



Downtown Newton SSMID Board Meeting Agenda

Monday, April 14, 2025 - 8:00 AM

City Offices (Building 18, Legacy Plaza) - Large Conference Room
303 W 4th St N, Suite 501
Newton, IA 50208

- I. Roll Call
- II. Review of Minutes of Previous Meeting: 4-8-2025
- III. SSMID District Maintenance Care and Improvement Projects 2025
- IV. Meeting Date, Time, Frequency
- V. Adjourn

Chair: Robert O'Brien; **Members:** Jeff Maki, Samantha Forbes Winchell, Carson Claypool, Kayla Johnson

**Minutes of Quarterly Meeting
Newton Downtown SSMID Board
Community Development Office – Building 18 in Legacy Plaza
5th Floor, Large Conference Room**

April 8, 2025

ROLL CALL

COMMISSIONERS PRESENT: R. O'Brien; J. Maki; S. Winchell; C. Claypool; K. Johnson

STAFF AND OTHERS PRESENT: Craig Armstrong, Development Specialist; Matt Muckler, City Administrator; Erin Yeager, Main Street (phone)

A quorum being present, the meeting was called to order at 8:02 a.m. by Chair O'Brien.

Review of Minutes. The Minutes of the SSMID Board Meeting on August 13, 2024 were reviewed and approved. MOTION by Maki, seconded by Claypool, to approve the Minutes. Voice Vote (Unanimous).

Finance Report. The February 28, 2025 Finance Report was reviewed. MOTION by O'Brien, seconded by Claypool, to approve the Finance Report. Voice Vote (Unanimous).

New Business.

a. Funding for SSMID District projects through Newton Main Street. Matt Muckler outlined the current status of the Downtown SSMID and the North Central URA. There had been some precious confusion on the part of the county regarding SSMID revenue calculations, but that has been corrected. Muckler also provided background on a proposed Parks Groundskeeper for the SSMID District and other downtown areas, combining what Randy Ray was providing with additional functions. Payment for the new position would come portionally from SSMID, the North Central URA funds and the General Fund.

A discussion ensued among the commissioners, pertaining to approval of SSMID funds for the new Parks Groundskeeper, as well as a request from Main Street to support landscaping improvements for Harmony Park's Splash Pad. O'Brien noted that SSMID had historically invested c. \$11,000 in cleanup and floral maintenance around the Courthouse Square with Randy Ray and c. \$6,000 for one or more additional improvement projects in the SSMID District, which would be within SSMID's projected annual receipts of c. \$17,000.

Muckler suggested that the Board reconvene next week to finalize distribution of available SSMID funds, utilizing a more detailed disclosure of available and ongoing SSMID funds from the City's Finance department. MOTION by Winchell, seconded by Maki, to table the discussion until the board reconvened in a Special Board meeting on Monday, April 14, at 8:00 am. Voice Vote (Unanimous).

b. Other. Deferred until Special Meeting 4/14/25

Old Business. Deferred until Special Meeting 4/14/25.

Good of the Order. Deferred until Special Meeting 4/14/25.

Adjournment: At 8:42 a.m. – MOTION by O'Brien, seconded by Maki. Voice Vote (Unanimous).