

REGULAR MEETING OF THE
PANAMA CITY DOWNTOWN IMPROVEMENT BOARD
WEDNESDAY May 15, 2019 at 8:30AM
501 Grace Avenue

1. **CALL TO ORDER-** NICK BENINIATE – officiating, CATHERINE SHORES, LIANE HARDING, PAM ARMSTRONG, KIM SYFRETT, DARYLE BURKEY. Absent JANE LINDSEY.
2. **CHAIRMAN/VICE CHAIRMAN REPORT-** No report.
3. **APPROVAL OF MINUTES** – March 25, 2019 regular Meeting required one correction. April 08, 2019 regular Meeting as provided. Motion made and both Approved with the one correction to be made.
4. **FINANCIAL STATEMENT-** Pam Armstrong is creating spreadsheets relating to our budget line items for more clarity. Credit card statements are being reconciled and will be entered into the spreadsheets before next month’s meeting. Pam will be transfer funds from Regions to First Florida. Discussion on changing credit card to First Florida from Regions bank. Pam will work on this. Discussed balance in each account and pending expenses.
5. **PUBLIC PARTICIPATION-** Allan Branch presented sketches of the Oak Ave parcel he purchased from the DIB. Gave update of working with city staff and parking requirements. Asked for a letter of support of his project. Nick Beniniate volunteered to meet with city staff with Allan. Motion was made and Approved for writing the letter of support.
6. **NEW BUSINESS-** Nick discussed the city’s interest in DIB parking lots. Discussion was about different scenarios that could happen. Board discussed different ideas and thoughts of parking lots. Nick will get back with Jared Jones and update him.
7. **OLD BUSINESS-**
 - **Gateway Park Update-** Catherine Shore presented maintenance of the park and fountain information. Getting quotations for a contract. Motion was made for a \$5,000 cap for a yearly contract. Motion was made and Approved. Presented information of other improvements in Gateway Park, Shade Sails and palm trees. Discussed Harrison Ave beautification. Prices are being requested plants, planters and maintenance, also banners and flags if needed. The new Streetscape begin possible after the first of the year. City is asking for a temporary fix till construction begins. Will be gathering prices and information to put a plan together. Possibility of the public donating to help with costs. Will work with city and CRA on this.
 - **Insurance Claim and Sale of Damaged Trailer-** Mike Hays updated with regard to claim. Having issues getting a response from the agent. Will make another attempt Kim Syfrett said she would help with this if needed.
 - **Meeting Dates** – Discussion of DIB involvement with the upcoming Charette process. The downtown will have two private sessions on June 19. One in the morning, the other in the evening. Location and times to be determined. Evening session will be a short DIB meeting. Normal meeting will still be on June 12.
 - **Workshops-** Mike and Pam have talked about it, nothing to present.
8. **NEW BUSINESS:**
 - **Acceptance of Annual Audit**– Nick gave brief overview of audit. Motion was made and Approved.
 - **City’s Interest in DIB Properties** – Nick discussed earlier in the meeting.
 - **DoverKohl Planning Session** – Mike discussed earlier in the meeting.

- **Social Media/Website** - Kim updated on website and has been making notes of missing business logos and other things that need tweaking. Will work with Aaron Rich and Allan Branch about website. Discussed Facebook page also to create more shares and posts.
- **Budget Reallocations**- Mike brought up that certain line items will not be using the budgets and brought up a board member would need to signoff for changes to be made by the city finance office. No action taken. Details will be provided at next meeting. Pam brought up a billboard that could be rented at the 15th and Harrison intersection, also possible radio help with events downtown if budgets could be adjusted.
- **Committees**- Kim talked about committees and who will lead each. Might be that some committees could be eliminated. Will address further at a future meeting.
- **Future Beautification of Downtown** – Catherine discussed earlier in the meeting.
- **Real Estate**- Mike update board of properties own by the DIB.

9. ADMINISTRATIVE UPDATES

- **Credit Card with Regions** – Was discussed earlier in the meeting
- **Domestic Cleaners Demo payment** – Check is in process. Lien to be filed on DIB behalf.
- **Cancellation of Certain Services** – Updated on bills/contracts that will no longer be needed.
- Catherine brought a tool/supply trailer with a wrap that is loaned for street cleanups. Groups could use it and would be storage for tools with an inventory taken.

10. REMINDERS/CALLS OF ACTION- Next meeting June 12, 2019 at 501 Grace Avenue @8:30 am and DIB Charette meeting to be determined on June 19 in the evening session

11. ADJOURNMENT