



**Pembroke Downtown Development Authority
Pembroke Better Hometown
Meeting Minutes**

Wednesday, May 3rd, 2023

City Hall

12:00 noon

Type of Meeting: Board Meeting

☐ **Call to order**

- o Tiffany Zeigler called the meeting to order

☐ **Attendance**

- o Members present: Tiffany Zeigler, Jordan McCoy, Jeremy Myers, Brandy Shuman
 - Staff present: Chris Benson
- o Members absent: Dana Dudley, Stephanie Morrison

☐ **Approval of Minutes**

- o Brandy made a motion second by Jordan to approve the minutes from the April 5th, 2023 DDA meeting.

☐ **Old Business**

- o Ongoing projects - Upcoming Events
 - Chris gave an update to the board of the RFQ process for the redevelopment of the old ball field across from City Hall. A voluntary site visit will be held with potential respondents on May 9th at 2:00 pm at City Hall.
 - Chris gave a listing of upcoming events including the "Big Check" presentation from Fox Theatre Institute for the TOS theatre renovation project.
 - Chris updated the board on the lease agreement for the Old PD building.

☐ **New Business**

- o Building Leases (New)
 - 18 E Bacon (Old Welcome Center)
 - Chris updated the board on a proposed lease agreement for the Welcome Center with Stone Grit Logistics.
 - Motion by Brandy second by Jordan to include recapture provisions for power and water in the lease agreement.
- o TOS "Big Check" presentation event



- Motion by Jeremy second by Brandy to expend DDA funds up to \$650 for light refreshments for the event.

☐ **Open Discussion**

- o The board discussed recruitment of new members to be presented to city council.

☐ **Adjourn**