

**DOWNTOWN DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, May 31, 2023, at 3:30 p.m.
DDD Ronald E. Gardner Board Room**

Roll taken - Meeting called to order at 3:53 p.m.

Members Present: Chair Gregory Curtis, Treasurer Chris Ross, Vice Chair Carla Major,

Members Absent: Secretary Kristi Taglauer

Other Board Members Present: N/A

Staff/Counsel Present: Davon Barbour, Stuart Taylor, Brittany Carnes-Stone Pigman

Notice: The time, location, and agenda had been adequately and publicly noticed.

Call for Public Input Cards: N/A

Public Comments: – N/A

Action Items:

1. Approval of April 26, 2023, Executive Committee Meeting Minutes – Action Item*
2. Approval of 2022 Audit Report – Action Item*
3. Approval of Sidewalk Cleaning and Public Space Maintenance RFP – Action Item*

Approval of April 26, 2023, Executive Committee Meeting Minutes – Action Item*

Motion to approve by Vice Chair Carla Major, seconded by Treasurer Chris Ross. Motion carried

Approval of 2022 Audit Report – Action Item*

Motion by Vice Chair Major to approve the preview of the draft of the 2022 audit report that was presented today at the Finance Meeting. Vice Chair Major recommends the audit preview goes forward to the full board for final approval. Seconded by Treasurer Chris Ross. Motion carried.

Approval of Sidewalk Cleaning and Public Space Maintenance RFP – Action Item*

As discussed in the Finance Meeting RFPs are not customarily brought before the Board for approval. However, because of the scope of work and contemplated contract fee, staff thought it prudent to present the RFP for review.

Motion to approve an RFP is not needed. Vote not needed; however, this information will be brought to the attention of the Board.

Project Updates:

- CEO Barbour said an in-depth presentation during the President's report will be discussed at the full Board meeting
- CEO Barbour also mentioned that the ICSC event was successful, lots of positive feedback
- The process of implementing Creative placemaking funded with Wisner dollars has begun. Feedback will be solicited from the public.

Old Business:

- Vice Chair Carla Major would like the DDD to come out in support of NOPD as it was done in the past
- Chair Curtis also suggested the DDD host an open house for the NOPD and include some of the stakeholders. The Windsor Court Hotel would donate food
- Treasurer Chris Ross asked about Superbowl. CEO Barbour reassured Treasurer Chris Ross the DDD will be on the Super Bowl planning committee

New Business:

- Chair Curtis said that the Executive Committee will forward a slate of officers for approval to the Board of Commissioners Meeting on June 6th. The Executive Committee is The Nominating Committee.

Executive Session: Chair Curtis made motion to go into Executive Session, second by Vice Chair Major. Motion Carried. Roll call. Quorum. Motion to come out of Executive Session. Roll call. Quorum. No decision was made.

Adjournment:

Motion to adjourn Vice Chair Carla Major, seconded by treasure Chris Ross. Motion carried.