



Downtown Evanston Executive Board Meeting Minutes

August 10, 2023

In attendance: Mike, Andrew, Angela, Jazmine, Nathan (*by phone*), Paul, Andy

Absent: Izzy, Gretchen (*excused*)

Meeting Called to Order: 9:03am

Motion to approve minutes; Andrew moved, Angela seconded; all approved

Waiting on \$50K from City; letter sent, Paul to meet with new Public Works Director & City Manager to help us move it along. New clean team took over, shifted the funds to that, but haven't paid us for the cleaning that preceded the shift

Andrew and Andy met with bookkeeper Amy to think through payment timing, related to the second installment of tax payments. DTE's current fund balance is good through mid-Feb, money to come in last week of Jan, so we should be okay. Paul/City will process payment to us as soon as possible.

Northwestern outstanding payment for \$12,600. Will have Laura check on it next week. Meeting with Amy to start preparing draft budget for Sept/Oct meeting.

Andy attended the pro-citizens for promoting the stadium. We all reviewed the video their group is hoping DTE and Chamber will share. Andy has met with Garrett from the Chamber about this as well. The video is negative about the current state of DTE, so we'd rather not share for that reason, as well as because the stadium is not in our district. It was noted that the Wilmette Council recently voted unanimously against concerts at the stadium.

Paul noted that the DTE vacancy rate is actually back to pre-Covid levels. The Unicorn Café space is slated to be absorbed by shop next door. Panera still paying rent on their vacant space.

Andy met Stephanie Mendoza and 2nd ward council member Krissie Harris, suggested getting Andy at a Council Meeting. 2 minutes on 6pm on August 28th. DTE board should plan to be there to support.

Need to send out press release, ideally with mention of Laura's promotion. First to full Board, then to others: Pioneer Press, Round Table, Evanston Now, Daily Northwestern, Crains, Chamber, etc.

Paul proposing a contract between SSAs and city – to add landscaping (with our vendor Brightview) to maintain west side of Sherman between Church and Davis (broken lighting) retail owners irrigation and electrical (need to lock it up better), city responsible for landscaping, add rat mesh, remove dead trees and add native plants. They would do a round of fixing before we start maintaining/improving look.

Old Xmas tree was removed and is not coming back. Plant some flowers there while we sort out the engineering for having a permanent art piece. City will cover the costs, but route through our contract.

Christmas lighting? DTE manages the event. Could bring in a live tree or a lighting option. Support a local source for the tree.

Evanston Made wanting to do a holiday pop-up in DTE.

Andy meeting with people, open to warm intros from us.
Needs to get set up for check signing and debit card, insurance.
Andy to draft agendas and get approved by President before sending out officially.

Printer, phones, locks on windows, parking pass
Mike motioned to approve DTE paying for Andy's monthly parking at Sherman Plaza Self Park at the discounted rate of \$90/mo, seconded by Andrew.
Approved new business cards for both staff members

IDA membership renewal & conference in Chicago – Andy will plan to also attend Paul's pre-session. Will see if Laura also wants to attend.

Andy attending a Rotary breakfast on Tuesday

Full board Meet & Greet with Andy at CC to be scheduled soon.

End of August – Evanston Thrives report, need rankings on current status. Theater Plaza, gateways, Fountain Square market infrastructure – help them set priorities.

City has hired new Special Events person, and Arts person is shifting from PT to FT.

Meeting adjourned: 10:08am