



**Downtown Advisory Board**  
**Regular Monthly Meeting - Minutes**  
**October 09, 2019 - Harrietstown Town Hall**

**1) Call To Order:**

- Meeting convened at 8:31AM, by Vice Chair Adam Harris.

**2) Roll Call:**

- Present: Vice-Chair Adam Harris, Secretary Brandon DeVito, Kelly Brunette, Stacey Judge, Jeremiah St Louis, Kathy Steinbrueck
- Absent: Chair Tim Fortune, Treasurer Diane Litynski, CJ Hagmann
- 6 members present; 5 needed, Quorum met.
- Also Attending: Jamie Konkowski (Community Development), Cassandra Hopkins (Community Development), Marcy Gotzmer (Franklin County), Jeremy Evans (Franklin County), Melinda Little (village board)

**3) Guest Speaker**

- Ross Manny, no call no show.

**4) Items For Board Action:**

- Approval of Minutes from workshop August 13, 2019
  - *Motion to approve minutes by Kathy Steinbrueck. Jeremiah St Louis seconded. Motion carried.*

**5) Discussion**

- Village Board Report
  - Melinda made mention of some priority items.
- DAB Mixer:
  - A budget of \$300 has been established.
  - A location has not yet been determined.
  - December 18 is the tentative date.
- Snow Removal Meeting
  - Once a plan is in place, there will be some press about it. Shop/property owners will have to pitch in.
  - Priority routes have been established and needs to be communicated to the village.
- Update about the Carry:
  - Melinda mentioned that there are roughly 6 paying members and things are going well. Marcy is working on the desk counters/sit stand work stations.
- Halloween Event
  - The event has historically been held on October 31st, and will continue to be so.
  - Trick or treating established times are 3-5.
  - Its been decided that Tim will solve the printed pumpkin problem before it escalates into a crises.
- Review Draft criteria for Energize Downtown Fund
  - Jeremy Evans presented a draft copy of the criteria.
  - DAB meticulously reviewed the draft copy and gave feedback.
    - There were multiple questions regarding the exclusion of taverns from the eligible candidates.

**6) Old Business:**

- None.

**7) New Business:**

**a) Committee Report - Organizational:**

- Adam spoke about the welcome packet.
- They plan to do a .9 mile pub crawl

**b) Committee Report - Economic Development:**

- Stacey has a budget.
- Adam has guaranteed fundraising.

**c) Committee Report - Design:**

- Kathy spoke about light up downtown and locations of trees and decorations.
- There is a plan for a commercial tree stand versus digging a hole for the tree.
- The committee recommends hiring a part time per diem tree professional.
- The committee recommends tree guards, not in the armed sense, but in the wrought iron sense.

**d) Committee Report - Promotion:**

- Kelly reiterated that Halloween is the 31st of October.

**8) Adjournment:**

- Meeting closed at 9:19AM.
- Next meeting WEDNESDAY November 13, 2019

Respectfully submitted,



Brandon DeVito

Secretary - October 09 2019