



## **Downtown Newton SSMID Board Meeting Agenda**

***Tuesday, June 10, 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 Meetings: 4/8/25; 4/14/25; 5/15/25
- III. Finance Report
- IV. Old Business
  1. SSMID Annual Newsletter & Quarterly Updates
  2. Other
- V. New Business
  1. Additional SSMID District Projects for 2025-26
  2. Other
- VI. Next Quarterly Board Meeting: September 9, 2025
- VII. 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  
5<sup>th</sup> 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)

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**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).

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

*April 14, 2025*

ROLL CALL

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

STAFF AND OTHERS PRESENT: Craig Armstrong, Economic Development Specialist; Matt Muckler, City Administrator; Erin Chambers, Community Development Director; Erin Yeager, Main Street Executive Director

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**A quorum being present, the meeting was called to order at 8:00 a.m. by Chair O'Brien.**

**Review of Minutes.** The Minutes of the SSMID Quarterly Board Meeting on April 8, 2025 were reviewed and approved. MOTION by Winchell, seconded by Maki, to approve the Minutes. Voice Vote (Unanimous).

**Finance Report.** N/A . . . provided in the 4/8/25 Quarterly meeting.

**Old Business.**

*a. SSMID District Maintenance Care and Improvement Projects 2025.* A discussion ensued about the proposed city groundskeeper's responsibilities for maintenance in the SSMID district. Muckler explained the scope of work and Chambers outlined the division of wages, with 19% proposed for SSMID. O'Brien endorsed the proposal for SSMID to invest in the city groundskeeper at \$11,000 per year. Claypool stated that SSMID should use district funding for improvement projects rather than regular maintenance, which could be paid for by the city in lieu of the city's portion of improvement projects. Winchell asked what the recourse would be if the city groundskeeper was not adequately performing their duties in the SSMID district. Chambers explained that, as Director of Parks employees, she would be able to re-direct the groundskeeper if there was a dereliction of duties. MOTION by Maki, seconded by Johnson, to contribute \$11,000.00 of SSMID district funds to the city groundskeeper employee's annual wages. ROLL CALL VOTE: O'Brien – Aye. Maki – Aye. Winchell – Aye. Claypool – Nay. Johnson – Aye. **Motion approved, 4-1.**

It was determined that the total amount needed to complete the proposed initial landscaping improvements for the Harmony Park Splash Pad was \$14,000.00 and there was general agreement that this was a prudent investment of SSMID district funds. MOTION by Claypool, seconded by O'Brien, to provide the requested \$14,000.00 for Splash Pad landscaping. Voice Vote (Unanimous).

*b. Other.* Maki suggested that a version of the SSMID newsletter be sent out at least annually to the SSMID district property owners, for which there was general consensus. Maki further suggested that topics could include removal of Alliant's rusting "H" structures and the alleyway milling & overlay project. There was consensus that SSMID updates could be included in the Get to Know Newton quarterly newsletter as well.

**New Business.**

*a. Other.* O'Brien noted that he would not continue to represent the SSMID board to the Newton Main Street board of directors and suggested Samantha Winchell to take his place. MOTION by O'Brien, seconded by Maki, to appoint Winchell to represent the SSMID board on the Main Street board. Voice Vote (Unanimous).

**Meeting Date, Time & Frequency.** There was consensus that the regular meetings of the SSMID board be conducted on a quarterly basis on Tuesday mornings at 8:15 am, beginning in June, 2025. The sequence would be: March, June, September, December of each calendar year.

**Good of the Order.** There will be a Special Meeting of the SSMID board at 8:15 am on Thursday, May 15. The meeting will be conducted as a walking tour of the SSMID district and will begin in front of City Hall on that morning.

**Adjournment:** At 9:16 a.m. – MOTION by O’Brien, seconded by Maki. Voice Vote (Unanimous).

**Minutes of Special Meeting  
Newton Downtown SSMID Board  
City Hall  
101 W 4<sup>th</sup> Street S**

*May 15, 2025*

ROLL CALL

COMMISSIONERS PRESENT: J. Maki; S. Winchell; C. Claypool; K. Johnson

STAFF AND OTHERS PRESENT: Craig Armstrong, Development Specialist; Erin Yeager, Main Street;  
Jamie Murphy, Parks Operations; Darren Corso, Parks Maintenance

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**A quorum being present, the meeting was called to order at 8:30 a.m. by Vice Chair Maki**

**Walking Tour of Downtown Newton SSMID District:** After introductions of the two Newton Parks employees to the SSMID board, it was the consensus of the board members present to forego a physical walk-through the SSMID District, as all indicated they were aware of the District layout, as well as previous issues with district-wide clean-up, etc. Jamie Murphy gave an overview of the clean-up & maintenance criteria that would be pursued by Parks maintenance employee Darren Corso, including picking up trash & debris in alleyways and caring for the plants & flowers throughout the District, which includes the splash pad park. Corso had already begun his maintenance work in the District and there was consensus among board members that a positive difference had already been achieved. Murphy stated that a more comprehensive District-wide cleaning, including removing leaves and accumulated dirt & debris from the street gutters, would be accomplished in the Spring and Fall by Corso and other Parks maintenance staff members. There was a short discussion about the need for approval to use SSMID tax funds to support the city Parks staff's District cleaning & maintenance program in lieu of the private contract for cleaning & maintenance that had been in effect through 2024, but it was noted that the SSMID board had voted to approve that during the April Quarterly board meeting. Yeager reminded the SSMID board members that they had also already approved using additional funds in the amount of \$14,000 to purchase and install fixtures and landscaping for the Harmony Park splash pad area. Armstrong stated that any additional funds beyond what had already been committed could be used to purchase other SSMID District amenities (flowers/flower pots, benches, etc.) at the discretion of the board.

**Adjournment:** At 8:55 a.m. – MOTION by O'Maki, seconded by Claypool. Voice Vote (Unanimous).