



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

***Tuesday, September 23, 2025 - 8:15 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: 6/10/25
- III. Finance Report - Aug. 31, 2025
- IV. Old Business
  - 1. Review 3rd Quarter Activity for District Update.
  - 2. Other.
- V. New Business
  - 1. Additional Projects for SSMID - 2025-26.
  - 2. Other.
- VI. Next Quarterly Board Meeting: Dec. 16, 2025
- VII. Adjourn

The City of Newton is pleased to provide reasonable accommodations, in compliance with the Americans with Disabilities Act, for those individuals or groups who require assistance to be able to participate in the public meeting. Should special accommodations be required, please contact the City Clerk's Office at least 48 hours in advance of the meeting, at 641-792-2787, to arrange for accommodations to be provided.

**Chair:** Bob 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**

*June 10, 2025*

ROLL CALL

COMMISSIONERS PRESENT: R. O'Brien; J. Maki; C. Claypool

STAFF AND OTHERS PRESENT: Craig Armstrong, Economic Development Specialist; Erin Yeager, Main Street Executive Director

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**A quorum being present, the meeting was called to order at 8:20 a.m. by Chair O'Brien.**

**Review of Minutes.** The Minutes of the SSMID Special Board Meetings on April 8, 2025; April 14, 2025 & May 15, 2025 were reviewed and approved. MOTION by Claypool, seconded by O'Brien, to approve the Minutes. Voice Vote (Unanimous).

**Finance Report.** The latest edition of the SSMID Finance Report, dated 5/31/25, were reviewed and approved. O'Brien mentioned the commitments previously approved by the SSMID board, totaling \$25,000, which would leave an actual balance of c. \$14,000.00. MOTION by Claypool, seconded by Maki, to approve the Finance Report. Voice Vote (Unanimous).

**Old Business.**

*a. SSMID Annual Newsletter & Quarterly Updates.* Maki stated that a one-page printed newsletter to the SSMID district property owners, recapping the accomplishments of the SSMID board on their behalf, would be sufficient. Armstrong noted that a simple self-mailer format would work best, but that there would still be a cost for printing and postage. Armstrong also indicated that quarterly updates could be included in the "Get to Know Newton" mailer from Community Marketing. MOTION by Claypool, seconded by O'Brien, to approve \$500.00 for the costs to produce the annual newsletter. Voice Vote (Unanimous).

*b. Other.* None

**New Business.**

*a. Additional SSMID District Projects for 2025-26.* O'Brien stated that the board had c. \$14,000 for projects this calendar year (City Fiscal Year 25-26). Yeager outline potential Main Street projects, including benches and trash cans installed on all four corners around the Courthouse. The County has agreed to install a music sound system to cover the west and north sides of the Square from the Courthouse. Claypool inquired how much it would be to complete the north alleyway artwork project and Yeager indicated c. \$2,500.00+. After further discussion, there was general consensus to spend up to \$10,000.00 on new projects. MOTION by Claypool, seconded by O'Brien, to spend up to \$7,000.00 for benches & trash cans on the four corners of the Courthouse and up to \$3,000.00 for artwork in the north alley. Voice Vote (Unanimous).

*b. Other.* MOTION by Claypool, seconded by O'Brien, to set a start time of 8:15 am for future SSMID quarterly meetings. Voice Vote (Unanimous).

**Adjournment:** At 8:39 a.m. – MOTION by Claypool, seconded by O'Brien. Voice Vote (Unanimous).

## SSMID District Fund Balance Report

8/31/2025

Revenues:		<u>Actual</u>	<u>Budget</u>
162-5082-1-47405	Miscellaneous Revenue	\$ -	\$ 16,000.00
162-5082-4-40000	Property Taxes	\$ 379.90	\$ 625.00
162-5082-4-43000	Interest	\$ 73.99	\$ 1,000.00
162-5082-4-44325	Commercial & Industrial Replac	\$ -	\$ 1,000.00
162-5082-4-44630	Business Property Tax Reimb	\$ -	\$ 3,000.00
<b>TOTALS:</b>		<b>\$ 453.89</b>	<b>\$ 21,625.00</b>

Expenditures:			
162-5082-60100	Salaries-Regular Full Time	\$ 1,775.53	\$ -
162-5082-63710	Electric Expense	\$ -	\$ -
162-5082-64990	Contractual Services	\$ -	\$ 16,000.00
162-5082-65070	Operating Supplies	\$ 10,367.95	\$ 3,000.00
162-5082-69070	Transfer RUT	\$ -	\$ -
<b>TOTALS:</b>		<b>\$ 12,143.48</b>	<b>\$ 19,000.00</b>

### SSMID District Fund Balance:

<b>Beginning Balance 7-1-25</b>	<b>\$ 37,397.16</b>
Revenues for 25/26	\$ 453.89
Expenses for 25/26	\$ 12,143.48

<b>Current Ending Fund Balance:</b>	<b>\$ 25,707.57</b>
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