

CITY OF LEBANON  
DOWNTOWN BUSINESS DISTRICT ECONOMIC VITALITY COMMITTEE  
August 02, 2021

BE IT REMEMBERED that the Downtown Business District Advisory Board of the City of Lebanon, Missouri, met on August 2<sup>nd</sup>, 2021 at 9:00 a.m. at The Rail 1868 Restaurant and Tavern at 123 W Commercial Street.

ROLL CALL AND DECLARATION OF A QUORUM

Upon roll call, the following committee members were present: Randy Angst, Gay Boston, Kim Light, Brian Thompson, and Chris Walters; Absent: Michelle Kroll, Darrell Pollock, and Travis Townsend.

A quorum was declared.

Staff members and others in attendance: Downtown Business District Executive Director Ashton Light and Chairman of the Downtown Business District Advisory Board Steve Hite.

Minutes were taken by Downtown Business Executive Director Ashton Light.

APPROVAL OF MINUTES

This was the first Economic Vitality meeting so there were no minutes to approve.

DISCUSSION ITEMS

Discuss Committee Handbook, Checklist and Overview

Light distributed the handbook and checklist and explained that those could be used as resources to gain a better understanding of the roles of Economic Vitality committee members. Hite briefly discussed the Economic Vitality portion of the Main Street 101 training videos.

Discuss and Delegate Tasks Related to Quarterly Data Collection

Hite discussed the importance of collecting the quarterly data that would be used in reports to City Council, investors, civic clubs, and the community. He explained that this data would be a baseline of the progress the organization was making in Downtown Lebanon. Light suggested talking to the City about new building permits, so that the committee had an idea of when improvements were completed. Hite summarized the data that needed to be collected each quarter. It was suggested to split the district amongst committee members, with each having a notebook containing information on their businesses. For the volunteer sections, the committee suggested having volunteer forms sent to all board members, committee members and volunteers to keep track of time spent outside of meetings. Walters suggested these records be sent to him or Boston to keep track of. Hite suggested increasing the committee to 15 members so that each member would be assigned around 10 businesses to keep up with quarterly data collection. Hite emphasized the importance of putting together an organizational plan for the committee to keep track of data.

Discuss Remaining Information Needed for Business and Building Inventory

Hite shared that the deadline of the building and business inventory was August 15<sup>th</sup> and that there was still a lot of work to be completed before then. Light offered to send the excel file

of what was complete and incomplete to the committee so that each member can fill in the blanks. Hite discussed the importance of this inventory to know what types of businesses Downtown Lebanon has and what businesses are needed to fill vacancies. He shared that this would essentially be the report card of our District and progress.

POSSIBLE ACTION ITEMS

None

ADJOURNMENT

Meeting was adjourned at 10:56 A.M.



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Chairman Chris Walters

ATTEST:

  
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Executive Director Ashton Light

Minutes Approved AUGUST 11, 2021