could get a clear picture.

OTHER MISCELLANEOUS ITEMS

City Administrator Mike Schumacher asked the board if they had taken a look at the Missouri Main Street Connection website. Jason Waterman stated that he could not get very far without a login. Schumacher said we would join and we would send the board the login information. Schumacher said that we will be doing a Farmer's Market. According to the survey, it is in second place, but that it would be coming and done in a timely manner. Ed Brackett and Ginger Johnson said they had received emails from Ralph Pitts stating that he was not interested in being on the board. The board will be reaching out to a few business owners to see if they would be interested. Steve Hite mentioned that he would be running late to the next meeting on December 18th and asked if the

board members could meet a little bit later, and all agreed to meet at 8:15 am instead of 8:00 am.

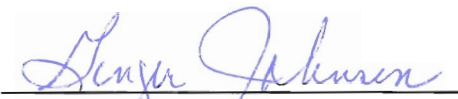
ADJOURNMENT

Meeting was adjourned at 9:04 a.m.



Chairman Steve Hite

ATTEST:



Secretary-Treasurer Ginger Johnson

Minutes Approved December 18, 2018