



MEETING MINUTES
June 8, 2023
9:00 AM – Virtual Meeting

Call to Order

Board Chair, Doug Schwab, called the meeting to order at 9:00AM.

Attendance

In Attendance: Melinda Kelleher, Matt Miller, Doug Schwab, John Buchanan, Larry Jackson, Ruth Davis-Rogers, Penny Walker, Dan Bowser, Stu Czapski, Mayor Ray Morriss, Ed Huber, Sandi Saville Eugene Frazier

Media: WCBC Radio **Absent:** Rhett Wolford, Dave Romero, Micheal Harris, Ryan Brenneman, Lori Lepley

New Board Member

Doug Schwab announced that Jamie Echefu with Wheelzup Adventures will be joining the DDC board and will start to attend in July.

Minutes

May meeting minutes accepted as submitted.

Treasurer's Report – Ed Huber

We are at 84% of the fiscal year in payroll and at 80% on total expenses, so we are in line. We will review the new FY24 budget at the July meeting.

DDC Executive Director Report – June 2023

Completed:

- Friday After Five Event on June 2 – Scheduled radio ads, hired musicians and sound, handled other publicity, ordered sandwich board signs to promote the event.
- E-Blasts – Construction update, Centre Street Collective.
- Summer Farmer's Market – promotions, social media.
- Ordered light pole banners to hang in Merchant's Alley and other poles downtown with "open for business messages".
- Leadership Allegany – Send Off Day and Graduation.
- Website updates and additions.
- Meetings/events attended: Main Street Organization Committee, Legacy Grant Advisory Committee, Economic Development Stakeholders Meeting at Chamber, Construction Progress meeting, City Events Committee.
- Executed May social media calendar (Facebook 3.6K likes; 4.2K followers).
- Completed Main Street Maryland report for May and submitted.

(Vacation May 12 – 19 and May 26 – June 5)

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June/July Projects

- Organize and execute virtual Town Hall Meeting for construction updates (June 27th at 11AM).
- Continue website updates for Baltimore Street Project.
- Promotions for Friday After Five on July 7 – radio ads, etc.
- Eblasts – Construction Update, Three Stars Arts, Azad's.
- Speak at Rotary Club for Baltimore Street Project Update.
- Speak at Allegany County Tourism Fam Tour about downtown project.
- Main Street monthly report.
- Meetings/Events: Main Street Economic Restructuring Committee, Baltimore Street Workgroup, City Events Committee, Baltimore Street Progress Meeting.

Old Business

Baltimore Street Project – Melinda Kelleher

Melinda attended the construction meeting this week. Work continues on the water and sewer lines between Mechanic and Centre Streets. The new water lines are connected to the existing lines at Mechanic Street now. The electrical subcontractor has started at Mechanic Street Plaza and will continue to work up Baltimore Street. Liberty Street will be shut down from 6AM – 6PM on Friday, June 9 and Monday, June 12 from Frederick to Pershing Streets. A press release has been sent out and Melinda has informed the businesses.

CEDC Update – Stu Czapski

Façade work continues from the CEDC grant.

Historic Preservation Update – Ruth Davis-Rogers

Prepping for the new round of Legacy grants and the recommendations from the committee will be presented to the Mayor and City Council at the June 20th meeting.

Main Street Committee Reports

Clean Safe and Green – John Buchanan

Met June 7. New chair of the committee is Chris Myers. 1) Concerns about the lack of lighting on Baltimore St. between Mechanic and Liberty due to light pole removal for construction. Mayor will speak with the Engineering Dept to discuss solutions. Sandi Saville suggested solar lights for \$35 at Lowe's to put on buildings temporarily – she has them on the building she lives in and they work great. Larry suggested renting gas powered lights from American Rental, especially in the Fall when it gets darker earlier. Doug suggested Triton may have lights we can use. 2) Asked about getting future help for Mall Maintenance Manager – perhaps community service people. Sandi said they did that before and it didn't work well. Melinda shared that the Western MD Consortium offered someone (they pay wages) this year, but we don't need it during construction. We will revisit after construction.

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Design Committee – Sandi Saville

Haven't met since last report. Public Art Commission will be formed to discuss public art downtown and will probably meet in July. Sandi asked if the purchase and care of plans and trees was included in the downtown plan and the Mayor said they were included.

Economic Restructuring Committee – Larry Jackson

Haven't met since last meeting, but will be meeting on June 21 at 1PM at the CEDC offices. Main topics: Restructure of the DDC and a catalyst store for downtown to coincide with the opening of the new street

Organization Committee – Ed Huber

Met on May 25th. Came up with a list of possible additional committee members and current members will reach out to those people. Will also be researching other Main Street communities to see what their Organization Committee does for Main Street.

Promotions Committee – Dan Bowser

Haven't met since last meeting. Will meet jointly with Marketing Committee in July.

Public Comments

NONE

The meeting was adjourned at 9:50AM.

The next regular meeting will be held on Thursday, July 13, 2023 at 9AM.