



**Downtown Evanston Executive Committee
Meeting Minutes**

Thursday, July 9, 2026, 9:30AM
Creative Coworking, 922 Davis Street

Board Members Present:

Nathan Kostant, Golub (*Chair*)
Andrew McDonald, Rotary International (*Treasurer*)
Jim Nash, Farnsworth Hill
Marty Cless, Core & Rind Hospitality
Paul Zalmezak, City of Evanston

Not Present:

Gretchen Brauer, Wheel & Sprocket (*Secretary*)
Sarita Kamat, Artem Pop Up Gallery
John Rohrbach, Hilton Garden Inn

Staff: Andy Vick, Laura Brown

- I. Call to Order at 9:44AM (Nathan)
- II. Approval of June Minutes (Nathan)
 - a. **VOTE:** Jim moved to approve; Marty seconded; board approved unanimously.
- III. Treasurer's Report (Andrew & Andy)
 - a. June Financials:
 - i. Everything is within budget and on target with expenses
 - b. 2025 Form 990 has been completed, submitted to IRS, and posted to DTE website
- IV. Executive Director update (Andy)
 - a. Clark Street Winter Activation
 - i. Plans are moving forward to activate the soon-to-be vacant lot at Clark & Maple during the December holiday season, and we are awaiting a signed MOU

- ii. Andy will be hosting a committee meeting on 7/15 to continue discussions about the activation plans, timeline, and budget
 - iii. Demolition must be completed and DTE will need site control by November 1 for the project to happen as envisioned
 - b. Programming highlights
 - i. Downtown Summer Sounds & Thursday Night Market are kicking off tonight
 - ii. The first Cars & Coffee event will take place on Sunday, July 19
 - c. Future of maintenance/trash collection contract
 - i. We are still waiting to hear back from the City about how best to secure funding from the annual Northwestern CBA to pay for the 2027 trash removal & maintenance contract with Brightview. Without that funding, we DTE may not continue to manage that contractual responsibility.
 - ii. We submit our budget to the City of Evanston in September, so we need to know from the City how to move forward by the end of August
- V. Director of Marketing update (Laura)
- a. Find Waldo Local is a great way to bring extra traffic to local businesses (through July)
 - b. Sidewalk Sale & Chalk Art Contest happening on July 24-26
 - c. Communications Dashboard: website traffic, social media numbers increased in June due to advertising and more events and activities.
- VI. Economic Development update (Paul)
- a. Northlight is hosting their ribbon cutting and gala in July and August. City has hired All Together Studio to activate the Church/Maple area with signage, art installations, etc.
 - b. Civic Plaza furniture starting to arrive
 - c. Gateway signage is underway
 - d. South Plaza is complete and the City is ordering additional seating/tables
 - e. City shared parking survey with businesses to adjust some of the parking policies and will host several parking round tables for businesses in the next couple of months
 - f. Marty asked Paul about the larger, longer-term projects/concerns for Downtown Evanston
 - i. Finalizing plans for the Fountain Square north plaza repairs is a priority
 - ii. Strategic thinking around changes due to decrease in daily office workers
 - iii. Discussed possible conversion of class C buildings into apartments/condos to inject more economic activity and housing into downtown
- VII. Other Business (Nathan)
- a. Whistle Blower policy
 - i. Andrew noted that this is an item on our 990 tax return. Andy will send out a draft policy for the Executive Committee to approve.

- b. Zen Leaf sponsorship interest in Warm Bevy Walk. Board discussed their interest in sponsoring events and approved moving forward with their support so long as the events are not children-focused.

VIII. Open Discussion (All)

IX. Adjournment at 10:34AM (Nathan)

UPCOMING EVENTS

Downtown Summer Sounds: Thursdays, 6-8PM

Thursday Night Market, July 9, 5-8PM

Evanston Cars & Coffee: Sunday, July 19, 9:30AM-Noon

Sidewalk Sale & Chalk Art Contest, July 24-26

Where's Waldo, July 1-31

Next Exec Board meeting: Thursday, August 13, 9:30AM