



**Minutes**  
**DBID Advisory Board Quarterly Meeting**  
**Tuesday, April 15th, 2025**  
**Manhattan, KS City Hall 11:00am**

1. Establish quorum – 4 members present
2. Introductions of Staff and Board Members

**Board**

Chair: Dan Engle  
Damon Scheele  
Tyler Holloman  
Kelly Karl  
Absent: Jolene Roberts

**Staff**

Gina Snyder, Executive Director, Downtown Manhattan, Inc.  
Livie Olsen, Office Manager, Downtown Manhattan, Inc.  
Erin Backensto, Bookkeeper, Downtown Manhattan, Inc.

**City Staff**

Rina Neal – Director of Finance, City of Manhattan

3. Public comments - None
4. Approve minutes from January 14, 2025 meeting – moved by Dan, seconded by Kelly, passed unanimously
5. Elect Officers – Damen moved to appoint Dan chair, Tyler seconded, passed unanimously  
Kelly moved to appoint Damen vice Chair, Dan seconded, passed unanimously
6. City of Manhattan Finance update – Rina presented the aging report and current fees collected and asked Gina to explain the DMI strategy for pursuing fee payment in a good faith effort to avoid the court process if possible.
7. Director Update
  - a. Downtown Manhattan Experience, Inc. 501c3 is now established
  - b. 2 new events were added to help rebound from the low sales of the harsh winter
  - c. Shop Small First campaign has started
  - d. Be Together campaign started to encourage social connection
  - e. Decided to table the district boundary changes until the July meeting
8. Review 2026 Budget  
Motion to do the standard 3% annual fee increase – Tyler moved, Damen seconded, motion passed unanimously
9. Comments from the Board – Kelly expressed appreciation for the good work of DMI
10. Motion to adjourn by Damen, Kelly Seconded, passed unanimously