

CITY OF LEBANON  
DOWNTOWN BUSINESS DISTRICT ADVISORY BOARD  
August 12, 2020

BE IT REMEMBERED that the Downtown Business District Advisory Board of the City of Lebanon, Missouri, met on August 12, 2020 at 8:30 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: Gay Boston, Michelle Boyer, Amy Dent, Steve Hite, Ginger Johnson, Laura O'Quinn, Chris Walters; Absent: Melody Allen, Ed Brackett.

A quorum was declared.

Staff members and others in attendance: Downtown Business District Executive Director Ashton Light, City Administrator Mike Schumacher, Administrative Assistant to the City Administrator Ashley Sicard, Lebanon REDI President Brian Thompson, Code Administrator Joe Berkich, Kim Light, Stacy Harrill, Joy Thompson, Valerie Howe, Beth Chism, Derek from Laclede Industries and David from Castlewood.

Minutes were taken by Downtown Business District Executive Director Ashton Light.

APPROVAL OF MINUTES

Ginger Johnson moved and Chris Walters seconded that the Board approve the June 15, 2020 meeting minutes as presented. Motion carried as follows: Yea: (7) Boston, Boyer, Dent, Hite, Johnson, O'Quinn, Walters; Nay: (0) None; Abstain: (0) None; Absent: (2) Allen, Brackett.

DISCUSSION ITEMS

May Budget

Downtown Business District Executive Director Ashton Light discussed the revenue and expenses from May.

Missouri Main Street Connection Seminars/Training

Downtown Business District Executive Director Ashton Light discussed the online grant workshop that she would be taking with Missouri Main Street Connection. Light spoke with Steve Arbo from Lee's Summit and he highly recommended to get involved with Missouri Main Street. Light also spoke to Missouri Main Street Connection, and they recommended that the board formed a committee for each of the four-point approaches.

Meeting Time

The new meeting time is being moved to the first Wednesday of every month at 8:30 a.m.

#### Downtown Business District Website

David from Castlewood spoke about the importance of having a website and how important it was to have updated content. The start up cost was \$200 for five pages, but two of the pages could not be used because you must have a privacy page and contact page. It would cost \$39 per month for a two-year commitment. Each additional page would be a one-time charge of \$25 per page. Beth Chism proposed that the Downtown Business District added a page to the newspaper website, which already had a lot of traffic. Chism would present her bid for the website at the next meeting.

#### Lunch Box Café Sidewalk Seating

Code Administrator Joe Berkich asked for input on sidewalk seating outside of the Lunch Box Café. Berkich was looking into safety, trip hazards, traffic flow, and ADA requirements. The sidewalk was City property, but he wanted to keep the board informed and involved. There was discussion about Madison Street Grill having sidewalk seating that looked nice, and the board members would support sidewalk seating for the Lunch Box Café as well.

#### Planters and Benches

City Administrator Mike Schumacher discussed possible planters and benches for Downtown. Schumacher stated that Linda Kimrey at Laclede Industries had written a Household Hazardous Waste Grant. This grant would be used for planters and benches that could be made from recycled materials and it would be a great addition to downtown in some of the larger sidewalk spaces.

#### POSSIBLE ACTION ITEMS

##### Downtown Business District Website Vendor

No action is being taken at this time. Beth Chism will present her bid at the next meeting.

##### Lunchbox Café Sidewalk Seating

A motion passed unanimously to approve sidewalk seating at the Lunchbox Café.

##### Planters and Benches

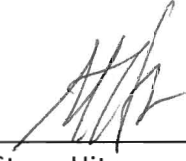
No action needed at this time.

##### Christmas on Commercial Street Advertising

A motion passed unanimously to approve advertising costs for Christmas on Commercial Street.

ADJOURNMENT

Meeting was adjourned at 10:09 A.M.



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Chairman Steve Hite

ATTEST:



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Secretary-Treasurer Ginger Johnson

Minutes Approved 9-2-2020