

**DOWNTOWN DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING MINUTES
Monday, August 4, 2025 @ 1:00 p.m.
DDD Ronald E. Gardner Board Room**

Roll taken - Meeting called to order at 1:04 p.m.

Members Present: Chair Chris Ross, Treasurer William Bradshaw, II, Secretary Scott Polakoff

Members Absent: Vice-Chair Alex Glaser,

Other Board Members Present: N/A

Staff/Counsel Present: Erica Sensenbrenner, Counsel, Adams & Reese

Others Present: N/A

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

Public Input Card: N/A

Public Comments: N/A

Action Items:

Approval of March 10, 2025, Executive Committee Meeting Minutes – **Action Item***

Motion to approve Treasurer William Bradshaw. Second by Secretary Scott Polakoff. Motion carried.

Resolution 25-06 Amending the Procurement Policies and Procedures

Procurement Policies updated to allow electronic document submission and raise the micro purchase threshold to \$10K. Emergency procurement procedures clarified, maintaining flexibility in defining emergencies; procurements over \$75K require board approval. Concerns were raised surrounding DBE policy and legal requirements. It is believed current scoring could disadvantage compliant contractors. Motion was made by Secretary Polakoff, second by Treasurer Bradshaw to bring to the September board meeting for further action. Motion carried.

- A new weed abatement schedule with Henry consulting was introduced, revealing areas for contractor improvement.
- A strategic planning retreat is scheduled for September to discuss organizational strategies and goals.
- Upcoming downtown mayoral forum slated for September 10, 2025, with participation from all major candidates; moderated by Norman Robinson.
- Discussions on street cleaning contract renewal indicate a need for immediate attention. Possible shorter extension period for flexibility in contracts.
- State capital allocation approved during budget reforecast discussions affirming support for ongoing projects.

Note: In accordance with the provisions of the Louisiana Open Meetings Law (La. R.S. 42:11 et seq.) the Board of Commissioners of the DDD may go into the Executive Session to discuss legal or personnel matters

- Legal Counsel will research and provide clarification on legal requirements for DBE and compliance with state regulations.
- Treasurer Bradshaw suggests staff reach out to assessor candidates for meetings.
- Staff to coordinate outreach with neighbourhood associations, including the Warehouse District.
- Meetings completed with property owners, real estate brokers and quarterly Canal St. stakeholders.
- Branding, labeling on new signage, advertising campaign on billboards.
- Homeless engagement update is scheduled with the city's director of Homeless Services regarding closure initiative moving from FQ to downtown.

Chair Report/President's Report:

Old Business: N/A

New Business: N/A

Executive Session: N/A

Adjournment: Motion to adjourn by Treasurer William Bradshaw. Second by Secretary Scott Polakoff. Motion carried.