

**DOWNTOWN IMPROVEMENT BOARD**  
**Council Chambers, 18 East 22nd Street**  
**January 3, 2024**  
**8:30 a.m.**

1. Announcement of Open Meetings Act.
2. Roll call.
3. **Action Item**—Approve Minutes of Meeting Held November 1, 2023.
4. **Action Item**—Approve Monthly Financial Statements and Claims.
5. **Action Item**— Discussion for any changes to Downtown Music Policy.
6. **Discussion Item**— Update on Capital Goals 2023-2024.
7. **Discussion Item**— Food Truck Policy.
8. **Discussion Item**—Report from City Staff.
9. **Discussion Item**—Report/Comments from Board Members.
10. Adjournment.

Board Member Chelsie Bebensee 210 W 21 <sup>st</sup> Street Kearney NE 68845 234-1987 Divas Floral <a href="mailto:ccbebensee@yahoo.com">ccbebensee@yahoo.com</a>	Board Member Megan Goeke 2309 Central Avenue Kearney, NE 68847 233-2240 Hello Beautiful <a href="mailto:megan@hellobeautifulbridal.com">megan@hellobeautifulbridal.com</a>	Chairperson Kari Printz 9865 85th Road Elm Creek, NE 68836 224-4940 Ktown Cakery <a href="mailto:kari.printz@ktowncakery.com">kari.printz@ktowncakery.com</a>
Board Member Scott Klone 14 E 21 <sup>st</sup> Street Kearney, NE 68847 (308) 224-6776 Brix Bar <a href="mailto:scott@brixkearney.com">scott@brixkearney.com</a>	Vice Chairperson Chais Meyer 503 East 17 <sup>th</sup> Street Kearney, NE 68847 708-1263 24 Hour Tees <a href="mailto:hello@chaismeyer.com">hello@chaismeyer.com</a>	

A current agenda is on file at the City Clerk’s Office at City Hall, 18 East 22nd Street, Kearney, Nebraska. The current packet is available online at <https://www.cityofkearney.org/791/Downtown-Improvement-Board>. For more information, call 233-3222 or visit our website at [www.cityofkearney.org](http://www.cityofkearney.org)

***Downtown Improvement Board  
Kearney, Nebraska  
November 1, 2023  
8:00 a.m.***

A meeting of the Downtown Improvement Board was called to order by Vice Chairperson Chais Meyer, at 8:00 a.m. on Wednesday, November 1, 2023, in Council Chambers at City Hall. Present: Kari Printz, Chais Meyer, Megan Goeke, Scott Klone, and Chelsie Bebensee. Absent: None. Representing City Staff: Brenda Jensen, Assistant City Manager and Kelsey Anderson, Downtown Coordinator.

Notice of the meeting was given in advance thereof by publication in the Kearney Hub, the designated method for giving notice, a copy of the proof of publication being attached to these minutes. Advance notice of the meeting was also given to the Board Members. Availability of the Agenda was communicated in the advance notice and given to the Board Members. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

**ANNOUNCEMENT OF OPEN MEETINGS ACT:**

Chairperson Printz stated that in accordance with Section 84-1412 of the Nebraska Revised Statutes, a current copy of the Open Meetings Act is available for review and is posted on the wall of the Board Chambers.

**APPROVE MINUTES OF MEETING HELD SEPTEMBER 6, 2023:**

Moved by Member Meyer, seconded by Member Bebensee to approve the September 6, 2023 minutes as presented. All voted: Aye. Nay: None. Absent: None. Motion carried.

**REVIEW AND APPROVE MONTHLY FINANCIAL STATEMENTS AND CLAIMS:**

Moved by Member Meyer, seconded by Member Goeke to approve the monthly financial statements and claims as presented. All voted: Aye. Nay: None. Absent: None. Motion carried.

**APPROVE QUARTERLY MEETINGS:**

Brenda Jensen, Deputy City Manager, presented this item to the board. Jensen reminded the board that around this time last year Downtown Improvement Board (DTIB) had a very similar conversation regarding meeting frequency. In November of 2022, DTIB voted to transition from monthly meetings to bi-monthly meetings. Jensen proposed that DTIB should try meeting quarterly in 2024. Jensen explained that in the past, it made sense for DTIB to meet monthly with the contracted Downtown Coordinator working solely with DTIB. Now that the Downtown Coordinator is a City employee with City resources and oversight, there is less necessity to formally meet as frequently.

Member Meyer added that special meetings can be called if necessary. He also mentioned the Downtown Business Facebook Forum as being a great tool for informal communication amongst businesses and the Downtown Coordinator.

Chairperson Printz touched on the fiscal diligence of the DTIB meetings. She explained that planning and hosting DTIB meetings with little action items takes time and resources from City staff, DTIB members, Downtown business owners, and audience members.

Member Meyer asked if digital meetings would ever be a possibility. Jensen explained that the City follows State Statute, which currently does not allow for digital meetings. Meetings are held in person to give the public the opportunity to join and participate.

Member Goeke added that her only concern with having fewer meetings is importance of having an in-person opportunity to share and discuss downtown matters. She explained that the Facebook Forum is great, but the conversations can be more productive and in-depth in-person.

Jensen reminded the board that special meetings, event specific planning meetings, and brainstorming meetings will be a great way to get together in-person and have in-depth conversations. But, she emphasized that these unofficial meetings cannot meet quorum.

Member Klone shared his concerns regarding the attendance of DTIB meetings and event planning meetings in general. He is hopeful that transitioning to meeting quarterly will increase attendance.

Jensen echoed Klone's comments and added that for some people, meeting in a formal setting like DTIB in Council Chambers could be intimidating. She is hopeful that less formal brainstorming sessions will encourage more people to get involved.

Chairperson Printz added that with minimal action items on the agendas, she understands how people may not make attendance at DTIB meetings a priority.

Alissa Harris, Downtown business and property owner, asked the board to consider adjusting the day, and or time of these meetings. She added that Wednesday mornings at 8:00am may be a challenging time for some, and it might garner more attendance if the time is pushed back. Harris suggested trying evening meetings. Jensen explained that in the past, they have tried to host meetings in the evenings and attendance was lower than regular DTIB meetings. Harris suggested to have more informal "brainstorming" meetings throughout the year to supplement having less DTIB Meetings.

Member Meyer moved to approve the transition to Quarterly Meetings beginning at 8:30am, starting January, 2024, in addition to scheduling informal brainstorming meetings that will be presented at the January 2024 meeting. Seconded by Goeke. All voted: Aye. Nay: None. Absent: None. Motion carried.

## **WELCOME NEW BOARD MEMBER:**

Scott Klone, owner of Brix bar, is the newest member of Downtown Improvement Board.

## **REPORT FROM CITY STAFF:**

Brenda Jensen and Kelsey Anderson presented this item to the board. Anderson provided a brief recap of Costume Crawl. 196 tickets were sold and she received positive feedback from both attendees and bars. She was pleased with the new concept they tried this year. There was no physical check-in, no start-stop time, 2 costume contests, and participants simply sent a picture in their costume to Kelsey's Downtown phone to enter for the Costume Contest. This year they did a Social Media Costume Contest and a Bar Favorite Costume Contest. This format allowed for more social media engagement on Downtown's Facebook page, as crawlers and followers were able to cast their votes virtually.

Anderson shared the upcoming events for the remainder of the year. Holiday Open house on November 4<sup>th</sup> & 5<sup>th</sup>, Small Business Saturday on November 25<sup>th</sup>, and Christmas Walk on December 7<sup>th</sup>. She shared some of the plans and goals for Christmas Walk to include: horse-drawn hayrack rides, reindeer, s'mores stations in collaboration with KVFD, live stable, kettle corn, Santa's Cottage, coffee truck, bubble house, kids' activity with Storm Hockey, photo-ops, and more!

Anderson added that they will be closing less of Central Avenue than they did for last year's Christmas Walk. This year, Central Avenue from 22<sup>nd</sup> Street to 23<sup>rd</sup> Street will be closed and Central Avenue from 22<sup>nd</sup> Street to 21<sup>st</sup> Street will be closed. 22<sup>nd</sup> Street will remain open to regular traffic.

Jensen added that she and Anderson have been working on a lighting project that will be done for Christmas Walk. There will be a net of Christmas lights on the façade of Home Within building that will be lit up and highlighted during the event.

Anderson shared that the wayfinding cabinets for the signage have been installed. After some rearranging, the directory and map will be installed into the cabinets. Jensen estimates by Christmas Walk the wayfinding signs will be complete.

Jensen provided a brief update regarding the benches and trash receptacles. The parts are in and they are being assembled. The long benches on Central will be replaced with the new shorter ones and the old long benches will be placed in other parts of downtown.

Jensen gave an update on the mural. She shared that it is almost complete and there will be a formal "unveiling" event for the mural at the Christmas Walk. The grant providers will be invited to the Christmas Walk for the unveiling.

Jensen shared with the board that the four-way stop sign project near the library is finished, which completes the downtown intersection upgrades that were started last year. The bricks that were removed from the intersections have been saved for future use. She

also shared that the speakers are up and running and will be on regularly starting November 4<sup>th</sup>. The microphones will be put to use for the first time at VFW's Veteran's Day Parade on November 11<sup>th</sup>. VFW will provide their two authorized users at the time of checking out the microphones and the microphones will be returned to the Downtown Coordinator Monday, November 13<sup>th</sup>.

Jensen concluded the City Staff Report with an update to the board that she will be stepping into a new role as the Interim City Manager on January 14<sup>th</sup>, 2023. She will continue to be involved with Downtown Improvement Board for the time being and will closely evaluate her involvement as she takes on this new role.

### **REPORT/COMMENTS FROM BOARD MEMBERS**

There were no reports or comments from board members.

### **ADJOURNMENT**

Moved by Bebensee, seconded by Goeke to adjourn the meeting. All voted: Aye. Nay: None. Absent: None. Motion carried.

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Kari Printz, Chairperson

**CITY OF KEARNEY  
OFFSTREET PARKING DISTRICT NUMBER 1  
MONTHLY BUDGET WORKSHEET  
2023 - 2024**

Account Number		Budget 2023 - 2024	Actual Thru December 31, 2023	Over (Under) Budget	Percent Expended/ Received
<b>EXPENDITURES</b>					
250042105	Administrative	500.00	33.84	(466.16)	7%
250042115	Marketing	183,972.00	29,219.23	(154,752.77)	16%
250042520	Maintenance	0.00	0.00	0.00	0%
250042910	Utilities	0.00	0.00	0.00	0%
250044100	Capital improvements	0.00	0.00	0.00	0%
	<b>TOTAL EXPENDITURES</b>	<u>184,472.00</u>	<u>29,253.07</u>	<u>(155,218.93)</u>	<u>16%</u>
	Necessary cash reserve	10,000.00	0.00	(10,000.00)	
	<b>TOTAL REQUIREMENTS</b>	<u>194,472.00</u>	<u>29,253.07</u>	<u>(165,218.93)</u>	
<b>REVENUES</b>					
250031130	Property tax	58,697.00	2,302.10	(56,394.90)	4%
250033202	Events	3,000.00	493.58	(2,506.42)	0%
250036100	Interest	400.00	28.88	(371.12)	7%
250037109	CRA Contribution	0.00	0.00	0.00	0%
250037115	Donations	0.00	5,000.00	5,000.00	0%
250037180	Miscellaneous	1,000.00	0.00	(1,000.00)	0%
	<b>TOTAL REVENUE</b>	<u>63,097.00</u>	<u>7,824.56</u>	<u>(55,272.44)</u>	<u>12%</u>
	Beginning fund balance	128,875.00	161,108.89	32,233.89	
	County Treasurer's balance	2,500.00	0.00	(2,500.00)	
	Total cash available	<u>194,472.00</u>	<u>168,933.45</u>	<u>(25,538.55)</u>	
	Less total requirements	<u>194,472.00</u>	<u>29,253.07</u>	<u>(165,218.93)</u>	
	Ending fund balance	<u>0.00</u>	<u>139,680.38</u>	<u>139,680.38</u>	
<b>Fund balance distribution:</b>					
	Unrestricted fund balance		139,680.38		
	Restricted for:				
	Total fund balance		<u>139,680.38</u>		
<b>Fund balance history:</b>					
	9-30-05		145,898.70		
	9-30-06		151,683.62		
	9-30-07		110,213.19		
	9-30-08		68,422.17		
	9-30-09		48,893.47		
	9-30-10		30,815.19		
	9-30-11		83,492.18		
	9-30-12		77,613.01		
	9-30-13		52,666.29		
	9-30-14		52,443.77		
	9-30-15		53,455.37		
	9-30-16		56,720.37		
	9-30-17		106,551.74		
	9-30-18		84,768.37		
	9-30-19		63,585.91		
	9-30-20		78,818.79		
	9-30-21		74,763.40		
	9-30-22		130,421.86		
	9-30-23		161,108.89		
	12-31-23		<u>139,680.38</u>		

PS PERSONNEL SERVICES  
 SMCS SUPPLIES, MATERIALS, AND CONTRACTUAL SERVICES  
 ER EQUIPMENT RENTAL  
 CO CAPITAL OUTLAY  
 DS DEBT SERVICE

Claims  
 November 1, 2023  
 through Devenber 31, 2023

Vendor	Amount	Purpose
APPLE	\$0.99	SMCS
APPLE	\$0.99	SMCS
CENTRAL MERCANTILE	\$30.00	SMCS
CONTROL YOURS	\$93.45	SMCS
CUNNINGHAM'S JOURNAL	\$60.00	SMCS
FACEBOOK	\$2.54	SMCS
FACEBOOK	\$13.84	SMCS
FACEBOOK	\$21.79	SMCS
FACEBOOK	\$55.61	SMCS
FRY & ASSOCIATES, INC.	\$26,712.05	SMCS
KEARNEY CULTURAL PARTNERS	\$150.00	SMCS
KEARNEY HUB	\$16.92	SMCS
NRG MEDIA	\$100.00	SMCS
NRG MEDIA	\$200.00	SMCS
SCORR MARKETING	\$187.50	SMCS
SIGN CENTER	\$1,152.97	SMCS
	\$28,798.65	