



**MEETING MINUTES**  
**May 11, 2023**  
**9:00 AM – Virtual Meeting**

**Call to Order**

Board Chair, Doug Schwab, called the meeting to order at 9:02AM.

**Attendance**

**In Attendance:** Melinda Kelleher, Matt Miller, Doug Schwab, Laurie Marchini, John Buchanan, Larry Jackson, Ruth Davis-Rogers, Ryan Brenneman, Penny Walker, Dan Bowser, Stu Czapski, Mayor Ray Morriss, Lori Lepley, Ed Huber, Stu Czapski

**Media:** WCBC, Cumberland Times-News **Absent:** Rhett Wolford, Dave Romero, Sandi Saville, Micheal Harris

**Board Member Resignation**

Doug Schwab announced that Bob Mayhew had resigned from the DDC board as he sold his building and is moving out of the area. We will work on a replacement.

**Minutes**

April meeting minutes accepted as submitted.

**Treasurer's Report – Ed Huber**

We are at 76% of the fiscal year in payroll and at 74% on total expenses, so we are in line.

**DDC Executive Director Report – May 2023**

Completed:

- Friday After Five Event – Scheduled radio ads, hired musicians and sound, handled other publicity.
- E-Blasts – Construction update, City Lights, Lorie Rummer Photography.
- Summer Farmer's Market – promotions, social media, hired musician
- Submitted two Main Street Maryland grants – Technology Assistance Grant (TAG) for \$30,000 and Main Street Improvement Program for \$25,000.
- Ordered sandwich board signage, billboards, kiosk posters, flyers with new branding and "open for business" messages; placed sandwich boards out downtown.
- Scheduled first quarterly Town Hall Meeting for construction update (June 27<sup>th</sup>).
- Distributed flyers of renderings and "open for business" messaging to downtown businesses, along with marketing swag items.
- ARPA Marketing Meeting – created agenda, scheduled and led meeting.
- Leadership Allegany – Environment Day.
- Created and sent out E-Blasts for Sunshine Daze, Groundbreaking, Lost Mountain BBQ.
- Website updates and additions.

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**DDC Executive Director Report – May 2023 (continued)**

- Meetings/events attended: Chamber Economic Development Committee, Baltimore Street Workgroup, City Events group, Main Street Organization Committee, calls with Curly Red about marketing, Chamber Like a Woman breakfast, WCBC reporter meeting/interview, speak at Ft. Hill High School, Wheelzup Canal Place Ribbon Cutting, Women Leaders call.
- Executed April social media calendar (Facebook 3.6K likes; 4.2K followers).
- Completed Main Street Maryland report for April and submitted.

**May/June Projects**

- Continue website updates for Baltimore Street Project.
- Promotions for Friday After Five on June 2 – radio ads, etc.
- Eblasts – Centre Street Collective, Construction Update, Azad's
- Leadership Allegany Send Off Day and Graduation.
- Main Street monthly report.
- Meetings/Events: Chamber Economic Development, Baltimore Street Workgroup, Chamber Economic Development Stakeholder discussion, City Events Committee, Baltimore Street Progress Meeting with contractor

**Old Business**

**Baltimore Street Project – Matt Miller**

Project is underway and going well; hardly any complaints.

**CEDC Update – Matt Miller and Stu Czapski**

Stu Czapski - Phases I and II should take about 18 months to complete. Some of the grantees have received their first draw of the grant funds. Phase III – 5 businesses have applied.

Matt Miller – The Memorial Hospital site engineering firm is working on surveying and building renderings. \$1.5 MM from the George Edwards Fund was awarded to the project, which will include at least 200 housing units.

**Historic Preservation Update – Ruth Davis-Rogers**

Next HPC meeting will be May 23<sup>rd</sup> at 4PM. The Lakota Group was in town the week of May 1 to begin work on the Historic Preservation Plan. They held 15 meetings with various groups and also had a table at the Farmer's Market to gather information and input. They will return in July.

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**Main Street Committee Reports**

**Clean Safe and Green – John Buchanan**

Met May 2<sup>nd</sup> virtually. Plan to meet in person in June. They have concerns about how the Portland Loo public restroom downtown will be cleaned and maintained. The Mayor assured them there would be a plan. John met with Energy Select to learn more about their business and solar panels.

**Design Committee – Ruth Davis-Rogers**

They are looking at the next phase after the Baltimore Street project is completed. This will include public art and a connectivity study and plan between Canal Place and Baltimore Street. There are grants that will address these projects. In June/July, there will be a public art commission that will be organized to help with decisions.

**Economic Restructuring Committee – Larry Jackson**

Met on April 26. Discussed economic restructuring of the DDC when the special tax ends. How do other municipalities pay for Main Street organizations? Could the tax be based on square footage instead of value of buildings? Also discussed zoning in downtown – could there be restrictions put in place to restrict what types of businesses we would like in the downtown district. Lastly, discussed possible incentive packages to get an anchor tenant in downtown – perhaps the first floor of the Lila building? Melinda mentioned that we need a retail gap analysis done to show us what we need downtown and to help guide us.

**Organization Committee – Ed Huber**

Met on April 19. Discussed fostering relationships with other organizations and the funding of the DDC. Asked members to help build the committee with non-DDC board members. Meeting again May 25.

**Promotions Committee – Dan Bowser**

Did not meet this past month. We are working on getting a joint meeting with the marketing committee in the next month. Dan mentioned that it would be good to have a shuttle from Rocky Gap to downtown to bring people into downtown and the Ramada used to have one that went back and forth. Laurie said to be cognizant that last time, some people complained that it took people out of downtown.

**Public Comments**

NONE

The meeting was adjourned at 10:15 AM.

**The next regular meeting will be held on Thursday, June 8, 2023 at 9AM.**