

Minutes
Downtown Business Improvement District Advisory Board
January 20, 2022, at 10:00 a.m. City Commission Room

Board Present: Nichole Proffitt (Tease Salon), Brad Simonsson (Manhattan Town Center), Dan Engle (Ealge Radio), Emily Koenig (Arcitect One)

Board Via Microsoft Teams: Jason Suther (Icon Structures)

City Present: Rina Neal, Daniela Whiteman

DMI Via Microsoft Teams: Gina Snyder, Audra Schenk

Establish Quorum: Rina called the meeting to order and established quorum at 10:06 a.m.

October 2020 Minutes: Emily moved to approve; Dan seconded. There was no discussion. Motion passed unanimously.

Public Comment: No Public Comment

City of Manhattan Finance Update:

Rina gave the DBID board an update on 2022 billing process.

- **January 4th:** All invoices were billed out and are listed on SharePoint
- **February 1st:** Deadline for businesses to submit their appeals through Cognito Forms linked to City of Manhattan's website
- **February 14th:** Written determinations of appeals will be issued
- **March 1st:** DBID fees are due
- **After March 1st:** A late fee of 25% will be added

A calendar was provided to the board about dates and deadlines for the billing process on SharePoint through the end of the year.

Appeals were discussed and a few returned mailing addresses. Rina and DMI will be in contact to work through next steps.

Ordinance, Bylaws, Legal Review:

All future DBID meetings will be held in the city commission room going forward for public access. The DBID board does not currently have bylaws and will be working through the ordinance process in the fall. Discussion took place about the DBID budget. The budget approved by the board needs to be the same budget that gets approved by the city commission. If more funds were received than budgeted (\$86,500) the board would have to amend the approved budget and go before the city commission to ask for the additional funds.

Election of Officers: Angie Stokes resigned from the DBID board in December and Bobbi French will not be returning for additional terms. We currently have 6 board members and have room for 9. Discussion took place about chair nominations and responsibilities. Brad and Dan were both willing to take vice-chair. Emily Koenig stated she would be willing to be

chair. Brad made a motion to make Emily Koenig the Chair for the DBID Board. Dan seconded. Motion passed unanimously. Brad moved to make Dan vice chair; Emily seconded. Motion passed unanimously.

Director Updates:

Director updates were provided on SharePoint.

On January 18th the City Commission discussed the Museum of Light and Art. The museum will be occupying the Sears building being great addition to downtown and increase sales tax however, it will affect the current businesses residing in the Sears Building that will need to relocate. DMI will compile a list of spaces and fees in the Sears building to have a better understanding of the loss of fees for 2023.

Board Comments:

We need to continue to recruit people to be on the board.

Meeting Adjourned: at 10:40 a.m.

Next meeting scheduled April 21, 2022, 10:00 AM