

## **DOWNTOWN BUSINESS DISTRICT ADVISORY BOARD**

### **Meeting Minutes of January 4, 2023**

BE IT REMEMBERED that the Downtown Business District Advisory Board of the City of Lebanon, Missouri met on January 4, 2023, at 9:30 a.m. at First State Community Bank, 101 W. Commercial St.

#### **ROLL CALL, ATTENDANCE AND DECLARATION OF A QUORUM**

Upon roll call, the following board members were present: Melody Allen, Michelle Boyer, Steve Hite, Ed Brackett, Melissa Walker, and Chris Walters. Absent: Ginger Johnson, Gay Boston, and Amy Dent.

A quorum was declared, and the meeting began at 9:35 a.m.

Minutes were taken by Downtown Business District Executive Director Cynthia Coffman.

#### **APPROVAL OF SEPTEMBER 7 AND OCTOBER 14 MINUTES**

Steve Hite moved, and Chris Walters seconded approval of the meeting minutes from September 7 and October 14, 2022. The vote was unanimous.

#### **REVIEW OF BOARD TERMS AND WELCOME OF NEW MEMBER**

Steve Hite introduced Melissa Walker as the newest board member. He also reviewed the board terms of the other members.

#### **FINANCIAL REPORT**

Executive Director Cynthia Coffman shared the most recent financial reports from the City of Lebanon's Downtown Business District account and the Lebanon Area Foundation-administered Lebanon Downtown Business District Fund (a.k.a. the "anonymous donation").

## ACTION ITEMS

### Vote on payment of 2021 Façade Improvement Grant Match to The Hive by Honey Creek Media

Design Committee Chair Melody Allen presented a request from The Hive by Honey Creek Media for reimbursement of a \$9757.20 match for façade improvements at 121 West Commercial Street, including masonry repair, painting, carpentry, and window and door replacement.

In 2021, the Downtown Business District Advisory Board approved a grant of \$9,757 on a project total of \$19,550. The Hive was granted a time extension on its grant due to a change in general contractor. The final submitted invoices reflect a project total of \$19,514.40; half of that amount is \$9,757.20.

The Design Committee voted on December 28, 2022, to recommend to the DTBD Advisory Board that the \$9757.20 match be paid.

Ed Brackett moved, and Chris Walters seconded that The Hive by Honey Creek Media be reimbursed for the façade grant match totaling \$9,757.20 for work completed on property located at 121 W. Commercial St. The motion passed unanimously.

### Vote on payment of 2022 Façade Improvement Grant Match to Douglas Smith Farmers Insurance

Design Committee Chair Melody Allen presented a request from Douglas Smith Farmers Insurance for reimbursement of a \$2,310 match for façade improvements including removal of Shaker awning and sheeting; replacement sheeting and installation of aluminum soffit and standing seam metal roofing.

In 2022, the Downtown Business District Advisory Board approved a grant of \$2,310 on a project total of \$4,620. The original application was made by Tom Kilgo, the building owner, on behalf of the tenant, Douglas Smith Farmers Insurance. Mr. Smith subsequently purchased the property from Mr. Kilgo and continued the project for which he paid the original bidder, Martine Metals, \$4,870.

The Design Committee voted on December 28, 2022, to recommend to the DTBD Advisory Board that the \$2,310 match be paid.

Melissa Walker moved, and Chris Walters seconded that Douglas Smith Farmers Insurance be reimbursed for the façade grant match totaling \$2,310 for work completed on property located at 98 N. Jefferson Ave. The motion passed unanimously.

#### DISCUSSION ITEMS

##### Review of Action Plans for 2023

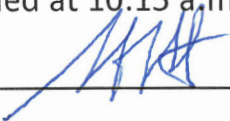
The Board briefly discussed how the four committees are progressing with their 2023 action plans that will be presented at February's Lebanon Missouri Main Street Board meeting. This will be the first time action plans inform the annual budget of Downtown Lebanon.

##### Discussion of Budget for Façade Improvement Grants in 2023

After discussion, a consensus was reached that \$50,000 from the anonymous donation be set aside for the Façade Grant Improvement Program in 2023. It also was agreed that the Design Committee has the ability to come back and request additional funds should they receive more than \$50,000 in applications worthy of funding.

##### Adjournment

Chris Walters moved, and Melissa Walker seconded that the meeting be adjourned at 10:15 a.m.. The vote was unanimous.

  
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President Steve Hite

ATTEST

  
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Executive Director Cynthia Coffman

3/1/23

Date