

CITY OF LEBANON  
DOWNTOWN BUSINESS DISTRICT ADVISORY BOARD  
January 13, 2020

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BE IT REMEMBERED that the Downtown Business District Advisory Board of the City of Lebanon, Missouri, met on January 13, 2020 at 8:15 a.m. in the City Hall Council Chambers located at 401 South Jefferson.

ROLL CALL AND DECLARATION OF A QUORUM

Upon roll call, the following board members were present: Ed Brackett, Steve Hite, Ginger Johnson; Absent: Melody Allen, Gay Boston, Michelle Boyer, Amy Dent, and Laura O'Quinn.

Staff members and others in attendance: City Administrator Mike Schumacher, Administrative Assistant to the City Administrator Ashley Sicard, Promotions and Event Coordinator Jessica Massey, Finance Director Kat Gill.

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

Amy Dent arrived at 8:21 a.m.

Gay Boston arrived at 8:32 a.m.

A quorum was declared.

APPROVAL OF MINUTES

Gay Boston moved and Ed Brackett seconded that the Board approve the November 18, 2019 and November 19, 2019 meeting minutes as presented. Motion carried as follows: Yea: (5) Boston, Brackett, Dent, Hite, Johnson; Nay: (0) None; Abstain: (0) None; Absent: (3) Allen, Boyer, O'Quinn.

DISCUSSION ITEMS

Review of Financials

Finance Director Kat Gill discussed the Downtown Business District's financial highlights for their fund. Gill talked about the five-year overview of revenues and expenses and stated that as of today, the fund balance was \$55,000. City Administrator Mike Schumacher said there were expenses for taking down the Christmas lights and the contract with Laclede Industries would need to be renewed. Schumacher said money from their Downtown Business District fund could be used for the Main Street Manager if it was needed.

Water Tower Design Project

City Administrator Mike Schumacher stated that Ozark Applicators is who the City was working with on the water tower. The City and Downtown Business District would split the cost. The Downtown Business District would pay their half back to the City in October

2020 when the donation money was received. Schumacher said that lighting was not included in the water tower project, but staff was working on it.

#### Review of Christmas on Commercial Street Event

Promotions and Event Coordinator Jessica Massey discussed ideas for Christmas on Commercial Street 2020 such as a bigger Christmas Tree, lighting, extending the event hours from 5-9 pm on a Friday night, and closing Commercial Street. Massey said that \$895 was donated to the Pregnancy Support Center from the Christmas Tree decorating contest. Massey stated that US Bank had already committed to sponsoring the Christmas on Commercial Street event for this year and had donated \$2,000. Massey talked about Food Truck Fun Days for the year and how it needed to be planned early as the food trucks get booked out way in advance. There was discussion about having one food truck event per quarter and Massey would work on the dates, with the first event to be held in April.

#### Update on Fundraising Efforts

Steve Hite mentioned sending out another round of letters and responding to donors or potential donors in some way to update them on the progress for finding a Main Street Manager. The subcommittee would meet to work on the letters and job posting. Hite said to move forward with depositing the donation money and send invoices to those who hadn't sent in their check.

#### Board Vacancy

Steve Hite stated that Jason Waterman had resigned from the board because he had sold his business and was no longer a downtown business owner, so Chris Walters was going to join the subcommittee and was going to send in his application for the board.

#### ACTION ITEMS


##### DTBD Memorandum of Understanding

A motion passed unanimously to approve the DTBD Memorandum of Understanding.

#### ADJOURNMENT

Meeting was adjourned at 9:42 A.M.

ATTEST:

  
Secretary-Treasurer Ginger Johnson

  
Chairman Steve Hite

Minutes Approved February 10, 2020