



EXECUTIVE COMMITTEE MEETING

Tuesday, November 23, 2021

4:00-5:30 p.m.

In-Person at Downtown Dayton Partnership & Online via Zoom Virtual Meetings

MINUTES

A meeting of the Downtown Dayton Partnership (DDP) Executive Committee was held Tuesday, November 23, 2021, at 4:00 p.m., at the DDP offices and online via Zoom Virtual Meetings. Co-Chairs Mayor Nan Whaley and Mr. Dan McCabe presided.

Also in attendance were Mr. Edward Bentley, Mr. David Dickerson, Ms. Shelley Dickstein, Ms. Diane Ewing, Mr. Peter Haley, Ms. Madeline Iseli, Ms. Julie Liss-Katz, Mr. Dan Meixner, Mr. Ryan Powell, Mr. Bob Ruzinsky, Mr. Ty Sutton, and Mr. Jason Woodard. All other Executive Committee members were absent and excused.

Downtown Dayton Partnership staff members in attendance were Ms. Sandy Gudorf, Mr. Scott Murphy, and Ms. Colleen Turner.

Welcome & Approval of Minutes

Co-Chair Dan McCabe opened the Executive Committee meeting at 4:00 p.m. and welcomed all who were present. After receiving a quorum, Mr. McCabe asked for a motion to approve the September 22, 2021, meeting minutes. The motion to approve the minutes was made by Ms. Shelley Dickstein and seconded by Mayor Nan Whaley. The motion unanimously passed.

DISCUSSION ITEMS:

2021 Draft Budget

Mr. Edward Bentley presented the proposed 2021 budget. He explained that the proposed budget's total expenses are \$2,000,100, allocated by Special Improvement District (SID) Services Plan areas. He reported that the proposed budget is conservative, and both revenue and expenditures remain constant. There are a few minor changes to the income and expense areas.

Ms. Gudorf commented that on the income side there was some revenue that the DDP received. RSM accounting firm made the DDP aware of an opportunity to apply for employee retention funds through federal COVID relief funds. RSM prepared the application and funds were received in the amount of \$49,000. The Partnership also applied for a grant from Fifth Third Bank targeted to black- and brown-owned businesses. The DDP was awarded \$25,000 from the Fifth Third Bank grant program. Those funds were received in 2021, but will not be spent until 2022.

Ms. Gudorf reminded everyone that the SID period runs 2021-2025. The Advisory Committee recommended no increase in SID dollars the first year of the five-year period, but every year after there is a 2.5% increase to cover with cost of living, etc. Ms. Gudorf said 2022 will be the first year of the increase and will generate \$1.65 million.

Mr. McCabe ask for a motion to approve the draft budget. Ms. Liss-Katz motioned to approve. Mr. Ruzinsky seconded the motion, and the motion passed unanimously.

Nominating Committee Recommendations

Mr. Dan Meixner reviewed the Nominating Committee's recommendations. He reported that the names submitted are recommendations only. No individuals have been approached, pending the Executive Committee's approval. Mr. McCabe asked for a motion to approve the Nominating Committee's recommendations. Ms. Shelley Dickstein asked to put a caveat on the motion that the DDP seek potential new board members with an

eye toward strengthening diversity on the DDP Board. The motion was made by Ms. Nan Whaley and seconded by Mr. Dave Dickerson. The motion unanimously passed.

DDP Office Search

Mr. Dave Dickerson gave an update on the office search process. Status is as follows:

- Request for Proposal (RFP) was sent on July 14
- The Office Search Committee received 12 total responses, which included 9 responses for first floor space
- The team toured all 9 first floor options on August 10 and 11
- The Search Committee met on August 26 and prioritized the top three locations
- The Search Committee toured the top three locations on October 5, and then prioritized two locations for DDP staff tours
- DDP staff toured the top two locations on November 8

Mr. Scott Murphy recognized Ms. Julie Liss-Katz, Mr. Dave Dickerson, Mr. Dan Meixner, and Mr. Mark Heitkamp (SID board) for their involvement with the Search Committee process.

Mr. Murphy reported that the search committee was looking for a 3,500-4,500-square-foot space for total office needs. In terms of layout, the committee was looking for something that was going to be more efficient for DDP staff, with 10-14 private offices and a center teaming area for large meetings. First floor motivations were about visibility in the downtown, and visibility of the DDP organization and proximity to Courthouse Square. After receiving DDP staff feedback, the two options that have risen to the top in last few months are:

- **6 N. Main Street (6,500 SF) – owned by Olymbec**
Pros: Size of space, natural light, functional / efficient layout, proximity to Courthouse Square, visibility of the location, restrooms included in space, storage space available, good signage
Cons: Building vacancy, potential acoustic issues, proximity to parking, uncertainty of what “turn-key” means, concerns about cost for storage space
- **Kuhn’s Building - adjacent to the Hub at the Arcade**
Pros: Center of energy / downtown activity, proximity to partners, Hub amenities, a space that would help advance the DDP mission, storage space available
Cons: Size of space and cost of lease, uncertainty of build-out costs / uncertainty of what “turn-key” means, concerns about natural light, concerns about cost for storage space

Mr. Murphy said DDP staff was clearly more excited about the 6 N. Main Street space.

Proposed Next Step:

- Near-term focus on 6 N. Main Street and fill in missing details:
 - Conceptual design, total construction costs, and landlord contribution
 - Agreement on rate for 5-year option after initial 4-year term
- For 2022 planning, the Search Committee recommends financial support for furniture, fixtures, and equipment, any construction budget shortfalls, and moving expenses.

Dayton Holiday Festival

Ms. Gudorf shared an update on the Dayton Holiday Festival (DHF), which is scheduled for Friday, November 26. She reported that in 2020, the DDP essentially cancelled the festival due to COVID. Ms. Gudorf said that as things stand now, the DDP has a wonderful festival planned this year with a few alterations:

- DDP has negotiated with WHIO to do a half hour television special again this year.
- The majority of indoor activities will be moved outside or will be cancelled.
- The Tike’s Shoppe will be cancelled.
- Masks will be available for the public.
- DDP will monitor the COVID numbers.
- DDP is setting clear benchmarks on how to move forward.
- DDP will work responsibly, and will work with all of the key partners.

Ms. Gudorf also noted that the kick-off of the Jingle Lights is scheduled for November 23. The dancing lights will run on Main Street between Fifth Street and Monument Avenue, and on Third Street between Wilkinson and Jefferson streets.

2021 SID Annual Meeting

Ms. Gudorf reported that the DDP hosted its annual review of progress in the SID at the White House Event Center on Tuesday, November 16. Due to pandemic numbers, the meeting was reduced to 70 attendees that included property owners, business leaders, and community partners. DDP staff and guest speakers took to the stage to give updates, and highlighted progress in the urban core.

990

Ms. Gudorf informed the Executive Committee that the 990 tax form has been circulated to the members of the Executive Committee and filed with the IRS.

Downtown Dollars

Ms. Gudorf reported that the DDP is doing a big push on the Downtown Dollars e-gift card program. Another Bonus Buy deal will be offered, allowing customers to receive a bonus \$25 in Downtown Dollars for each \$50 they purchase. Ms. Gudorf said the DDP will continue to create special offers for Downtown Dollars that will incentivize people to spend money as soon as possible to get income into businesses quickly.

8.4 Memorial

Ms. Gudorf reported that the 8.4 Memorial Committee has launched a community survey that is designed to generate broad feedback and help shape a memorial to honor those who were lost and affected by the events that happened in the Oregon District on August 4, 2019. Ms. Gudorf said everyone in the community is encouraged to complete the survey. The feedback collected will be valuable as the committee works to create a memorial that will support the community. Ms. Gudorf will send a copy of the survey to Executive Committee members.

Other Business

Mayor Nan Whaley informed all that the new Dayton City flag is ready. The new flag represents a changing city and a community looking into to the future. Ms. Whaley also announced she will give her farewell speech on Friday, December 17, at 4 p.m. at Dayton Metro Library. She invited all to attend.

Mr. McCabe thanked all for coming. With no more business to discuss, the Executive Committee meeting was adjourned at 5:30 p.m.