

# Board of Directors Regular Meeting Minutes

August 18, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

**PRESENT:** Curt Aardema, Mayor Anderson, Jeff Breneman, Trisha Kidd, Rick Searing, Jessica Thompson

**EXCUSED:** Clarence Lloyd, Stanley Steppes

**ABSENT:** Kwame Gyimah

**STAFF:** Meghan Behymer (Downtown Coordinator); Erin Hahn (Community Investment Administrative Assistant); Jessica Wood (Legal Counsel); Rebekah Kik (Deputy City Manager); David Marquardt (Deputy City Manager)

**OTHER:**

## A. CALL TO ORDER

**DIRECTOR AARDEMA CALLED THE MEETING TO ORDER AT 4:45 P.M.**

**PRESENT:** Curt Aardema, Mayor Anderson, Jeff Breneman, Trisha Kidd, Rick Searing, Jessica Thompson

**EXCUSED:** Clarence Lloyd, Stanley Steppes

**ABSENT:** Kwame Gyimah

**THE AUGUST 18, 2025 ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES IS RECORDED.**

## B. ADOPTION OF FORMAL AGENDA

During the Downtown Economic Growth Authority (DEGA) meeting, a motion was made to move the 2026 DDA/DEGA Draft Budget presentation to the Downtown Development Authority (DDA) meeting agenda.

**DIRECTOR BRENEMAN MOTIONED TO ADOPT THE AGENDA AS AMENDED. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

# Board of Directors Regular Meeting Minutes

August 18, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

## C. APPROVAL OF MINUTES

**DIRECTOR THOMPSON MOTIONED TO APPROVE THE MINUTES FROM THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING ON JULY 21, 2025. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## D. REPORTS AND PRESENTATIONS

### 1. Financial Report – May and June 2025

Meghan Behymer, Downtown Coordinator, presented the financial reports for May and June 2025. In May, the DDA received \$73 in revenue from delinquent property taxes, bringing year-to-date revenue to \$61,709. Expenses for the month totaled \$4,415, with key categories including utilities and legal services, resulting in year-to-date expenses of \$48,402. In June, the DDA reported no revenue, keeping the year-to-date total at \$61,709. Expenses for the month were \$34,266, with key categories including utilities, legal services, and administrative fees for the Q2 City Service Agreement payment. This brought year-to-date expenses to \$82,668. A Contract and Agreement Snapshot was also provided, outlining current DDA agreements and contract periods.

**DIRECTOR BRENEMAN MOTIONED TO ACCEPT THE MAY AND JUNE 2025 FINANCIAL REPORTS. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## E. DISCUSSION/ACTION ITEMS

### 1. Acceptance of Board Member Resignation

**DIRECTOR SEARING MOTIONED TO ACCEPT THE RESIGNATION OF KWAME GYIMAH FROM THE BOARD OF DIRECTORS OF THE DOWNTOWN DEVELOPMENT AUTHORITY, EFFECTIVE THE DATE A SUCCESSOR IS SWORN IN, WITH GRATITUDE FOR THEIR SERVICE AND CONTRIBUTIONS TO THE ORGANIZATION. DIRECTOR KIDD SECONDED. NO OBJECTIONS. MOTION CARRIED.**

# Board of Directors Regular Meeting Minutes

August 18, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

## 2. DDA Board Member Attendance Policy

**DIRECTOR KIDD MOTIONED TO ADOPT THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD ATTENDANCE POLICY AS PRESENTED, TO TAKE EFFECT IMMEDIATELY UPON APPROVAL. DIRECTOR SEARING SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## 3. Recommendation of DEGA Board Member Nomination to Mayor and City Commission

**DIRECTOR KIDD MOTIONED TO APPROVE THE NOMINATION OF CHENG KIDD SUN FOR APPOINTMENT TO THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD AND FORWARD THE RECOMMENDATION TO THE MAYOR AND CITY COMMISSION. DIRECTOR SEARING SECONDED. DIRECTOR BRENEMAN ABSTAINED. NO OBJECTIONS. MOTION CARRIED.**

## 4. 2026 DEGA & DDA Draft Budgets

Meghan Behymer reviewed the proposed 2026 budgets for both DDA and DEGA, as the Authorities work jointly from the same strategic plan.

Behymer presented the 2026 draft budget for DEGA, noting a 23.4% increase in revenues from \$1.03M in 2025 to \$1.27M in 2026. Revenues fully cover expenditures, with a stable fund balance.

Key changes include:

- Ambassador Program: 7% increase (\$426K).
- Big Belly Program: Increase to \$98K plus \$2K for repairs.
- Wayfinding Study: \$75K for pedestrian-level wayfinding planning.
- Marketing Execution: New allocation to expand branding and outreach.
- Shifted Expenses: Portland Loo maintenance, Bates Alley maintenance, and mall beautification moved from DDA to DEGA.
- City Loan Repayment: First installment scheduled for 2026.
- City Service Agreement: Adjusted split, increasing DEGA's share and decreasing DDA's.

# Board of Directors Regular Meeting Minutes

August 18, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

Revenue projections include \$1.13M in tax capture (up 27.5% from 2025), with additional funding expected from an updated mall maintenance agreement, City solid waste contribution, and Ambassador Program support. Potential revenues include new grants and sponsorships.

Discussion emphasized aligning landscaping and beautification efforts with board committees to ensure transparency and consistency.

Behymer presented the 2026 draft budget for DDA, noting that the DDA expense budget decreases due to a \$517K debt payment in 2025, leaving \$283K projected for 2026. Revenues include \$274K in tax capture, \$2K PILOT, and \$7K from fund balance.

Expenditures cover core operations:

- Maintenance (utilities, water/sewer, streetlight electricity, banners).
- Pedestrian bridge inspections and creek dredging.
- Audit, legal, and service agreements (reduced as more work shifts to DEGA).
- City loan repayment, with a 10-year repayment schedule for operational loans

The board discussed the importance of fiscal responsibility and avoiding new loans, noting lessons learned from past practices. Future watch points include ongoing maintenance costs and potential additions such as Portland Loos.

Both budgets will return for board approval next month before advancing to City Commission in January. Directors commended staff for producing a realistic, responsible budget aligned with strategic priorities and better aligning expenses with appropriate revenue sources.

## F. PUBLIC COMMENTS

There were no public comments.

## G. DIRECTOR COMMENTS

Director Kidd expressed her gratitude for all the recent work.

## Board of Directors Regular Meeting Minutes

August 18, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

Director Searing added that there has been a lot of positive activity downtown and highlighted the importance of strong leadership while also valuing grassroots involvement, as it keeps decision-making close to the events and resources being used. He concluded that as revenues continue to grow, there will be opportunities to do even more.

### H. ADJOURNMENT

**DIRECTOR THOMPSON MOTIONED TO ADJOURN THE MEETING AT 5:25 P.M. DIRECTOR SEARING SECONDED. NO OBJECTIONS. MOTION CARRIED.**