



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

1. Establish quorum – 6 members present
2. Introductions of Staff and Board Members

**Board**

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

**Staff**

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

**City Staff**

Rina Neal – Director of Finance, City of Manhattan  
Bianna Wolf – Admin Assistant, City of Manhattan

3. Public comments - None
4. Approve minutes from April 15, 2025, meeting – moved by Kelly, seconded by Damen, passed unanimously
5. City of Manhattan Finance update – Overdue BID Fees – there are 5 entities left that haven't paid – the unpaid amount this year is significantly lower than previous years with a 99% collection rate. It was decided to carry these fees over to next year and continue to follow up for payment on a monthly basis.  
Internal guidelines for when to waive fees or carry them over were suggested. It was determined that continuing to address issues on a case-by-case basis will work for the time being.
6. Director Update
  - a. The CCA is going into effect this week in time for Third Thursday
  - b. Proposed Changes to the DIB – will extend the periphery down Poyntz to 9<sup>th</sup> St and the core will expand into the 300 and 400 blocks of Houston St.  
Motion to accept the proposed changes to the DBID district: Kelly motioned, Tyler seconded, passed unanimously
7. Comments from the Board – none
8. Meeting adjourned at 11:59