



Commercial Street Community Improvement District Board of Directors Meeting Minutes

Wednesday, January 13, 2021, 10:00am
Savoy Ballroom, 224 E. Commercial Street

Board Members Present [Attendance/Meetings]:

Andy Walls, President, (Property Owner, Business Owner, Resident) [7/7]
Lyle Foster, Vice-President, (Property Owner, Business Owner) [7/7]
Mary Collette, Secretary/Treasurer, (Property Owner, Business Owner) [7/7]
Ryan Dock, (Property Owner, Business Owner) [6/7]
Connie Rhoades Hinds (Business Owner) [7/7]
Irene Schaefer (Property Owner, Business Owner) [7/7]

I. Welcome Andy Walls, CID President, Called meeting to order at 10:05

II. Review and Approval of Minutes: Mary Collette, presented December 9, 2020 minutes.

Motion by Ryan, Second by Connie, to approve minutes from December board meeting. **Approved unanimously**

III. Financial Report: Jamie Evans reported December revenue \$3,428.64, checkbook: \$22,864.99.

Motion by Mary, Second by Ryan, to approve December Financial Report. **Approved unanimously**

IV. Board Business

A. Forward Springfield Update: Brad Segal of P.U.M.A. Recommendations for CID:

1. More resources/revenue, *Special assesment on property would raise between \$50,000 to \$75,000 annually (.06 to .10 per square foot). Contribution by City (PILOT). Would take redoing the CID completely from the begin-ning...dissolving existing & completely redoing the CID. Lyle suggested an MOU instead; Mary indicated a special assesment is not needed in our CID as approved by City Council, reapplication for our CID would be required.*
2. Part time staffing
3. Recommendations for Bylaws: *ensure broad representation from all parts of street & all types of businesses*
4. City staff point of contact/Economic Development Manager (Sarah Kerner)?

B. Board Members' creative suggestions for discussion

1. Street Seats & Parklets: *General consensus in support of Lyle getting us images & bids from architects*
2. Financial Procedures: *Possibility of paypal or some other form of payment so board members do not have to tie up their own money at least until we get a staff person. Andy researching how Downtown CID handles.*

C. Mardi Gras/Valentine request Cindy Ussery/Merchants Association request for \$1,000 for "C-Street Celebrates Valentines Day New Orleans Style" February 13 & 14, same weekend for both events.

Motion by Mary, Second by Irene to approve \$1,000 for event, ***Approved unanimously**

**with possibility of conflict of interest noted as members of merchants' association voted (Irene, Lyle, Ryan, Connie)
Lyle stated that since Merchants Association wasn't a true organization, there was no conflict.*

D. Board Seat Vacancy:

Nominating Committee received one application, Cindy Ussery

Motion by Lyle, Second by Irene to accept Cindy Ussery to Board of CID, **Approved unanimously**

E. By-Laws Update

Andy presented a draft of Bylaws from original CID with appropriate updates. No action taken

F. CID Management/Staffing:

Discussion about hiring a staff person, Andy is working with Downtown CID on defining duties, etc.

V. Old Business:

A. Greene County CARES Grant: Mary had no update other than 22 bistro sets were being delivered.

B. Advertising Committee: Connie reported items in process for first quarter include website upgrade by Holland, hoping for new site to go live sometime in April.

VI. Public Comments/Announcements: Drew Heronvanta-waste control, 20 hours per month @ \$10 per hour.

Motion by Lyle, Second by Ryan to hire Drew Heronvanta as outlined. **Approved unanimously**

VI. Next Meeting Date & Time:

Wednesday, February 10, 2021, 10:00 am, Savoy Ballroom, 224 East C-Street

VII. Adjournment: Motion by Ryan to adjourn at 11:22 am, Second by Connie. **Approved unanimously**



Commercial Street Community Improvement District Board of Directors Meeting Minutes

Wednesday, February 10, 2021, 10:00am
Savoy Ballroom, 224 E. Commercial Street

Board Members Present [Attendance/Meetings]:

Andy Walls, President, (Property Owner, Business Owner, Resident) [8/8]
Lyle Foster, Vice-President, (Property Owner, Business Owner) [8/8]
Mary Collette, Secretary/Treasurer, (Property Owner, Business Owner) [8/8]
Ryan Dock, (Property Owner, Business Owner) [7/8]
Connie Rhoades Hinds (Business Owner) [8/8]
Irene Schaefer (Property Owner, Business Owner) [8/8]
Cindy Ussery (Business Owner) [1/1]
Guest: Sarah Kerner (City Representative) [1/1]

I. Welcome Andy Walls, CID President, Called meeting to order at 10:07

II. Review and Approval of Minutes: Mary Collette, presented January 13, 2021 minutes.

Motion by Ryan, Second by Irene, to approve minutes from January board meeting. **Approved unanimously**

III. Financial Report: Jamie Evans reported January revenue \$3,168.00, checkbook balance: \$20,510.18. Irene asked about extra CARES money from \$17,000 grant written by Mary Collette. Consensus to allocate extra \$4,000 in CARES grant that CID tried to return towards other Covid-related activities. Andy brought up \$655/yr for insurance to cover liability and tables and chairs. Mary will look into cost if donated to another NFP (Market or CC) Irene asked about landscaping costs will look into getting new bids.

Motion by Mary, Second by Ryan approve January Financial Report. **Approved unanimously**

IV. Board Business

A. New Board Member: Welcome Cindy Ussery, Andy thanks her for being willing to serve.

Adjournment to 10:00am on 2/24 at 10am: Motion by Irene at 11:10am, second by Connie to reconvene at 224 East Commercial, due to time constraints. **Approved unanimously. Minutes/attendance reflect one meeting, not two.**

10:02am, February 24, 2021, Andy called back into order:

B. Street Seating/Parklets: Lyle presented designs for seating & Parklets. NForm donated their services for sketches for 3 different concepts: streetscape, alleyway, larger areas. Scope of work, timeline, insurance, street furniture. \$1,000.00 each, business selection...total estimate: not to exceed \$15,000

Motion: Connie, Second by Ryan approach city for funds to install 6 parklets, one in ea blk **Approved unanimously**

C. Commercial Club Public Art Brochure request Christine Schilling, Chair of Public Art Committee, presented concept by Commercial Club, a request for \$1,500 for a self-guided walking tour brochure of C-Street Public Art Collection.

Motion by Connie, Second by Cindy to fund printing of brochure and identifying plaques. **Approved Unanimously**

D. Strategic Plan/Advisory Committee Update: Committee Chair Irene made report: *Final draft with executive summary by city due this week with public meeting mid to late march. Decision as to whether to fold sub-area into master plan or be a stand-alone document.*

E. Check Request Form Andy presented a layout for board reimbursement checks, produced by Mary based on format suggested by Lyle **Motion: Ryan, Second by Irene** to approve format, **Approved unanimously**

F. Board Procedure on Expenditures: Discussion about having clearer communication regarding holiday lighting and all CID expenditures

G. CID Annual Budget: Discussion about upcoming budget approval process. Discussion about bidding landscaping services. What is public and what is private? Sarah volunteered to get us a large map of district to identify. Other items

H. Board of Director Seats: End of Term: Ryan, Lyle, Andy, Mary

V. Old Business:

A. CID Management/Staffing: Lyle nominated Irene for Treasurer, Connie seconded, unanimously approved

B. Update Bylaws: Skipped, ran out of time

C. Advertising Committee Report: Connie (Chair) Committee working on annual planning, preparing for upcoming 2021 budget process.

VI. Public Comments: Deena announced her retirement as our landscaping person.

VII. Meeting adjourned: Mary motion, Second by Irene, unanimously at 11:24

VIII. Next Meeting Date & Time: Wednesday, March 10, 2021, 10:00 am, Savoy Ballroom, 224 East C-Street



Commercial Street Community Improvement District Board of Directors Meeting Minutes

Wednesday, March 10, 2021, 10:00am
Savoy Ballroom, 224 E. Commercial Street

Board Members Present [Attendance/Meetings]:

Andy Walls, President, (Property Owner, Business Owner, Resident) [9/9]
Lyle Foster, Vice-President, (Property Owner, Business Owner) [9/9]
Mary Collette, Secretary, (Property Owner, Business Owner) [9/9]
Irene Schaefer, Treasurer (Property Owner, Business Owner) [9/9]
Ryan Dock, (Property Owner, Business Owner) [8/9]
Connie Rhoades Hinds (Business Owner) [9/9]
Cindy Ussery (Business Owner) [2/2]

Guest: Sarah Kerner (City Representative)

I. Welcome Andy Walls, CID President, Called meeting to order at 10:08

II. Review and Approval of Minutes Mary Collette, presented February 10, 2021 minutes.

Motion by Cindy, Second by Connie, to approve February minutes as amended from. **Approved unanimously**

III. Financial Report: Jamie Evans reported February revenue \$6,560.35. She reported a change in name of account #64500 to Event/Project Support, clarifying the definition of internal/external events.

Motion by Mary, Second by Cindy to approve February Financial Report. **Approved unanimously**

IV. Board Business

A. City Budget Request: Irene presented a request for city funding letter \$30,000, modeled on current process used for Downtown CID, for one-time activities and an annual city contribution as a PILOT (payment in lieu of taxes). Sarah explained how the city contracts with Downtown CID, encouraging us to do the same. Irene requesting permission to send letter to the City Manager a.s.a.p.

Motion by Lyle, Second by Cindy send letter with attachment & Andy's signature **Approved unanimously**

B. District Landscaping: Irene has been meeting with contractors, developing a scope of work. Counted planters: 30-35 sm, 30-35 med and 20 lg planters. She's splitting the bids into 3 categories: Landscaping, Maintenance, Snow & Ice removal and will be getting at least 3 quotes. Design to match existing beds is important in landscaping bids.

C. CID Annual Budget: Discussion about upcoming budget draft due end of March to council. Discussed the approval process. Proposal for Irene and anyone interested work on a draft for next year's budget. Subcommittee formed with Irene chairing as Treasurer and Mary, and Andrea.

D. Street Seats and Parklets: Lyle making request for funding of 2 parklets (locations TBD) for \$2,000 each and Andy will look into what insurance would be required by the city.

Motion by Lyle for \$4,000 in CID funds, \$2,000 services & \$2,000 for planters Irene seconded. unanimously approved
Motion by Irene second by Connie for Lyle for permission/authorization to apply for AARP grant. unanimous approval

E. Board of Directors' Seats: Andy announced end of term for Ryan, Lyle, Andy, Mary. Andy announced he would be stepping down to focus more on their business. Nominating committee: Joe Gidman, Stacie Schneider, Anne Walls was reinstated

V. Old Business:

A. Update Bylaws: Subcommittee: Irene, Ryan, Sarah

B. Advertising Committee Report: Connie (Chair) discussing new website, important but taking more time than expected. Presented KOZK TV spot to run 5X a week from March 15-June 15 for \$700 a month, a \$2,100 expense.

VI. Public Comments:

VII. Next Meeting Date & Time: Wednesday, May 12, 2021, 10:10 am, Savoy Ballroom, 224 East C-Street

VIII. Meeting adjourned: Lyle motion, Second by Ryan, unanimously at 11:11



Commercial Street Community Improvement District Board of Directors Meeting Minutes

Wednesday, April 14, 2021, 10:00am
Savoy Ballroom, 224 E. Commercial Street

Board Members Present [Attendance/Meetings]:

Andy Walls, President, (Property Owner, Business Owner, Resident) [10/10]
Lyle Foster, Vice-President, (Property Owner, Business Owner) [10/10]
Mary Collette, Secretary, (Property Owner, Business Owner) [10/10]
Irene Schaefer, Treasurer (Property Owner, Business Owner) [10/10]
Ryan Dock, (Property Owner, Business Owner) [9/10]
Connie Rhoades Hinds (Business Owner) [10/10]
Cindy Ussery (Business Owner) 3/3]

Guest: Sarah Kerner (City Representative)

I. Welcome Andy Walls, CID President, Called meeting to order at 10:04

II. Review and Approval of Minutes Mary Collette, presented March 10, 2021 minutes.

Motion by Irene, Second by Connie, to approve March minutes as amended. **Approved unanimously**

III. Financial Report: Jamie Evans reported March revenue \$3,652. She requested receipts for Paypal expenses.

Motion by Mary, Second by Irene to approve March Financial Report. **Approved unanimously**

IV. New Business

A. C-Street Ambassador Program: Lyle presented new initiative "Friends of C-Street," a volunteer Pilot program. Wearing T-shirts, they can help inform our guests about parking, amenities and pass out brochures. Lyle as point person.

Motion by Mary , Second by Irene to approve the \$275 for the initial order of T-Shirts **Approved unanimously**

As a tool for ambassadors, to print more copies of brochure circulated at meeting showing shopping opportunities for \$400.

Motion by Irene , Second by Mary to approve the \$400, with input & direction from Ad committee **Approved unanimously**

B. AARP Grant: Lyle presented concepts: funding for \$2,500 (with a \$1,000 public match) furniture/parklets and for an inclusion mural, that the community would participate in, to mark events of 2020 to total \$5,600

Motion by Cindy, Second by Irene to submit AARP grant with CID approval **Approved unanimously**

C. C-Street Signage Program: Lyle presented concept for two sandwich signs for each block, will report in May.

V. Existing Business:

A. CID Annual Budget/2021: Irene explained 2021 budget committee (with Mary and Andrea.) recommendations, an increase of \$10,000 (\$7,000 on promotion) monthly setaside of \$2,000 for CID renewal

Motion by Mary, Second by Lyle send 2021 budget to City Council as required. **Approved unanimously**

Motion by Mary, Second by Lyle approve budget committee meeting minutes. **Approved unanimously**

B. Bylaws Update: Sarah went through additions, deletions, changes she has suggested. Will update and bring next month.

C. Insurance Update: Andy reported previous insurance quote was too high. Our current insurance is adequate.

D. Street Seats and Parklets: Lyle updated on progress, needs to identify 6 locations initially. Will send map with 21 locations to board. Has an additional \$2,000 from Phyllis' Zone 1 Pothole fund. Looking for 6 businesses, one per block, to adopt planters for flowers, maintenance and watering.

E. District Landscaping: Irene will get bids and call special meeting for short term weeding & mulching of district.

F. Advertising Committee Report: Connie reporting ads for W2S, RT66 maps, and Mothers Day promotions

G. Board of Directors' Seats: End of term for Ryan, Lyle, Andy, Mary. Hoping to have a resident to apply. Nominating committee will have a recommendation for the board next month.

VI. Public Comments: All are invited to district cleanup (Clean Spfd?) between 9 and 12 Saturday in Public lot behind Lindbergs

VII. Next Meeting Date & Time: Wednesday, May 12, 2021, 10:00 am, Savoy Ballroom, 224 East C-Street

VIII. Meeting adjourned: Lyle motion to adjourn, Second by Ryan, **Approved unanimously at 11:27**



Commercial Street Community Improvement District Board of Directors Meeting Minutes

Wednesday, May 12, 2021, 10:00am
Savoy Ballroom, 224 E. Commercial Street

Board Members Present [Attendance/Meetings]:

Andy Walls, President, (Property Owner, Business Owner, Resident) [11/11]
Lyle Foster, Vice-President, (Property Owner, Business Owner) [11/11]
Mary Collette, Secretary, (Property Owner, Business Owner) [11/11]
Irene Schaefer, Treasurer (Property Owner, Business Owner) [11/11]
Ryan Dock, (Property Owner, Business Owner) [9/11]
Connie Rhoades Hinds (Business Owner) [11/11]
Cindy Ussery (Business Owner) [4/4]

Guest: Sarah Kerner (City Representative)

I. Welcome Andy Walls, CID President, Called meeting to order at 10:05

II. Review and Approval of Minutes Mary Collette, presented April 14, 2021 minutes.

Motion by Irene, Second by Connie, to approve April minutes as amended. Approved unanimously

III. Financial Report: Jamie Evans reported April revenue \$4,040.

Motion by Mary to approve, Second by Irene to approve April Financial Report. Approved unanimously

IV. New Business

A. Nominating Committee Report: Nominating committee presented their recommendations for the 4 seats open for renewal or filling: Ryan, Lyle, Andy, Mary. After reviewing all applications, submitted slate to board of: Lyle Foster, Mary Collette, Sarah Kerner and Rose Whitcomb.

Motion by Mary, Second by Cindy to approve the report of the nominating committee. Approved unanimously

Motion by Irene for silent vote to seat Committee's recommendation, two in favor, the rest opposed. Motion failed

Motion by Mary to step down and then to approve and present the slate of Lyle Foster, Ryan Dock, Sarah Kerner and Rose Whitcomb to City Council. Second by Lyle. Approved unanimously.

B. Monthly Meeting Agenda Policy: Andy proposed a new policy. He has asked that action items and particularly new expenditures to be considered by the board be presented to board members a week prior to the meeting.

V. Existing Business

A. Bylaws Update: Sarah did not bring copies so this item will be addressed next month.

B. Street Seats and Parklets: Lyle updated on progress, Identified 6 locations that city staff said they would accept. Can paint planters. Need adoptees for tables and chairs. Mary asked about getting tables & chairs out for use prior to planters.

C. AARP Grans: Lyle reported no word yet on status; waiting to hear whether accepted or not

D. District Landscaping: Irene reported she did not call for the meeting as outlined in the minutes since the City mulched for us.

F. Advertising Committee Report: Connie reporting ad in Rt 66 brochure, TV spot, C-Street Summer with a vintage look. Merchants printing map by themselves, waiting to print until Cuban restaurant and other new businesses open. Discussion on communication

VI. Public Comments: Mary reported Commercial Club hosting a C-Street stop on the Weller Elementary's Scavenger Hunt.

The Footbridge Pavilion will be a stop on this hunt on Friday, May 21, from 5:30 to 7pm. Clues and maps provided for 6 driving stops, a wonderful opportunity to promote C-Street by having an "ambassador" there or handing out special offers or invitations.

VII. Next Meeting Date & Time:

Wednesday, June 9, 2021, 10:00 am, Savoy Ballroom, 224 East C-Street

VIII. Meeting adjourned: Lyle motion to adjourn, Second by Irene, Approved unanimously at 10:54



Commercial Street Community Improvement District Board of Directors Meeting Minutes

Wednesday, June 9, 2021, 10:00am
Savoy Ballroom, 224 E. Commercial Street

Board Members Present [Attendance/Meetings]:

Andy Walls, President, (Property Owner, Business Owner, Resident) [12/12]
Lyle Foster, Vice-President, (Property Owner, Business Owner) [12/12]
Mary Collette, Secretary, (Property Owner, Business Owner) [12/12]
Irene Schaefer, Treasurer (Property Owner, Business Owner) [12/12]
Ryan Dock, (Property Owner, Business Owner) [10/12]
Connie Rhoades Hinds (Business Owner) [12/12]
Cindy Ussery (Business Owner) [5/5]

Guest: Sarah Kerner (City Representative)

I. Welcome Andy Walls, CID President, called meeting to order at 10:08.

II. Review and Approval of Minutes Mary Collette, presented May 12, 2021 minutes.

Motion by Irene, Second by Connie to approve May minutes as amended. **Approved unanimously**

III. Financial Report: Jamie Evans reported May revenue, second highest month,

Motion by Mary, Second by Irene to approve May Financial Report. **Approved unanimously**

IV. New Business

A. Securing Economic Development Attorney to assure compliance with new state laws. Sarah provided information on an attorney who charges anywhere from \$415 to \$460 per hour. Mary suggested we cast a larger net and look for a pro bono situation to something much less expensive. Sarah will continue pursuing our available options.

B. CID Board Member Orientation: Pursue the same person C-Street City Market recently used. It was a free service.

C. Monthly Meeting Location: Consider different locations for meetings. Will explore options for next meeting.

D. Upcoming Officer Election: Welcomed new members Rose and Sarah. Irene will take minutes until new secretary elected.

V. Existing Business

A. Bylaws Update: Mary thanked Sarah for her revisions.

Motion by Mary, Second by Irene to approve the new bylaws **Approved unanimously.**

B. Street Seats and Parklets: Lyle updated on progress, Seven locations have been suggested. Four locations can be set in place by June 29 if businesses willing to adopt which includes planting, maintaining and bringing furniture in and out.

C. AARP Grants: Lyle reported no word yet on status of our application; waiting to hear whether accepted or not

D. District Landscaping: Irene reported she is still taking bids. Labor is an issue but City has been maintaining district. She is gathering quotes (thinking 3 minimum). She will present bids to the board prior to the July meeting.

F. Advertising Committee Report: Connie reporting updating print, digital and TV contracts, adding to our campaign. C-Street Summer digital campaign with a vintage look. Planning increases in TV and digital exposure, new rack cards in production. Mary passed out Open Air Art Gallery Pocket Guide. Andy asked if banners needed to be replaced. Mary asked about the Ambassador Program. Connie said "Friends of C-Street" T-shirts ordered and Cindy working with volunteers.

VI. Public Comments: Sarah's reminder: TIF meeting at White River, Tuesday, June 15, 5-6:30p to select next major projects.

VII. Next Meeting Date & Time:

Wednesday, July 14, 2021, 10:00 am, location TBD

VIII. Meeting adjourned: Irene motion to adjourn, Second by Cindy, Approved unanimously at 10:52



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, July 14, 2021, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [1/1]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [1/1]
Sarah Kerner, Secretary (Property Owner Representative) [1/1]
Ryan Dock (Property Owner, Business Owner) [1/1]
Connie Rhoades Hinds (Business Owner) [1/1]
Cindy Ussery (Business Owner) [1/1]
Rose Whitcomb (Property Owner) [1/1] (joined meeting at 10:07am due to technical difficulties)

- I. Call to Order/Welcome.** Lyle Foster, CID Vice-President called the meeting to order at 10:03am.
- II. Acknowledgement of New CID Board Members,** Sarah Kerner and Rose Whitcomb.
- III. Review and Approval of Previous Minutes.** Former CID Secretary Mary Collette presented the June minutes. The following amendments were proposed: Sarah “presented”, not “recommended” legal counsel. Also, amend financial report, May revenue from \$6 to actual \$. With these changes, Ryan Dock moved to approve the minutes, Connie Rhodes Hinds seconding. Motion carried. Mary Collette will send notes to Holland for posting to website after updated.
- IV. Financial Report.** CID accountant Jamie Evans presented June financials. Irene Schaefer moved to approved; Ryan Dock seconded. Motion carried.
- V. New Business**
 - **Securing Economic Development Attorney for Legal Counsel Needs.** Sarah Kerner stated she will follow up and send out update regarding possible pro bono attorney out of larger firm (Shelby Wood). A proposal from Todd Johnson, attorney for Downtown Springfield CID, will be sent out to the full Board. A discussion was held about the reasons why the CID needs an attorney, such as keep current with CID Act changes, for review of Bylaws or legal agreements, or provide legal advice when needed.
 - **CID Board Member Orientation.** Several board members are interested. Sarah Kerner will follow up with the attorney that provided a training to the Farmers Market Board for no cost.
 - **Officer Election**
 - **President.** No one volunteered for the position. Irene Schaefer moved to nominate Lyle Foster, Connie Rhodes Hinds seconded, motion carried.

- **Vice-President.** Irene Schaefer volunteered for the position. Cindy Ussery moved to nominate, Connie Rhodes Hinds seconded, motion carried.
- **Secretary.** Sarah Kerner volunteered for the position. Irene Schaefer moved to nominate Connie Rhodes Hinds seconded, Motion carried.
- **Treasurer.** Irene Schaefer volunteered to serve as treasurer through Dec 2021, in addition to VP role. Ryan Dock moved to approve, Sarah Kerner seconded, motion carried.
- Jamie requested that the current list of board members and contact information be provided to her. Sarah Kerner agreed to provide this information.
- **Commercial Street TIF Community Input Results.** Sarah Kerner provided an update that the City was pleased with over 100 responses to survey with majority of responses in favor of proposed projects. A question was posed regarding parking lot design, specifically whether trees can be included (similar to the Jefferson/Blaine parking lot) to provide shade and cool the asphalt. Sarah Kerner replied that designs are pretty far along, but she will provide more information at the next meeting. The TIF funding request is scheduled to go before City Council for first reading on August 9th. Sarah Kerner stated she would provide the slate of what will go before City Council to CID board soon; staff was still working on it. A question was raised about whether City streetscape projects would be continuing. Sarah Kerner replied that she would talk to Public Works and provide more information at the next meeting

VI. Existing Business

- **Sidewalk Cafes/Parklets.** Lyle Foster provided an update to the Board. Artisan Elements has produced the first set of planters using \$2,000 in funding from Councilwoman Ferguson's "pothole funds." 3 sets of planters were delivered last week, the 4th set is coming in 8 weeks. Numerous funding sources have been approved for the parklets – CID, City budget, and AARP grant. This will allow the CID to add more planters and furniture. Lyle Foster stated his intention was to see how the first 4 sets are received. We still need to determine if we will have people "adopt" the seating areas, plant flowers, add artistic elements, etc. Irene Schaefer and Kim Wrinkle from Victory Mission will work together to see what is available for help to get things planted – Irene will coordinate with the City on what resources available, Kim will recruit volunteer labor.
- **AARP Grant.** Lyle Foster asked for approval to execute the MOU. Sarah Kerner quickly reviewed and stated it appeared to be a pretty standard document. This MOU provides the terms for the \$7800 AARP grant awarded to the CID. AARP wants the award to be held confidential until they announce sometime late July with national publicity. The grant funding request was to help fund parklets and a community mural. Sarah Kerner moved to approve, Irene Schaefer seconded, motion carried.
- **District Landscaping.** Irene Schaefer presented three landscaping quotes she had received and asked for a vote on which landscaper to enter into Master Services Agreement with, which will define terms/conditions of how we do business. Proposal# or PO#'s will actually commit to the funds being spend for the various segments (mulch, weeds, trim). Irene Schaefer recommended Gabris. Connie Rhodes Hinds moved to approve, Sarah Kerner seconded, motion carried. Irene Schaefer agreed to continue managing the landscaping project with landscaper, timing, and City coordination.
- **Advertising Committee Report.** No meeting this month. Will reschedule.

VII. Public Comments

VIII. Next Meeting Date and Time. Wednesday, August 11, 2021, 10 a.m. at Victory Mission Administrative Building.

IX. Adjournment. The meeting was adjourned at 10:56am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, August 11, 2021, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [2/2]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [2/2]
Sarah Kerner, Secretary (Property Owner Representative) [2/2]
Ryan Dock (Property Owner, Business Owner) [2/2]
Connie Rhoades Hinds (Business Owner) [2/2]
Cindy Ussery (Business Owner) [2/2]
Rose Whitcomb (Property Owner) [2/2]

I. Call to Order/Welcome. Lyle Foster, CID President called the meeting to order at 10:00 am.

II. Review and Approval of Previous Minutes. CID Secretary Sarah Kerner presented the July minutes. No changes were requested. Irene Schaefer moved to approve the minutes, Connie Rhoades Hinds seconded. Motion carried. Sarah Kerner will send minutes to Holland for posting to website after updated.

III. Financial Report. CID accountant Jamie Evans and Treasurer Irene Schaefer presented July financials. Irene noted that there are \$33,000 in carryover funds that the Board will need to plan how to spend. Sarah Kerner moved to approve; Cindy Ussery seconded. Motion carried.

IV. New Business

- **Securing Economic Development Attorney for Legal Counsel Needs.** Sarah Kerner presented proposals from Todd Johnson, attorney for Downtown Springfield CID, for \$195 per hour, and Shelby Wood, Spencer Fane, on a pro bono basis. A discussion was held regarding whether the attorney would need to attend every meeting and the general agreement was that it would not be necessary, but attending a few meetings to familiarize himself with the group would be advisable. Irene Schaefer move to approve hiring Shelby Wood as the CID attorney; Ryan Dock seconded.
- **CID Board Member Orientation.** Sarah Kerner stated that she had not been successful in contacting the attorney that conducted the training for the Farmers Market group. Lyle Foster stated that he would set something up for September. Sarah Kerner also stated that Drury is holding a Non-Profit Leadership Conference this fall, which would be another good opportunity to get some training although not CID-specific.
- **Commercial Street TIF Council Meeting Update.** Sarah Kerner stated that the TIF allocation was presented to City Council on August 9 and a vote would be held on August 23. A council member questioned whether further public input would be taken and City staff stated that it would be. A discussion was also held about the art plan for the area that will be prepared

with public input in order to determine the best use of the TIF funds that are requested to be allocated to new public art.

- **Additional Check Signer.** Lyle Foster stated that the Board needed to update signature cards at the bank, since two signatures are required for CID checks and there has been some Board turnover. Ryan Dock volunteered and Rose Whitcomb was nominated to be additional authorized check signers for the CID. Connie Rhoades Hinds moved to approve; Sarah Kerner seconded.
- **City Contract.** Sarah Kerner presented the City contract that has been prepared to transmit the City funds that were budgeted for CID security cameras and street furniture/parklets. The Board will vote on this contract at the September meeting.
- **CID Security Cameras.** Cameron Rose from WON Communications will attend the September meeting to discuss security cameras. A discussion was held regarding coordination with Springfield Police and allowing access to private security cameras – both the cameras funded by the CID and those installed by private businesses. Coordination with PAR Officer Jimmy Andela is recommended.

V. Existing Business

- **Advertising Committee Report.** Connie Rhoades Hinds reported that it is time to renew contracts with KSMU, CVB, etc. She also met with KOLR 10 and CVB for additional advertising options. The committee hopes to present a full proposal at the September meeting. Lyle Foster asked if there is any way to gauge the effectiveness of the advertising. Connie stated that the CVB is able to provide a lot of data regarding click rates and numbers of brochures mailed out. A discussion was also held about rack cards. Mary Collette presented the new design and stated that 25,000 will be printed to start. CVB inserts them in Visitor's Guides. Cindy Ussery volunteered to take them to other communities.
- **District Landscaping.** Irene Schaefer thanked Victory Mission for the volunteer effort scheduled for Friday 8/20 to do weeding throughout the District. Landscaping company Gabris will be starting next week – first work items will be trimming and application of pre-emergent.
- **Sidewalk Cafes/Parklets.** Lyle Foster stated that planters will be planted this weekend. Kim Wrinkle with Victory Mission is going to paint the planters with colorful designs. He acknowledged that some people do not like the planters but asked for patience as they were not yet fully activated. Mary Collette asked about different locations and Lyle Foster explained process with NForm Architecture and City Public Works for determining locations and encroachment license.
- **AARP Grant.** Lyle noted that the AARP funds should be deposited into the CID account any day.

VI. Other Business

- **CID address.** PO Box 443, Springfield MO 65801 Jamie checks the CID PO Box once a month before each meeting.

- **Payment for meeting space.** Lyle Foster raised a question for the Board to consider regarding a donation to Victory Mission for the use of their meeting space. Irene Schaefer stated that she felt \$150 per month was fair. This item will be on the September agenda for Board action.
- **Carryover funds.** Sarah Kerner asked about the process for budgeting the carryover funds. This item will be on the September agenda for Board action, along with other funds recently received from AARP grant (\$7,800) and City budget request (\$20,000).

VI. Public Comments

Deputy City Manager Maurice Jones introduced himself and discussed the goals of the new Economic Vitality Department.

VII. Next Meeting Date and Time. Wednesday, September 8, 2021, 10 a.m. at Victory Mission Administrative Building.

VIII. Adjournment. The meeting was adjourned at 10:57am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, September 8, 2021, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [3/3]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [3/3]
Sarah Kerner, Secretary (Property Owner Representative) [3/3]
Connie Rhoades Hinds (Business Owner) [3/3]
Cindy Ussery (Business Owner) [3/3]
Rose Whitcomb (Property Owner) [3/3]

Not present:

Ryan Dock (Property Owner, Business Owner) [2/3]

I. Call to Order/Welcome. Lyle Foster, CID President called the meeting to order at 10:00 am.

II. Review and Approval of Previous Minutes. CID Secretary Sarah Kerner presented the August minutes. Two corrections were noted to the Financial Report section: Irene Schaefer should be listed as Treasurer, not Secretary; and the financials presented were from July, not June.

Action: With those changes, Irene Schaefer moved to approve the minutes, Cindy Ussary seconded. Motion carried. Sarah Kerner will send minutes to Holland for posting to website after updated.

III. Financial Report. CID accountant Jamie Evans and Treasurer Irene Schaefer presented August financials. Jamie noted that this month's sales revenue includes monthly and quarterly payments. Irene noted that foot traffic on weekends has been strong.

Informational items:

- We have not received AARP funds yet.
- Recycling monthly bill increased from \$95 to \$109.25.
- PO Box: Gregg Johnson set up the account so he is the only one that can make changes. The Board will need to put a new person on the account then apply for a duplicate key. Lyle will coordinate this with Gregg.
- The Board needs to coordinate with Dept of Revenue on making sure all the businesses within the District area collecting and remitting the CID sales tax. The Board will provide the new business list to Jamie and she will notify DOR.

Action: Sarah Kerner moved to approve, Connie Rhoades Hinds seconded. Motion carried.

IV. New Business

- **Introduction of Legal Counsel.** Shelby Wood of Spencer Fane introduced himself. He will be providing the board 4-5 hours pro bono legal services monthly. He will provide a letter of engagement for the board to sign.

Action: Connie Rhoades Hinds moved to approve; Irene Schaefer seconded. Motion carried.

- **CID Board Member Orientation Schedule.** Lyle Foster stated that there was strong interest, and the orientation would be scheduled in the future.
- **Commercial Street TIF Council Meeting Update.** Sarah Kerner stated that the proposed funding allocation was approved by City Council.
- **City Contract.** Sarah Kerner presented the City contract that has been prepared to transmit the City funds that were budgeted for CID security cameras and street furniture/parklets. This contract was first presented to the Board during the August meeting. A question was raised from the audience regarding which expenses were reimbursable under the contract. Sarah Kerner clarified that no expenses incurred prior to the date of contract execution were reimbursable.

Action: Sarah Kerner moved to approve; Irene Schaefer seconded. Motion carried.

- **CID Security Cameras.** Cameron Rose from WON Communications will present on this topic at October meeting.
- **Budget Request:** A funding request for Thriller Video Production from Dance With Me in the amount of \$1,200. Total project cost is \$7,000.

Action: Sarah Kerner moved to approve; Connie Rhoades Hinds seconded. Motion carried.

- **Budget Request:** A funding request for Pup Crawl from TAME Pet Magazine in the amount of \$500.

Action: Sarah Kerner moved to approve; Cindy Ussary seconded. Motion carried.

- **Commercial Street Pulse.** Lyle Foster led a discussion of how business and activity is going on the street. There has been a good showing from customers even with inconvenience of repaving project. Lyle sent positive comments to the City Manager re: Public Works' communication re: repaving. Soozesbees and Bee's Knees have been opened. Moon City Pub coming soon. There was increased unsheltered population in the District through the summer but that seems to have lessened.

V. Existing Business

- **Sidewalk Cafes/Parklets.** Victory Mission artist volunteers have painted the planters and they have been planted. Lyle is working on the encroachment license with the City. The board will be ordering more planters with AARP and City funds. Insurance for parklets – premium is going up to \$828/yr (GLS Insurance Group).

Action: Connie Rhoades Hinds moved to approve; Cindy Ussary seconded. Motion carried.

- **AARP Grant.** Lyle reported that there had been a small snafu on the MOU but its straightened out now and money is on its way.
- **District Landscaping.** Irene Schaefer thanks Victory Mission for their volunteer efforts on weed control. Gabris Landscaping worked on east end last week applying pre-emergent. Landscaping bills should be coming as work is performed. City will be replacing two female ginko trees that smell like dirty socks and several other areas will be planted also. Board members expressed that they do not want tiny trees and would be willing to pay the difference for larger trees to be planted.

Cindy Ussary inquired about seasonal street decorations for fall and Christmas. This will be added as an agenda item for October. Corn stalks are being put up soon.

- **Advertising Committee Report.** TV advertising was added this year with KOLR10. Commercials should be on the air in October. New rack cards have been distributed.

VI. Other Business

Rose Whitcomb announced she has to leave the CID Board because she sold her building and is moving.

Action: Sarah Kerner moved to accept Rose's resignation from the Board; Irene Schaefer seconded. Motion carried. Notice of vacant position will be posted on the CID website.

Jamie also mentioned we would need a new check signer to replace Rose. Connie Rhodes Hinds volunteered.

Action: Sarah Kerner moved to approve; Irene Schaefer seconded. Motion carried.

VI. Public Comments - none

VII. Next Meeting Date and Time. Wednesday, October 13, 2021, 10 a.m. at Victory Mission Administrative Building.

VIII. Adjournment. The meeting was adjourned at 11:04am



**Commercial Street Community Improvement District
Special Meeting Minutes
Thursday, September 9, 2021, 5-7pm
Q Enoteca, 308 W. Commercial**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner)
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner)
Sarah Kerner, Secretary (Property Owner Representative)
Connie Rhoades Hinds (Business Owner)
Cindy Ussery (Business Owner)

Guest: Rhett Roberson

I. Call to Order/Welcome. Lyle Foster, CID President called the meeting to order at 5:15pm.

II. Discussion of Kantor Baseline Profile. Rhett Roberson of Paramite Consulting led the group in an analysis and discussion of the Kantor Baseline Profile and its impact on Board dynamics.

No votes were taken.

III. Next Meeting Date and Time. Wednesday, October 13, 2021, 10 a.m. at Victory Mission Administrative Building.

IV. Adjournment. The meeting was adjourned at 7:00pm sharp.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, October 13, 2021, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [4/4]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [4/4]
Sarah Kerner, Secretary (Property Owner Representative) [4/4]
Connie Rhoades Hinds (Business Owner) [4/4]
Cindy Ussery (Business Owner) [4/4]
Ryan Dock (Property Owner, Business Owner) [3/4]
Vacant Seat

I. Call to Order/Welcome. Lyle Foster, CID President called the meeting to order at 10:00 am.

II. Review and Approval of Previous Minutes. CID Secretary Sarah Kerner presented the September regular meeting and special meeting minutes.

Action: For September regular meeting minutes, Sarah Kerner moved to approve, Irene Schaefer seconded. Motion carried. For September special meeting minutes, Sarah Kerner moved to approve, Irene Schaefer seconded. Motion carried. Sarah Kerner will send minutes to Holland for posting to website after updated.

III. Financial Report. CID accountant Jamie Evans and Treasurer Irene Schaefer presented September financials.

Action: Cindy Ussery moved to approve, Sarah Kerner seconded. Motion carried.

IV. New Business

- **CID Board Member Orientation Postpone.** With Rose's resignation from the Board, we will wait until a new Board member is appointed to conduct the orientation.
- **CID Board Member Vacancy.** The vacancy has been posted on the website and social media. A couple of applications have already been received. The applications can be sent to Lyle or Sarah. Application deadline is 10/23. Board will select from applicants in a full Board meeting.
- **City Contract Update.** Contract is still in city contract administration process but all needed documents have been submitted. Sarah expects the contract will be finalized and the CID will be able to submit reimbursement requests under the contract by next month.
- **CID Security Cameras.** Cameron Rose from WON Communications made a presentation to the Board about options for security cameras. Cost of cameras can range in price from \$500 - \$2,000 each. Larger cost is getting them all linked up to recording device. Board hasn't decided on locations yet but general discussion was held about surveillance of off-street

parking lots and maybe alleys. Record would ideally go to one central network video recorder – a computer that is connected to the internet. The Board asked WON to create a proposed for what our budget would allow. At some point, Victory Mission volunteered for the CID to link cameras into their security system, but it was unclear whether different systems would be able to be connected. Questions were raised re: location/ownership/security of network video recorder and recorded data. It was also noted that \$8,000 is above the CID's threshold for required bidding.

- **Commercial Street Encroachments Report.** Lyle Foster is working with City Public Works Department to update the Encroachment Agreement and insurance that is required for any CID-owned property placed in the public right-of-way (kiosks, trash cans, and bike racks). A discussion was held regarding the CID covering the insurance for private businesses placing items in the ROW.

Action: Connie Rhodes Hinds made a motion to request an insurance quote for the cost of covering sandwich boards, tables and chairs for private businesses. Sarah Kerner seconded, Motion carried. All other items would have to be covered by each individual business, with an encroachment agreement and insurance.

- **Holiday Lights:** Irene Schaefer has appointments with contractors to look at existing lights and discuss options for new lights. In other cold weather news, the CID has a full pallet of salt and the landscaper will apply as needed.
- **Commercial Street Pulse.**
 - Viviana Writer purchased the building at Washington and Commercial.
 - A discussion was held about the upcoming Trick or Treat event on October 30. Irene Schaefer made a motion to provide \$500 of CID funding to purchase Halloween candy and event posters. Sarah Kerner seconded. Motion carried.

V. Existing Business

- **Advertising Committee Report** (Board Discussion): Connie Rhodes Hinds reported that the Committee is working on ads and boosting events such as Sip & Shop and Shop Small Weekend.

VI. **Public Comments.** It was noted that the District needs another recycling bin. Irene will call and Mary Collette offered to assist.

VII. **Next Meeting Date and Time.** Wednesday, November 10, 2021, 10 a.m. at Victory Mission Administrative Building.

VIII. **Adjournment.** The meeting was adjourned at 11:01am



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, November 10, 2021, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [5/5]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [5/5]
Sarah Kerner, Secretary (Property Owner Representative) [5/5]
Connie Rhoades Hinds (Business Owner) [5/5]
Cindy Ussery (Business Owner) [5/5]
Ryan Dock (Property Owner, Business Owner) [4/5]
Vacant Seat

I. Call to Order/Welcome. Lyle Foster, CID President called the meeting to order at 10:01 am.

II. Review and Approval of Previous Minutes. CID Secretary Sarah Kerner presented the October regular meeting and special meeting minutes.

Action: Sarah Kerner moved to approve, Irene Schaefer seconded. Motion carried. Sarah Kerner will send minutes to Holland for posting to website.

III. Financial Report. CID accountant Jamie Evans and Treasurer Irene Schaefer presented October financials.

Jamie noted that Ryan Dock's Halloween candy reimbursement had not been submitted yet so it was not reflected in the budget. This month the CID exceeded last year's sales tax revenues by \$2600. Year to date we are up \$8-9K over last year.

Action: Irene Schaefer moved to approve, Sarah Kerner seconded. Motion carried.

IV. New Business

- CID Board Member Vacancy. One application has been received from Travis Tindall of NForm Architecture. Mary Collette asked to ensure in the future that a resident be on the Board. Irene Schaefer noted that we did have interested residents but they were not registered to vote with their address in the District.

Action: Irene Schaefer moved to approve Travis Tindall's application to serve as a CID Board member, Sarah Kerner seconded. Motion carried. Lyle Foster will draft a formal welcome email to Travis Tindall welcoming him to the Board.

- City Contract Update. The agreement is signed; Sarah will provide executed copy back to the Board. CID may submit requests for reimbursement under the Agreement as eligible expenditures are made.

- CID Security Cameras-Cameron Rose-WON Communications. No update. Mr. Rose not able to attend the meeting.
- Commercial Street Encroachments Report Update. Lyle Foster is working with insurance company to get a quote for encroachments. Mary Collette asked a question about whether the CID should be required to insure the trash cans – apparently it is unclear whether the City or the CID owns the trash cans.
- Electric Scooter Regulations-Cora Scott-City of Springfield. No update. Ms. Scott not able to attend the meeting.
- Holiday Lights. Irene Schaefer reported that 9 volunteers and 2 contractors would be hanging wreaths and lights. This should be completed by the end of the week.
- Commercial Street Pulse. Lyle Foster stated that he was concerned that not all businesses were aware of CID Sales Tax. He would like to make some educational efforts in this regard. There was a discussion among board members and guests about whether it is the CID's obligation to notify the Department of Revenue of new businesses, or whether DOR notifies the businesses. Teresa Emerson, who opened a business in the last few months, noted that DOR told her about the CID tax when she registered her business, based on the address.

A discussion was held regarding board communications and the cid@historiccstreet.com email address. This domain is not owned by the CID; it is owned by the Commercial Club. We need an independent CID email address; Connie Rhodes Hinds offered to set one up. Mary Collette offered to talk to Andy about deleting the existing cid@historiccstreet.com email address. A questions was raised about whether the CID has its own website – the consensus seems to be that no, it is shared with Commercial Club and Anne Walls had control of the CID email list.

V. Existing Business

- District Landscaping. Irene Schaefer reported that the crew would be on the street today, winterizing and working west to east. Cindy Ussery raised a question about trash in flower beds. Mary Collette offered to notify Drew (the trash clean-up person) of the issue and share the contract with the Board. He works about ½ hour each day on clean-up.
- Advertising Committee Report. Connie Rhodes Hinds reported that KOLR10 recently attended the Merchants Meeting and will be launching the TV advertising campaign soon. The Sip & Shop event is this weekend and Small Business Weekend is at the end of the month. C-Street also has the cover on the Welcome to Springfield holiday edition.

Lyle Foster thanked the advertising committee for their efforts and noted that the CID has resources with the increased sales tax revenues we have been receiving. We can support events. The purpose of the CID is to invest in the street. For 2022, how can we continue to support our merchants? Connie Rhodes Hinds noted that the Marketing Committee is willing to boost any events happening in the District through the Historic C-Street Facebook page. Teresa Emerson asked for a focus on bringing more events to the Street.

VI. Public Comments.

VII. **Next Meeting Date and Time.** Wednesday, December 8, 2021, 10 a.m. at Victory Mission Administrative Building.

VIII. **Adjournment.** The meeting was adjourned at 11:00 a.m.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, December 8, 2021, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [6/6]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [6/6]
Sarah Kerner, Secretary (Property Owner Representative) [6/6]
Connie Rhoades Hinds (Business Owner) [6/6]
Cindy Ussery (Business Owner) [6/6]
Ryan Dock (Property Owner, Business Owner) [5/6]
Travis Tindall [1/1]

I. Call to Order/Welcome. Lyle Foster, CID President called the meeting to order at 10:02 am.

II. Review and Approval of Previous Minutes. CID Secretary Sarah Kerner presented the November regular meeting minutes. She noted a correction that needed to be made, the minutes and financials were identified incorrectly as September instead of October.

Action: With that correction, Ryan Dock moved to approve, Cindy Ussery seconded. Motion carried. Sarah Kerner will send minutes to Holland for posting to website.

III. Financial Report. CID accountant Jamie Evans and Treasurer Irene Schaefer presented October financials. Irene noted that December revenue up to \$8k, as compared to last year's \$7k or an increase of 15%. Expenses for the month approx. 10% under budget; however, additional landscaping and holiday decorations will be coming through in December/January timeframe. Overall income \$4k, approx. \$1K over budget (25%). Board recognizes we need to kick in some of our projects requiring spend and as budgeted.

Action: Irene Schaefer moved to approve, Connie Rhodes Hinds seconded. Motion carried.

IV. New Business

- Lyle Foster welcomed new Board member Travis Tindall. Travis introduced himself – owner of NForm Architecture; he has been working on C-Street for about 10 years. He recently purchased the Cottons Building on the east end. He is excited to be part of the Board.

- CID Board Orientation. Lyle Foster explained that this would be about a 90 min. orientation session. A discussion was held regarding scheduling and it was determined that we would expand our meeting time in January to accommodate the orientation meeting as well as regular business. Another purpose of the orientation time could be to brainstorm about different projects we could be funding and possibly getting an office for CID business.

- City Contract Update. Signed, sealed, delivered.

- CID Security Cameras. Cameron Rose from WON Communications provided cost estimates for 3 cameras installed near parking lot at Jefferson and Blaine, recording device, switches, router, and installation. All-in material and labor cost would be approximately \$7750; monthly charge for internet would be \$75. Adding additional cameras would be about \$500 plus cost of labor, conduit, and cabling.

Mr. Rose also mentioned that as additional parking lots were redone, conduit should be included, which will make future camera installation/wiring much easier.

Mary Collette raised the question of using higher-end residential cameras and allowing businesses to “host” them. Cindy Ussery stated that it is something to consider.

- Commercial Street Encroachments Report Update. Current insurance covers kiosks, bike racks, and CID-owned street furniture and planters. Do we also want to cover tables and chairs for individual businesses? What about sandwich boards or planters?

Action: Sarah Kerner moved to add individual businesses tables, chairs, and sandwich boards to the CID insurance. Irene Schaefer seconded. Motion was approved. Board attorney Shelby Wood will work with Lyle Foster to draft communication to businesses about this opportunity.

- Electric Scooter Regulations-Cora Scott-City of Springfield. A handout was provided about the City’s initiative to explore code changes needed to authorize scooter rentals in Springfield. City staff requests input from stakeholders; Sarah Kerner will send out the link.

- Frisco Lane Dumpsters. The CID piloted a shared dumpster & recycling bin on Frisco Lane. A couple of weeks ago, the dumpster began not being emptied. Mary Collette investigated and provided an update to the Board. WCA was the prior trash hauler. They kept emptying the dumpster even though they weren’t being paid. When WCA sold to GFL the trash pick-up stopped. Moore’s Trash Service is the Board’s new hauler for this dumpster. Moore’s will bring a new container at the beginning of the year. Currently there are 6 containers being paid for by property owners. CID pays for recycling. CID is working on adding another bin.

- Victory Mission Donation. A discussion was held regarding whether the Board should continue meeting in the Victory Mission (VM) meeting space and whether payment should be made. Sarah Kerner noted that no payment had been made for the previous meeting location at the Savoy. A suggestion was made that rather than payment for meeting space, perhaps the CID could sponsor a VM event from time to time as recognition of our appreciation for the meeting space.

Action: Irene Schaefer moved to continue meeting at VM for 2022. Connie Rhodes Hinds seconded. Motion carried. Lyle Foster will talk to VM staff to ensure the space is still available for 2022.

- Victory Mission Parking, Lyle Foster distributed drawings showing the proposed layout of the parking lot that VM is repaving. There will be around 65 spaces, no overnight parking but VM is making parking available to the public during the day.

On the note of parking, Sarah Kerner mentioned that the City is considering contracting with a national consultant for a parking study and she was asked to consult with the Downtown and C-Street CIDs about whether they would be willing to contribute financially to the cost of the study.

- Contracted Accountant Increase. Lyle Foster presented the proposal to increase the payment for Jamie Evans' accounting services from \$250 to \$300 per month.

Action: Ryan Dock moved to approve; Sarah Kerner seconded. Motion approved.

- Email & website update. Connie Rhodes Hinds gave an update to the Board. What we need for email is probably not free – we need multiple people to be able to access it, so it will cost about \$10-15/month. How does the CID pay for recurring expenses? We do not currently have a CID debit or credit card. It would be better to have one so we're not constantly issuing checks to board members for reimbursements.

Action: Irene Schaefer moved for the Board to get a credit card. Cindy Ussery seconded. Motion approved. We will need to have a limit on amount of charges. Also our paypal account is from former board member Andy Walls, so we need to change that.

- Commercial Street Pulse. Commercial Club is hosting breakfast and would like to invite Merchants; talk about how to coordinate. 1st Wed of February? Connie Rhodes Hinds noted that was the same date as the Merchants' quarterly evening Mix and Mingle.

V. Existing Business

- District Landscaping. Irene Schaefer reported that the last 2 landscaping events of the year are done. Mary Collette asked about fruit from gingko trees – it is smelly and slimy. Irene volunteered to follow-up with City Public Works – perhaps the trees can be treated with something so they don't fruit.
- Advertising Committee Report. Connie Rhodes Hinds reported that the Committee is getting ready for the annual CVB ad. Jan/Feb edition of Welcome to SGF would be coming out soon. KOLR10 is not moving as quickly as hoped. Merchants are discussing 2022 events – encouraged requests for funding to be submitted.

Connie presented receipt for Sip & Shop shopping bags (\$400) and requested reimbursement.

Action: Cindy Ussery moved to approve; Irene Schaefer seconded. Motion approved.

VI. Public Comments.

Mary Collette raised a question about the status of the AARP grant. Lyle Foster reported that the first report is due in December. He will be reporting on 2 aspects – the status of the community mural and additional street planters. Several businesses on west end have requested them.

VII. Next Meeting Date and Time. Wednesday, January 12, 2021, 10 a.m. at Victory Mission Administrative Building. This will be an abbreviated meeting and Board orientation will last until 11:30am. Next month we will vote on officers since Irene has been temporarily serving as both VP and Treasurer through December.

VIII. Adjournment. The meeting was adjourned at 11:00 a.m.

