



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, January 12, 2021, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [7/7]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [7/7]
Sarah Kerner, Secretary (Property Owner Representative) [7/7]
Connie Rhoades Hinds (Business Owner) [7/7] (attended via Zoom)
Cindy Ussery (Business Owner) [7/7]
Ryan Dock (Property Owner, Business Owner) [6/7] (had to leave early; approx.. 11:13am)
Not present:
Travis Tindall [1/2]

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 December regular meeting minutes.

Action: With that correction, 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 December financials. Irene noted that the CID has approximately \$6,000 in revenue for December, which was down from November but a 79% increase over last year. Year to date, the CID is \$20K over budget on revenue (21.5% over budget). Expenses are 75% under budget but there are expenses still coming in. Irene hasn't applied for a CID credit card yet, but she and Jamie will work on it soon. Irene also requested that receipts please be turned in 3-4 days before the meeting at the latest.

Action: Irene Schaefer moved to approve, Ryan Dock seconded. Motion carried.

IV. **New Business**

- CID Treasurer. Irene is interested in remaining as both VP and Treasurer. **Action:** Ryan Dock moved for Irene to continue in both officer positions (VP & Treasurer). Sarah Kerner Second. Motion carried.
- CID Security Cameras. Lyle Foster has requested 2 additional bids and hopes to have 3 bids to present at February meeting. There have been some security issues in the area so the time is right to take action on this item. Ryan Dock asked what number of crimes have been solved using cameras. Sarah Kerner and Lyle Foster both discussed that generally cameras are used to prosecute when activities are caught on camera.

- Email & website update. Connie Rhodes Hinds reported that last year, several meetings were held regarding website development. Good ideas were expressed but they were not accomplished. We may need to hire outside services to develop a website, clean up email addresses, etc. CID attorney Shelby Wood noted that Connie and Lyle Foster will put together a proposal to present to the Board. Will the CID leave historicstreet.com? Someone needs to talk to C-Club. Ryan Dock suggested we move forward with website plans. In CID's role as a public body and administrator of public dollars, we should have control of our own website.
- Commercial Street Pulse. January is a slow season on the street. Sarah Kerner updated the Board on new CID Action posting requirement of CID sales tax at point of sale. Action: Cindy Ussery moved to print cards/stickers to be distributed – funding up to \$300 – Sarah to provide language. Irene Schaefer seconded. Motion carried.

Irene reported that business is slow right now but 2021 was a great year.

Irene reported on the snow plan – Gabris is handling snow removal. 2 inches of snow will trigger Gabris to clear sidewalks. Snow machine is in Commercial Club Building. Salt is supplied by Gabris. A week prior to the meeting, 12-15 bags of ice melt were distributed to business owners. Uninhabited parts of the street were not treated, but for large snow events Gabris will treat the sidewalk in the entire district.

Event request: Teresa Emerson with the Mardi Grad Committee made a \$1500 request. **Action:** Irene Schaefer moved to approve, Ryan Dock seconded. Motion carried. There was a discuss of whether we would cut a check or wait for committee to submit receipts? It was determined that we will cut a check to the Commercial Street Merchant Association.

V. Existing Business

- Advertising Committee Report. Connie Rhodes Hinds reported that the Committee is working on ad and online content with KOLR10.

VI. Public Comments.

Jamie noted that Victory Mission parking lot looks very nice and appreciates being able to park there.

VII. Board Orientation Session

What is CID? Shelby Wood provided overview of CID Act and Sunshine Law. Sarah Kerner provided an overview of the By-Laws and duties of officers.

The CID agendas are posted with the City Clerk but we should probably post in the District as well. Victory Mission says we can post on their door. Shelby will send out a memo. We discussed requests for minutes; open vs closed meetings. Discussed lack of central location to store documents. Board agreed that Dropbox would be a good place to store everything. Have to make records available upon request. Connie Rhodes Hinds asked about informal meetings of 4 or more Board members. Shelby said he would report back but to avoid discussing CID business outside of meetings.

CID Dreamstorming: Lyle distributed a handout listing a number of topics to discuss. In the time remaining, the group discussed the following:

- CID assistance to merchants – what is allowable per the Petition?

- Street enhancements, banners, other projects?
- Landscaping – additional attention on west end, ongoing streetscape projects – in coordination with Public Works

VIII. **Next Meeting Date and Time.** Wednesday, February 9, 2022, 10 a.m. at Victory Mission Administrative Building.

VIII. **Adjournment.** The meeting was adjourned at 11:30 a.m.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, February 9, 2022, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [8/8]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [8/8]
Connie Rhoades Hinds (Business Owner) [8/8]
Cindy Ussery (Business Owner) [8/8]
Travis Tindall [2/3]

Not present:

Sarah Kerner, Secretary (Property Owner Representative) [7/8]
Ryan Dock (Property Owner, Business Owner) [6/8]

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.** In the absence of CID Secretary Sarah Kerner, Irene Schaefer presented the January regular meeting minutes.

Action: Cindy Ussery moved to approve, Travis Tindall 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 January financials. Irene noted that the CID has approximately \$5700 in revenue for January, which was down slightly from December of approx. -\$500, however a 78% increase over last year's January. Year to date, the CID is approx. \$22K over budget on revenue. Expenses are under budget; however, there are expenses still coming in. Irene hasn't applied for a CID credit card yet, but she and Jamie will work on it soon. Debit card can be done quickly, 4-6 weeks for credit card. Board agreed to move forward for a credit card.

Action: Travis Tindall moved to approve, Irene Schaefer seconded. Motion carried.

IV. **New Business**

- Security Issues Discussion for security officer walking/patrolling, working on getting quotes (CRH, LF). Need 2 more bids for camera security (we have quote from WON). Specific meeting coming up 2/23, Merchant Mix n Meet (Pizza House 5-7) will be talking about (SPD will be present) various issues we face on C Street.
- Feb 2-4 Snow Event CID uses our resources to pay for salt and snow removal. Any comments, concerns or questions? Consider smaller bags of salt for next purchase. Set up another distribution and see what's remaining after. possibly order more for this year.
- CID Office Space Follow up from Orientation. Do we need office space? Any questions, comments, concerns for 2022? Do we need an office before a person? No more than a file cabinet full of documents that need to be housed. Suggestion for person first. Mary Collette suggested Commercial Club be used for office space. Jamie Evans - if a person hired and W2, she would not be interested in managing payroll. Could possibly use agency that manages employee or possibly work with DT CID to contract with them for people. Lyle will follow up more with those possibilities.
- Commercial Street Pulse Recycling bins. Midwest Fibre purchased by Republic Services. They realized they were only charging us for 1 container. Mary Collette has renegotiated, 5 containers (3 Frisco, 2 Blaine), \$50 per month per container. Full charge \$250 per month. \$40 set up per container. Could set up immediately. Will call pickup. Lyle Foster stated since over the spend threshold, will have to get 2 quotes.

Motion to accept contract with Republic thru 6/30 (year end) at \$250 month, \$40 per set up fee for a total of \$1450 to begin. Mary Collette will contact Republic. NW corner of Sparc for 5th container.

- **Action:** Cindy Ussery moved to approve, Irene Schaefer seconded. Motion carried.

V. New Business

- C Street Market requested funds for \$1k for advertising. Funds will be matched by Grant money.

Action: Cindy Ussery moved to approve, Travis Tindall seconded. Motion carried.

- District Landscaping – Irene Schaefer (update) Suggestions for work, projects, design to Irene. She will be meeting with landscaper soon.
- Advertising Committee Report Connie, KOLR10 spots will be running within the next few days. Need to look at higher budget for next year. Active KOLR10, WTC, KSMU, CVB, FB Boosting (along with all online advertising with our partners). See our role as advertising, promoting the entire district, bringing consistency to the Street ads and bringing people to the street. Joe has forwarded to the Adv Committee the CVB stats of events coming, etc Also, CVB working on bus tours. We are working on a report to present to CID, breakdown of spend by category, etc
- Board Orientation Follow Up Bring ideas to March meeting of things we discussed in Orientation for street improvements, sidewalks, etc
- CID Website Next month when Shelby returns.

VI. Public Comments.

VII. **Next Meeting Date and Time.** Wednesday, March 9, 2022, 10 a.m. at Victory Mission Administrative Building.

VIII. **Adjournment.** The meeting was adjourned at 10:55 a.m.

Action: Irene Schaefer moved to approve, Travis Tindall seconded. Motion carried.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, March 9, 2022, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [9/9]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [9/9]
Sarah Kerner, Secretary (Property Owner Representative) [8/9]
Ryan Dock (Property Owner, Business Owner) [7/9]
Connie Rhoades Hinds (Business Owner) [9/9]
Travis Tindall (Property Owner, Business Owner) [3/4]
Cindy Ussery (Business Owner) [9/9]

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.** Sarah Kerner presented the February regular meeting minutes. Jamie Evans noted that the date on the minutes was 2021, not 2022.

Action: With this correction, 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 February financials. Irene noted that monthly revenue is \$3,675 over budget, and year to date revenue is \$25,000 over last year, for a total of \$65K YTD collected income. She did note that landscaping costs are not equal month-to-month, so we will have additional landscaping costs as the weather continues to warm up. For holiday decorations we used more volunteers this year, but we also discovered that for next year we will need to invest in commercial grade lights, which will be more expensive but hopefully also more durable. Irene also mentioned the annual budget would need to be approved no later than the May meet in order to submit it to City Council for review.

Action: Irene Schaefer moved to approve, Travis Tindall seconded. Motion carried.

IV. **New Business**

- CID Security Cameras. No additional bids have been received.
- Email/Website Update. Connie requested bids to create a new website from 5 companies that had good recommendations and received 2 bids. She will continue to look for additional companies to bid. Sarah Kerner suggested contacting the company that did the Downtown Springfield CID website, Mostly Serious.
- CID Vision and Goals 2022.
 - Sarah Kerner mentioned that hiring staff would allow the CID to accomplish much more than they can do relying on a limited number of volunteers.
 - Irene Schaefer stated that she would like to see additional planters, but also that we would need to make arrangements for someone to take care of them (watering, etc).
 - Mary Collette suggested finishing out the in-ground landscaping on the east and west ends of the District.
 - Travis Tindall stated that he thought we should increase online advertising.
 - Lyle Foster mentioned more merchant support for district-wide initiatives. He also brought up some possible office support scenarios – we could potentially contract with Downtown Springfield Association. A discussion was held regarding whether the bidding policy applied to this type of services.
- CID Office Support. This was discussed under Vision and Goals.

- Commercial Street Pulse.
 - Sarah Kerner notified the group that Bass Pro Shops was holding the World Fishing Fair on March 30-April 3 in Springfield. This event is anticipated to attract a half-million visitors and should have economic impact city-wide and regionally. All restaurants should be prepared for a busy weekend! City parking lots including those near C-Street will be used for parking and shuttling people to the event, so there may be an opportunity to capture some of those parkers of new customers to C-Street businesses.
 - Irene Schaefer stated that the City had been mulching on the east end. Another Clean Green volunteer event was being planned for this spring in coordination with the City.

V. **New Business**

- Advertising Committee Report Connie Rhodes Hinds reported that the Committee is preparing a budget report to determine how advertising dollars should be directed in next year's budget.
- Event Funding Request from C-St Merchants Association. Request funding to purchase 500 more event cups for Market Opening Day at a cost of \$1600. **Action:** Irene Schaefer moved to approve, Cindy Ussery seconded. Motion carried.
- Event Funding Request from St Patrick's Celebration Committee. Request funding for promotional activities related to St. Patrick's Day, including printed materials, online promotions, and festive decorations, at a cost of \$600. **Action:** Cindy Ussery moved to approve, Sarah Kerner seconded. Motion carried.

VI. **Public Comments.**

VII. **Next Meeting Date and Time.** Wednesday, April 13, 2022, 10 a.m. at Victory Mission Administrative Building.

VIII. **Adjournment.** The meeting was adjourned at 10:45 a.m.

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

CID FUNDING REQUEST

Event Sponsorship/Project Support Form

Name of Event or Project: C-STREET ST. PATRICK'S CELEBRATION

Organization: ST PATRICKS CELEBRATION COMMITEE

Contact: SUSI CAREGNATO - Commitee Chair

Email: soozeezbeez13@gmail.com

Phone: (417) 399-3274

Describe Event or Project: (For Events) Date March 17,18,19 Time Vary by Business Attendance Estimate: tons! (hopefully)

The event will be a celebration of St Patricks Day. Our goal is to bring shoppers both repeat and new to show all Commercial street has to offer. We will have punch cards with punches earned by visiting 5 merchants to encourage them to visit several businesses which gives them a chance to win a C-Street gift basket filled with donated items from merchants. Merchants will be encouraged to honor our new Commercial St Event cups and display St Patricks day decor we will provide to show their participation.

What is the amount of CID funding requested? 600.00

How will the funds be used?

Promotional activities, including, but not limited to printed material, online promotions etc and festive decorations

Is there a street closure? Yes: No:

Please list additional comments or information you would like to have considered:

Proposals can be handed to Lyle Foster, CID Board President, or emailed to lfost@aol.com. Funding decisions are made at the next board meeting, held on the 2nd Wednesday of every month at 10am, at designated Commercial Street CID meeting location.

Thank you for bringing your Events and Projects to our Commercial Street Historic District Community.

The CID board thanks you for your support of and interest in Historic C-Street.

CID FUNDING REQUEST

Event Sponsorship/Project Support Form

Name of Event or Project:

Organization:

Contact:

Email:

Phone:

Describe Event or Project. For Events, please include date and estimate of attendance.

PROMOTIONAL EVENT CUPS - 2022
EVENT COMMITTEE MEMBERS OF MARDI GRAS REPORTED AN OVERWHELMING POSITIVE RESPONSE FROM THE RELEASE OF THESE CUPS.
PLANS ARE TO RELEASE ANOTHER 500 CUPS ON THE MARKET OPENING DAY AND TO HONOR "CUP HOLDERS" THROUGHOUT THE YEAR WITH VARIOUS PROMOTIONS (SIMILAR TO A LOYALTY CARD PROMO).

What is the amount of CID funding request and how will the funds be used?

\$1600 FOR 500 ADDL CUPS.
COST IS APPX 3.04 EACH, PLUS SHIPPING.
MERCHANTS ASSOC EVENT COMMITTEES WILL WORK ON WAYS TO PROMOTE AND DISTRIBUTE CUPS.

Is there a street closure? Yes: No:

Please list additional comments or information you would like to have considered:

THE COMPANY THAT IS PROVIDING THE CUPS HAS OFFERED THE BOARD NET 30 TERMS AND HAS EMAILED A FORM (FORWARDED TO CID BOOKEEPER) TO SET UP AN ACCOUNT SO THAT CHECKS CAN BE MADE DIRECTLY TO THE PROVIDING COMPANY.

Proposals can be handed to Lyle Foster, CID Board President or emailed to lfost@aol.com. Funding decisions will be made at the following CID board meeting, the 2nd Wednesday of every month at 10 am, at designated Commercial Street CID meeting location.

Thank you for bringing your Events and Projects to our Commercial Street Historic District Community.

The CID board thanks you for your support of and interest in Historic C-Street.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, April 13, 2022, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [10/10]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [10/10]
Sarah Kerner, Secretary (Property Owner Representative) [9/10]
Connie Rhoades Hinds (Business Owner) [10/10]
Travis Tindall (Property Owner, Business Owner) [4/5]
Cindy Ussery (Business Owner) [10/10]

Board Members Absent:

Ryan Dock (Property Owner, Business Owner) [7/10]

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.** Sarah Kerner presented the March regular meeting minutes

Action: Travis Tindall 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 March financials. Uneventful month. Monthly income is down \$4,400 from last month but that reflected year-end for many small businesses. Expenses were up but this reflects payment of expenses incurred over several months that are finally being invoiced and paid. Expenses are \$7,500 under budget YTD and revenue is \$25,000 over budget YTD.

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

IV. **New Business**

o CID Security Cameras – Lyle Foster has contacted 4 companies to get quotes. The problem he is running into that many of the companies provide parts or service for one another, so he is having a hard time getting multiple independent bids.

It is unclear where we stand on a bidding policy for the CID. Sarah Kerner and Shelby Wood have been unable to locate an adopted policy. Per the CID Act, the only bidding requirement is for construction projects over \$5,000. However, Shelby advised that generally following a bidding process is a good policy. CID may want to consider adopting a formal policy in the future. Also, Shelby noted that there is not a requirement to obtain a certain number of bids, but rather the act of putting a project out to bid is how you satisfy the bidding requirement in the statute. Sometimes there will not be 3 responsive bidders and that doesn't make the process invalid.

With regard to the security cameras, Lyle asked if we wanted to proceed with the bid from WON. Irene asked where the computer and other equipment would be housed, and Lyle responded that the police department was willing to let the CID place those items in the substation office at the Commercial Club building.

Lyle will re-distribute the WON Communication bid via email to the Board for action, with ratification of any email vote to take place at the next meeting, in order to hopefully get the funds obligated and drawn from the City contract before it expires on June 30, 2022.

o Email/Website Update – Connie Rhodes Hinds presented bids at the last meeting, and the board asked her to solicit some additional bids. She got an additional bid from Carter Collective for \$13,000. The other bidders were Departika and Hook. She requested bids from 7 companies and received 3 responses. A discussion was held about

all three companies and their pros and cons. Sarah Kerner moved to accept the bid from Departika, Travis Tindall seconded. Motion carried unanimously.

- o CID Vision and Goals 2022 – discussion postponed until new meeting due to time constraints.
- o CID Office Support – Last month, Lyle Foster presented a proposal for part-time staffing from the Downtown Springfield Association. He asked whether the Board would like to move forward with DSA or solicit additional proposals. Sarah Kerner noted that this was more like hiring an employee than selecting the best offer for a good or service. Shelby Wood advised that no bidding is required by the CID Act. Irene Schaefer raised the question of whether we should hire our own dedicated staff member who would be solely focused on C-Street. Other members mentioned that we may not be able to find someone willing to work part-time for the amount of money we can afford; other points raised included the expertise and team that DSA would bring to support the person that would be dedicated to C-Street at least 20 hours a week. It was also mentioned that we could likely generate more funds if we had a staff person focused on carrying out the activities of the CID. Cindy Ussery suggested we could enter into a 1-year contract and see how it works out. It was agreed that we would invite Rusty Worley to a future meeting to discuss the proposal. Shelby also asked if DSA had a contract for services that he could begin reviewing.
- o C-Street Planters – 6 additional planters have been ordered using AARP grant funds. This will make 3 more seating areas. Planters are the same style the existing ones. A discussion was also held regarding the street furniture used alongside the planters. This furniture was purchased with CARES Act money. It is residential grade, not commercial grade, and is showing significant wear and tear. It needs to be replaced with commercial grade furniture so it can be left outside permanently. Travis Tindall volunteered to help finding commercial grade street furniture and will bring back options for the Board to consider.
- o Letter of Support – Infrastructure Application – Merchants and C-Club have sent in letters. The CID letter should be submitted ASAP in order to be included with the City's RAISE grant application.
- o Draft CID Budget – Irene presented draft budget and requested formation of a subcommittee to work on it. CID is required to turn in a zero-based budget. Travis Tindall volunteered to serve on the committee. Committee is not limited to Board members. There was also discussion of whether the CID would make another funding request to the City; it was decided that we would request \$15K for commercial-grade street furniture.
- o Commercial Street Pulse – discussion postponed until new meeting due to time constraints.
- o Board Member Resignation – Sarah Kerner is leaving her job at the City so can no longer serve on the Board as the representative of a property owner in the district. The board will follow its normal procedure to post the Board opening and seek interested candidates.

V. New Business

- o Advertising Committee Report – Committee mostly discussed budget for upcoming year. Existing contracts are wrapping up.

VI. Public Comments.

VII. Next Meeting Date and Time. Wednesday, May 11, 2022, 10 a.m. at Victory Mission Administrative Building.

VIII. Adjournment. The meeting was adjourned at 11:07am.

Action: Sarah Kerner moved to approve, Travis Tindall seconded. Motion carried.



**Commercial Street Community Improvement District
Special Budget Review Board of Directors Meeting Minutes
Thursday, June 2, 2022, 10:00am
Virtual Meeting, 1-650-479-3208, #79731610 (no video)**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [12/12]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [12/12]
Connie Rhoades Hinds (Business Owner) [12/12]
Cindy Ussery (Business Owner) [12/12]
Shelby Wood

Board Members Absent:

Travis Tindall, excused absence (Property Owner, Business Owner) [5/7]
Ryan Dock (Property Owner, Business Owner) [7/12]

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

II. **Review of Proposed 2022-23 Budget** Irene Schaefer presented the proposed 2022-23 CID Budget by category, with discussion of year over year changes. Highlights:

- Total Income \$71,250 (5% growth year over year)
- Add Estimated Carryover from 2021-22 into next year \$72,000 (\$36k from 2020-21, \$36k from 2021-22)
- **Total Available Income/Carryover \$143,250**
- Total Expenses \$143,250
** Increases (over LY spend), \$7500 District Maintenance, \$15,000, Event \$4000, Holiday decs \$15,000, Website \$16,000, Parklets, etc \$11,750
- Net Income -0-

Action: Cindy Ussery moved to approve, Connie Rhoades-Hines seconded. Motion carried. Irene Schaefer will submit 2022-23 Commercial Street CID Budget to the City.

III. **No public comments**

IV. **Next meeting date** and time, Wednesday, June 8, 2022, 10 am at Victory Mission Admin Building.

V. **Adjournment.** The meeting was adjourned at 10:28 am.

Action: Irene Schaefer moved to adjourn, Connie Rhoades-Hines seconded. Motion carried.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, May 11, 2022, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [11/11]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [11/11]
Connie Rhoades Hinds (Business Owner) [11/11]
Travis Tindall (Property Owner, Business Owner) [5/6]
Cindy Ussery (Business Owner) [11/11]

Board Members Absent:

Ryan Dock, excused absence (Property Owner, Business Owner) [7/11]

Shelby Wood not able to attend

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.** Irene Schaefer presented the April regular meeting minutes

Action: Travis Tindall moved to approve, Connie Rhoades-Hines seconded. Motion carried. Irene Schaefer will send minutes to Holland for posting to website.

III. **Financial Report.** CID accountant Jamie Evans and Treasurer Irene Schaefer presented April financials. Monthly income was \$6,260, up from last month and over planned budget. YTD income \$68k, \$22k over last year to date and \$27k over budgeted amount. . YTD expenses \$41k, \$7500 under budget, with YTD income \$34k over budget.

Action: Connie Rhoades-Hines moved to approve, Cindy Ussery seconded. Motion carried.

IV. New Business

- o CID Board Vacancy – Lyle Foster, open seat from Sarah Kerner vacancy. Posted on website and Facebook. Applications due by 5/31, will elect during June meeting. Ryan Dock’s absence excused today, will return for June meeting
- o Email/Website Update – Last month voted for DePartika. Connie Rhoades-Hines met with them to begin setting up planning the project. Connie will provide status updates to the CID Board.
- o Commercial Street Tree Challenges-Colten Harris, City of Springfield. Colton could not attend, Colton will attend June meeting. Gingko trees on street, female trees shedding fruit (slippery, messy). Female gingkos will be removed and replaced. Lyle Foster told City to please discuss with stakeholders on the Street. Will further discuss in June with Colton.
- o CID Security Cameras LF presented quotes of driving patrol (Citadel (owner of C Street building) and Task9). Camera quote by WON Communications. Funded by City \$8k for security, to be spent by 6/30/22.
Action: Connie Rhoades-Hines moved to approve going forward with WON quote, Irene Schaefer seconded. Motion carried.

CID Office Support-Rusty Worley, Downtown Spfd Assoc Lyle Foster discussed staff assistance request, possibly coordinating with DSA. Proposal from DSA, 20-25 hours weekly, would work on C Street with presence on Street. Would be a shared person with Better Block Springfield, making the position a full time position. Person would be a DSA employee, connected to DSA team. C Street, Better Block -- \$20/hour, bill CID monthly. Overview of concept. Will work through job description, post and hopefully, have someone shortly after 7/1/22 (beginning of year). Length of agreement? Open to discussion, hiring full time person, details of job to be defined (ie guaranteed hours, etc) Person would be working on C Street/Better Block, managed by DSA. Rusty mentioned upcoming taste of SOMO event (6/25, noon-4:00), would love to have a C Street presence. (\$100 booth fee, \$50 if early sign up)

o **Action:** Irene Schaefer moved to proceed with DSA to develop a job description and relationship to hire support staff, Connie Rhoades-Hines seconded. Motion carried.

o C Street Furniture Travis Tindall spoke with 2 different manufacturers of commercial grade furniture. SITESCAPES (5 months lead time) was approx. double the quote from Graber (3 months lead time) Color samples coming from both companies. SITESCAPE chairs have backs (fewer color options). Both will be fixed to sidewalk. Additional locations are being added to master approved places to add planters. Also approved by City funding, \$12k, to be spent by 6/30/22.

Action: Connie Rhoades-Hines moved to approve Graber quote (\$10,467), Irene Schaefer seconded. Motion carried.

o CID Proposal Request Request from Commercial Club, presented by Christine Schilling, requesting \$1800 (for the first event) to pay musicians, as well as galleries (food, décor) and in support of establishing, promoting, supporting C Art Sunday Stroll, organized by Randy and Heidi Bacon. Art, music, activities from East to West, on a Sunday afternoon (possibly quarterly) First event currently scheduled for 9/11/22. Anticipating 500-1000 people.

Action: Travis Tindall moved to approve, Cindy Ussery seconded. Motion carried.

o Commercial Street Pulse. Lyle Foster discussed he had been contacted by City regarding where dumpsters are currently located. Both Frisco and Blaine Street are both in violation of several City codes, also additional waste and trash consistently overflows. Not on a strict timeline, but needs resolution soon. Possibly moving dumpsters. Bringing up to CID Board, what can CID do to assist. Any interest in consolidating dumpsters on Blaine Street, similar to what was done on Frisco Lane. City wants input from Street. City property, dumpsters are not allowed by Ordinance. Looking for suggestions, input. Mary Collette (public) suggests reduce dumpsters, more frequent pickups. Travis Tindall volunteered to begin meeting working with City and property owners to assist with the issue/resolution.

o CID Draft Budget Irene Schaefer presented what has been submitted with spending > projected income by approx. \$35k, however, there are carryover funds that would cover the overage. Irene sending out updated draft of proposed 2022-23 Budget for approval via email.

o Bridge update by Amanda Ohlensehlen, Director of Economic Vitality provided brief update on various funding opportunities that are being explored.

V. Existing Business

o Advertising Committee Report – Lots of discussion around new budget increase and ideas, suggestions.

VI. Public Comments.

VII. **Next Meeting Date and Time.** Wednesday, June 8, 2022, 10 a.m. at Victory Mission Administrative Building.

VIII. **Adjournment.** The meeting was adjourned at 11:07 am.

Action: Irene Schaefer moved to adjourn, Travis Tindall seconded. Motion carried.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, June 8, 2022, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [12/12]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [12/12]
Connie Rhoades Hinds (Business Owner) [12/12]
Travis Tindall (Property Owner, Business Owner) [6/7]
Cindy Ussery (Business Owner) [12/12]
Ryan Dock, (Property Owner, Business Owner) [8/12]

Guests:

Amanda Ohlensehlen (City), Matt Schaefer (City), Shelby Wood (CID Attorney)

I. **Call to Order/Welcome.** Lyle Foster, CID President called the meeting to order at 10:05 am.

II. **Review and Approval of Previous Minutes.** Irene Schaefer presented the May regular meeting minutes
Action: Travis Tindall moved to approve May minutes, Connie Rhoades Hinds seconded. Motion carried. Irene Schaefer will send minutes to Holland for posting to website.

III. **Financial Report.** CID accountant Jamie Evans and Treasurer Irene Schaefer presented May financials. Monthly income was \$9,661, up from last month by \$3400 (54%) and over last year same month by \$3100 (48%) and over planned budget. YTD income \$74,300, \$20k over budgeted amount. . YTD expenses \$60,556, over budget by \$8900 (driven by \$10k Street Fixtures and \$4k website development) , with YTD income -\$432 over budget.

Action: Cindy Ussery moved to approve May financials, Travis Tindall seconded. Motion carried.

IV. New Business

- o CID Board Vacancy – 1 application received, extend until end June to see if any others may be interested. Will vote in July meeting. CRH possibly create flyer to distribute on street to generate interest.
- o Commercial Street Tree Challenges-Colten Harris, City of Springfield Colton could not attend. Still have issue with gingko trees on street, female trees shedding fruit (slippery, messy). Female gingkos will be removed and replaced. Lyle Foster told City to please discuss with stakeholders on the Street.
- o CID Security Cameras WON has invoiced and check cut to be paid. Within 30 days or so, install first round of equipment.
- o Email website update – Connie Rhoades Hinds will provide update next month.
- o CID Vision and Goals 2022 (Please come prepared to share some things you would like to see accomplished). Welcome all ideas. Need to be certain how to communicate to new businesses how to set up for additional CID tax. Cindy Ussery discussed new business welcome packet.
- o CID Office Support, CID job description submitted by Rusty Worley, Downtown Spfd Assoc for the part time position to support C Street CID. Once description approved, interview process will begin. Any comments/suggestions send to Lyle Foster as quickly as possible.
- o C Street Furniture Travis Tindall ordered furniture, processing order, current promise delivery mid August. Lyle Foster and Irene Schaefer met with City (Dawne Gardner) to determine where next 3 planter sets can be placed on the West end. (loading zone area (northwest corner of C Street, Campbell), Dawne checking to see if we can use this space. 2 others on sidewalk on the West end.
- o C Street Dumpster -- Travis Tindall working the project with the City on the various dumpster issues on both Frisco and Blaine. Travis meeting with City.
- o AARP Mural Project – last year, CID received a Grant from AARP to pay for planters, as well as community mural. Lyle Foster has identified a muralist/artist, as well as a building that will allow the mural. Possibly, the mural will have social justice theme. Has to go before Landmark's Board to let them know of the project. Lyle looking for volunteer committee that will work with artist. (Volunteers for mural committee, Mary Collette) and will continue seeking more. Check for \$1800 has been cut to artist as directed by Lyle.

- o CID Draft Budget Irene presented what has been submitted with spending > projected income by approx. \$35k, however, there are carryover funds that would cover the overage. Irene sending out updated draft of proposed 2022-23 Budget for approval via email.

V. Existing Business

- o Advertising Committee Report – All contracts working, closing 2021-22 and into 2022-23 year. Upcoming theme of the street will be EXPERIENCE Beginning ideas of the new campaign. Decided on a photographer to get the artwork needed.
- o CID Budget – Irene make edit for \$\$ that were spent prior to 6/30/22 Project for commercial grade decorations for Xmas. Irene asking for volunteers to assist for Xmas decorations.
- o City Mgr Quarterly Update – Jason Gage, Maurice Jones have been meeting with Club (Mary Collette) CID (Lyle Foster) and Merchants (Connie Rhoades Hinds) * Bridge update - \$\$ seems to be moving forward. * Chance to share ideas/suggestions with City.
- o Event funding requests –CID will begin asking for post event update of actual funded events (requirements by CID and will provide info for future events. CID logo to be included in all events we are supporting. July meeting, we will vote on the document/requirements. (Event, date of event, who asking for funding, event expectations
- o Vandalism – done to gingko trees on West end (intentional broken branches)

VI. Public Comments.

- Mary Collette – asked about staff support person and how much time for C Street.
- Amanda Ohlensehlen gave current status of State funding on Footbridge on Governor's desk (\$5mil) with RAISE Grant will be decided around September.

VII. **Next Meeting Date and Time.** Wednesday, July 13, 2022, 10 a.m. at Victory Mission Administrative Building.

VIII. **Adjournment.** The meeting was adjourned at 10:53 am.

Action: Irene Schaefer moved to adjourn, Travis Tindall seconded. Motion carried.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, July 13, 2022, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President (Property Owner, Business Owner) [14/14]
Irene Schaefer, Vice-President/Treasurer (Property Owner, Business Owner) [14/14]
Connie Rhoades Hinds (Business Owner) [14/14]
Travis Tindall (Property Owner, Business Owner) [7/9]
Cindy Ussery (Business Owner) [14/14]
Ryan Dock, (Property Owner, Business Owner) [9/14]

Guests:

Travis Stokes, Springfield Public Works
Colton Harris, Springfield Public Works
Matt Schaefer, City of Spfd
Shelby Wood

I. **Call to Order/Welcoming.** Lyle Foster, CID President called the meeting to order at 9:59 am.

II. **Review and Approval of Previous Minutes.** Irene Schaefer presented the June regular meeting minutes and will forward to Holland Wilson for posting to the website, once approved by the Board.

MOTION to accept June Secretary's report

MOVED Travis Tindall

SECOND Irene Schaefer

APPROVED

III. **Financial Report.** CID accountant Jamie Evans and Treasurer Irene Schaefer presented June financials. Monthly income was \$3k, down from last month by -\$7k (-68%) and under last year same month by -\$3400 (-53%) YTD income \$80k, \$25k over budgeted amount and \$22k over last year full year. Monthly expenses \$13,838 with high expenditures for security \$7750 (which was covered by City budget), and mural project \$1800 (which was covered by AARP Grant) YTD expenses approx \$75k for the year. Current balance sheet does not include the City budget reimbursement of \$18k, which gives us an approx \$71k carryover into 2022-23 year.

MOTION to accept June Treasurer's report

MOVED Connie Rhoades Hinds

SECOND Travis Tindall

APPROVED

IV. **New Business**

o Street Ginkgos/Trash Cans-City of Springfield Public Works-Colton Harris, Travis Stokes – Colton Harris presented plan, etc on Ginkgos (42, 9 fruit bearing that they are aware of), purchased as non fruit bearing; however, they are producing fruit. Fruit dropping, which does create odor and very slippery. City aware and will be taking action. Possibly sterilize process, which is very difficult (timing, etc) or future replacement. Sterilize process (will have to be done annually) will begin, as tree flowers (March, April). Some trees compromised and certain blocks have more than others (Campbell / Washington – 9 trees). Compromised, limbs split, etc. Currently remediation being attempted (Snipper-removes flower). Board requested the City keep us informed of current status.

o Board Member Selection – Candidates intro'd themselves -- Corie Godsy-White River. Molli Martin-Skin Wax Ink. Natalie Robertson-Vecino. Secret ballot vote. After the vote, Ryan indicated he will be stepping down from the Board, and given we have so many candidates, he feels we should take this opportunity to fill his position. Decision to fill the 1 position today, then next meeting, select Ryan's replacement. **CORIE GODSY VOTED INTO CID BOARD POSITION.** Matt Schaefer mentioned that Corie will be appointed at August City Council meeting.

o Sponsorship Proposals - White River Streetfest \$1500

MOTION to sponsor White River \$1500 for this event

MOVED Irene Schaefer

SECOND Ryan Dock

APPROVED

- o Vecino Group Affordable Housing Project – Matt Miller, Patrick presented their plan for the development for affordable housing (13 states, various states of development). 411 W Commercial, proposed development (Sankofa), (ARPA funds \$4.5mil) 42 units affordable housing, street level retail (non traditional, active incubator managed by Spfd Multicultural Association (minority owned businesses), after 6-10 months, assist them to move into more permanent brick/mortar. Still in conceptual stage. Here to bring awareness. Questions – rent estimate for 1-2 bedroom? Matt, around \$600-\$650 1 bedroom, \$750 2 bedroom range, not incl utilities. What are qualifications for tenants? Must have job to pay rent, cannot make more than certain percentage of AAMI (approx \$30k/year for single, \$36k for double). Workforce housing, approx \$15-16/hour rates. Parking is not included in the proposal. Not planning for tenants to have vehicles or will use public lots. Suggestions coming from Club and others. Still have to work through it. Definitely solvable. Size of units? 1 bedroom-600 sq ft, 2 bedroom-750 sq ft, 500 sq ft for studio. Used mixed income, instead of 100% affordable housing? ARPA must be 100% fully affordable. Depending on funding gap, may need to apply for State credits, would need 4-5 units to be at market rate (tax credits wouldn't be available for those units). Elevator in in budget.
- o Insurance Renewal Info and Update – Update Board that insurance in force. Premium did go up for the umbrella portion, approx \$300/year.
- o C Street Banners – Lyle Foster suggested possible replacement or update of our current C Street banners. Conversation to possibly update; however, several in favor of leaving at this time, banners still in good shape.
- o C Street Signage – Lyle Foster presented what Downtown is currently doing for signage. Possibly “walk C Street”, note mileage. Lyle will talk with Downtown on how, what, cost of moving forward.
- o KSMU Sponsorship Proposal – Connie Rhoades Hinds explained advertising projects come through Advertising Committee. This proposal came to the Board, just need to understand why, is there something different? Possibly because 3 year also presented. Advertising Committee works with various types of marketing, etc. KSMU just one of those avenues (radio). We also do print, tv, social media
- o Commercial Street Pulse CID signed contract with WON, update that they have put in for permitting to do the utility portion, which should begin next week
- o CID Staff Support. Job Description – looking for part time professional help. Working with Downtown Association. The position was advertised (10 applicants received). Interviews begin next week. Rusty Worley would like 2 volunteers from CID Board for interview process (Irene Schaefer and Connie Rhoades Hinds). Possibly have help as early as August. Also looking for office space, however, nothing will be rented without further Board conversation regarding what space is needed. Commercial Club building is also a possibility at no cost.

V. Existing Business

- o Advertising Committee Report – (Board Discussion) – Connie Rhoades Hinds, Committee met yesterday – feels the need to have quickest and most impact to the Street. Contract with KOLR10, we are adjusting for more commercials. Future artwork we are working with professional photographer. He has started and working on the Street.
- o C Street Dumpsters-Travis Tindall Dumpsters throughout C Street, Blaine, Frisco Lane that are not in City compliance. City open to permitting on public lots if CID wants to organize with City on permitting or not allowing dumpsters on private lots, which would require owners to find solution for trash. Blaine/Campbell next parking lot that will be under construction. City proposed a location in green space that could be screened or other options. Use new parking lot as example of how we should move forward with dumpsters on public lots. City planning, Robberson/Pacific late July start date, Campbell/Pacific late August. Travis will set up meeting with City and include Ryan to come up with more definitive plans.
- o City of Springfield Reimbursement - \$20k support from City received from 2021-22 budget year (\$18k received, a few months to spend the balance).
- o C Street Planters – 4 more planters being delivered this week. Last 2 supply issues and delayed, will be going to the West end. When our commercial grade furniture comes, it will require professional installation.
- o Proposed Mural – Evolution Sign and Mural, nationally awarded muralist, originally from Springfield, selected by Lyle Foster. Not a lot has taken place and won't until after Landmark Board. Lyle Foster announced that the proposed building will be announced later in the process.

VI. Public Comments.

- o Landscaping question about irrigation lines buried too deep. Irene Schaefer will follow up with City.

VII. Next Meeting Date and Time. Wednesday, August 10, 2022, 10 a.m. at Victory Mission Administrative Building.

VIII. Adjournment. The meeting was adjourned at 11:15 am.

MOTION to adjourn meeting

MOVED Irene Schaefer

SECOND Connie Rhoades Hinds

APPROVED



Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, August 10, 2022, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville

Board Members Present [Attendance/Meetings]:

Lyle Foster, President
Connie Rhoades Hinds
Travis Tindall
Cindy Ussery
Ryan Dock

Absent:

Irene Schaefer, Vice-President/Treasurer

Guests:

- 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.** A motion was offered by Connie Rhoades Hinds to accept the previous meeting minutes and it was seconded by Cindy Ussery. The motion was passed unanimously.
- III. **Financial Report.** Ryan Dock motioned the approval of the finance report and it was seconded by Travis Tindall. Motion passed unanimously.

IV. New Business

- o **Board Member Selection** Lyle Foster noted that our newest member of the CID board, Corie Godsy, was not able to be seated at the meeting because her application has not been approved by the city council as of yet. Amanda Ohlensehlen, the director of Economic Vitality for the City of Springfield, needed to withdraw her application because she hasn't been a Missouri resident long enough according to state statute. Travis Tindall proposed delaying the decision for a board member, but after further discussion it was decided to vote on the vacant seat today. Connie Rhoades Hinds mentioned making a decision at the meeting, which was second by Ryan Dock. The motion was approved with three in favor and one opposed.
- o **Sponsorship Proposals** Culture Fest has submitted a proposal requesting \$1,000 from the CID. Joe Gidman spoke on behalf of the request. Connie Rhoades Hinds motioned to approve, which was seconded by Ryan Dock. The motion was approved unanimously. Lyle Foster, CID Board president, noted that Culture Fest needs to recognize the CID in all marketing materials.
- o **C Street Signage** There was a discussion on additional signage to direct C-street visitors to stores and destinations in the district. Lyle Foster mentioned that the next step would be to get a graphic designer and to come up with estimated costs.

- o **Parking Lots** Construction on parking lots will begin on August 15th. With the first of two lots being started then. Lyle Foster mentioned that the security camera company has requested that conduit be placed in the lots while they are being constructed. This will save money on security camera installation. Amanda Ohlensehlen from the city indicated that she would check into this and contact us. Mary Collette mentioned that we might ask to use the Convoy of Hope parking lot while our lots are being renovated.
- o **Commercial Street Pulse** August started off good in retail, bars, and food. For the West End project, CID members will attend the Planning and Zoning meeting for the City of Springfield for the OZ Mod project, at 425 W Commercial St.

V. Existing Business

- o **Advertising Committee Report (Board Discussion)** Connie Rhoades Hinds shared this report and mentioned that spots continue to be aired on television.
- o **C Street Dumpsters** Travis Tindall shared the results of the meeting he had with city staff last month. Blanket permit costs a one time fee of \$350 for the entire street. There is a meeting next month with Public Works for pads and screens. The cost at this time is unknown. Ryan Dock said that he would help. Meeting at 10 am Monday for more information.
- o **CID Staff Support** Angela Duran was introduced as the new CID Coordinator and welcomed to the position. Rusty Worley, executive director of Downtown Springfield Association also spoke, and made additional comments. Her start date is August 15th and she will be working approximately 20 - 25 hours a week for Commercial Street. Lyle Foster mentioned the interview team and thanked them for their work in being part of the selection process. The selection team involved Connie, Irene, and Larnell.
- o **C Street Planters** Two attempts have been made for drop off of additional planters. Another attempt has been scheduled.
- o **Security Cameras** Security cameras are up and running. They can be viewed. There was a question if the police will have access to the camera, and they do have access. Jimmy Andella, our current PAR officer, is retiring in August. There will be a recognition for his contributions to the district sometime this fall.

VI. **Executive Session** Connie Rhoades Hinds motioned that the board move to an executive session. Seconded by Ryan Dock. The motion was unanimously passed. The board went into an executive session to discuss personnel. Ryan dock motioned to come out of executive session. Cindy Ussery seconded. The motion passed unanimously. It was announced that Natalie from the Vecino group was selected for the vacant position. Ginkgo trees will get shots to curve to fruit production in the Spring.

VII. Public Comments.

- o . Lyle Foster opened the floor for public comments and there were none.

VII. **Next Meeting Date and Time.** Wednesday, September 14th, 2022, 10 a.m. at Victory Mission Administrative Building.

VIII. **Adjournment** Ryan Dock motioned to adjourn the meeting. The meeting was adjourned at 10:52 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Thursday, September 22, 2022, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President
Irene Schaefer, Vice-President
Connie Rhoades Hinds
Travis Tindall
Cindy Ussery
Corie Godsy

Absent:

Guests: Shelby Wood and Henry Sivils, Spencer Fane LLP

Public Attendees: Susi Caregnato, Mary Collette, Jamie Evans, Holland Wilson, Kendra Zaldivar

- I. **Call to Order/Welcome.** Lyle Foster, CID President called the meeting to order at 10:03 am.
- II. **Review and Approval of Previous Minutes.** A motion was offered by Connie Rhoades Hinds to approve the meeting minutes and it was seconded by Cindy Ussery. The motion was passed unanimously.
- III. **Financial Report.** Connie Rhoades Hinds motioned the approval of the finance report and it was seconded by Travis Tindall. The motion passed unanimously.

IV. New Business

- o **TIF Meeting, Wednesday, September 28, 2022** Lyle Foster noted that the TIF meeting was rescheduled for September 28th at 5:00pm at White River Brewing Company and encouraged people to attend.
- o **C Street Events** Mary Collette, a member of the public in attendance, talked about how popular C-Art was and the potential it showed for Sunday events on the street. Connie Rhoades Hinds noted that it was great for businesses on the street - she received lots of great feedback from the Merchant's Association. Lyle Foster complimented the organizers of C-Art and stated that it was well publicized and well put together.
- o **Commercial Street Pulse** Lyle Foster noted that two of the public lots will be closed for construction starting September 27th. Business owners and loft owners should talk to residents and visitors about parking options.
- o **Commercial Street Needs/Security/Trash Cans** Lyle Foster noted that he would like to purchase new trash cans that have both trash and recycling options, in addition to what we have already. Lyle Foster also mentioned having a security company patrolling the street

Friday, Saturday, and Sunday. He stated that he has asked for a security company for a bid for patrolling the street. Lyle has been working with the city to see about placing conduits in the public parking lots as they are under construction. We have received approval from Dan Smith from Public Works on the conduits and are waiting on implementation.

- o **CID Laptop and Monthly Invoicing** Lyle Foster presented an invoice from the Downtown Springfield Association. The invoice is for the purchase of a CID laptop. Costs for this laptop are shared with Better Block SGF. Irene Schaefer motioned to approve payment for the laptop. Travis Tindall seconded. The motion was unanimously passed. Jamie Evans asked if the check for this laptop will be for next month, Lyle confirmed it will. Lyle noted that [Rusty Worley](#) will be giving the CID an invoice on the first of each month for the CID Coordinator position.
- o **Holiday Lighting** Angela Duran spoke about finding companies to install holiday lights this season. Angela presented to the board 3 bids from local companies that install holiday lights and street decorations. Connie Rhoads Hinds noted that the budget for holiday lighting sits around \$15,000. The board did not decide on a bid. Lyle Foster also thanked Cindy for organizing the delivery of corn stalks for the light poles and putting them up. An invoice for \$500 was presented to the board for payment of cornstalks. Cindy motioned to approve the payment for corn stalks. Connie Rhoades Hinds seconded the motion. Motion passed unanimously.
- o **New Board Member Welcome** Lyle Foster welcomed Corie Godsy to the CID board. Lyle Foster mentioned that we will hopefully be welcoming another board member. He noted that it would be great if they could go through some sort of onboarding process or training.

V. Existing Business

- o **Advertising Committee Report (Board Discussion)** Connie Rhoades Hinds stated that she was not at the last meeting. Irene Schaefer shared that the next task for the Advertising Committee is the November/December cover for the Welcome to Springfield publication. [Connie Rhoades Hinds](#) also shared that KOLR10 segment was taped last Friday with Joe Gidman. KSLR is covering the Culture Festival and White River Street Festival.
- o **C Street Dumpsters** Travis Tindall presented to the board a map of potential locations for permitted locations for dumpsters on the street. There were six locations. Four on Frisco Lane and two on Blaine St. However, he received a call from the city stating that they will not allow any dumpsters on Blaine St. The city will allow dumpster locations on Frisco Lane, but will no longer allow dumpsters on Blaine St. They will reach out to all business owners with dumpsters located on the street. All dumpsters have to be relocated by the start of construction of public parking lots.
- o **CID Staff Report** Angela Duran went over what she has been working on for the past 5 weeks. Angela noted that she has been working on securing holiday lights and decorations on the street for the upcoming season. She has been working on meeting minutes, looking into different types of trash cans for the street, gathering board meeting materials, website development, and attending street wide events. Travis Tindall asked about an office space. Travis mentioned having a set time on the street that she is available at an office location. At this time there are no proposals for an office space. Irene Schaefer mentioned that the Commercial Club is an option for an office space, but it has stairs and is not handicap friendly. Jamie Evans asked if the office space will have a cost, Lyle Foster confirmed that it will have a minimal cost.

VI. **Public Comments** Lyle Foster opened the floor for public comments. Mary Collette thanked the board in the selection of Angela Duran for the CID Coordinator position.

VII. Closed Session

- o Cindy Ussery motioned for the board to move into a closed session Irene Schaefer seconded. Motion passed unanimously. The board went into a closed session for legal counsel. Cindy Ussery motioned to come out of the closed session. Corie Godsy seconded. The motion was passed unanimously.

VII. **Next Meeting Date and Time.** Wednesday, October 12th, 2022, 10 a.m. at Victory Mission Administrative Building.

VIII. **Adjournment** Cindy Ussery motioned to adjourn the meeting. The meeting was adjourned at 11:37 am.



Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, October 12th 2022 , 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville

Board Members Present [Attendance/Meetings]:

Lyle Foster, President
Irene Schaefer, Vice-President
Connie Rhoades Hinds
Travis Tindall, Treasurer
Cindy Ussery, Secretary

Absent: Corie Godsy

Members of the Public: Mary Collette, Teresa Emerson, Jamie Evans, Greg Johnson, Mindy McDonald, Amanda Ohlensehlen, Mona Pieron, Matt Schaefer, Michelle Stracke-Johnson, Holland Wilson, Kendra Zaldivar

- 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.** A motion was offered by Irene Schaefer to approve the meeting minutes and it was seconded by Travis Tindall. The motion was passed unanimously.
- III. **Financial Report.** Irene Schaefer noted that the CID is 5% under on the month. Year to date, we are 15% under compared to last year. We are down more than the CID has budgeted for. Irene motioned the approval of the finance report. Seconded by Connie Rhoades Hinds. The motion passed unanimously.

IV. New Business

- o **C Street Events/Report** Lyle Foster, CID Board President, introduced the grant agreement process. This agreement process is for any individual or organization that is requesting funds from the CID. It is an initial report form that outlines the event and asks the applicant to consider the impact of the event. This form is to be completed when the applicant receives the funding requested. The CID is also asking for a follow up report that provides general feedback after the event, approximate number of attendees at the event, and how funding from the board was used.
- o **CID Treasurer and Secretary Position Selection** Irene Schaefer requested that the board select a Treasurer and Secretary for the board. Irene motioned to nominate Travis Tindall for the Treasurer position. It was seconded by Cindy. The motion passed unanimously. Lyle mentioned that the board may have to sign new signature cards with the bank. Travis asked if any of the board members were interested in the Secretary position. Irene mentioned that the CID Coordinator, Angela Duran, will still be taking meeting minutes for the board meetings. Connie nominated Cindy Ussery for the Secretary position. The motion was seconded by Irene. Passed unanimously.

- o **Commercial Street Pulse** Cindy mentioned that the West end of the street is picking up in foot traffic. Connie mentioned that merchants are very positive at the weekly Merchant's Association meetings. She noted that everyone is optimistic going into the holiday season. Irene mentioned that Culture Fest brought several hundred people to the street. She noted that there are lots of events coming up and is looking forward to a great 4th quarter. Travis noted that he is excited to see the public parking lot behind him on Campbell and Pacific improving. Lyle mentioned that the multi-use permit for the apartment complex was approved by City Council. This permit is for the incoming development near Commercial Street and Lyon Ave. Lyle also mentioned the retirement of our PAR police officer, Jimmy Andela. Mary Collette, a member of the public, mentioned that people should promote Thriller on C-Street as much as possible. It will be a busy weekend for Commercial Street. Connie mentioned letting business owners and loft dwellers know that they should promote and consider parking in spaces off of the street.
- o **Commercial Street Needs/Security/Trash Cans** Lyle Foster reported that he has asked a couple of companies for quotes for obtaining security patrol services. Frisco Lane has had some negative experiences lately, and security is a concern. Lyle has asked the CID Coordinator to look into the pricing of commercial trash cans for the street. He mentioned that they were more expensive than the board was anticipating. Angela Duran stated that there are 29 total on the street now, but is asking for quotes for 30 of them. Angela presented three different quotes from companies around the country that sell trash receptacles. All prices varied. One of the companies was Victor Stanley, the company that the Downtown CID uses for trash receptacles. Angela mentioned that we are still looking into the capacity of the trash cans and comparing them to others. Irene asked city representatives if the city purchases them in bulk, and if we can purchase some through them. Matt Schaefer mentioned that he was not sure where the city has extras and if we can purchase them.
- o **Monthly Invoicing** Lyle mentioned that we have paid the monthly invoices for the CID Coordinator and that they are on their way to Rusty Worley.
- o **Holiday Lighting** Travis motioned to contract services with Christmas Lights Are Us for this holiday season. Cindy seconded the motion. Passed unanimously and motion was carried. Travis mentioned that next year we could try to solicit businesses on the street to do their own Christmas lights, so that we have lighting all throughout the district.
- o **Holiday Lighting Ceremony** Lyle mentioned to the board that the district should do a holiday lighting ceremony to turn on the lights and mark the start of the holiday season. The board discussed possible dates for the event. The board was in favor of November 19th.
- o **Trick or Treat** Angela Duran requested the board to approve purchase of candy for the annual Trick or Treating event in the district. This event is scheduled for Saturday, October 29th from 2-4pm. It has been well perceived by merchants, and many merchants are expected to participate in this event. Irene mentioned last year the board spent \$300 on candy and that this year we should increase that amount. Irene encouraged the board to spend \$500 this year on candy for the event. Connie motioned to approve the purchase of \$500 worth of candy for the Trick or Treating event. Travis seconded the motion. The motion passed unanimously.
- o **Event Proposal** Michelle Stracke-Johnson from Gypsy Girl Junk, 225 E Commercial St, requested the CID board to help with purchasing promotional materials, bags, and maps for the Sip N Shop event on Saturday, November 12th. Last year, the board helped with the purchase of bags and other items for the event. Michelle mentioned that Sip N Shop is one of the biggest events for her shop. Irene agreed, and stated that retailers love the event. Irene motioned to approve \$1,500 for the event. The motion was seconded by Cindy. The motion passed unanimously.
- o **Street Kiosks** Lyle mentioned that there has been discussion on updating the street kiosk maps. Connie mentioned that we have to use the same company that did them before and

have them update the current map. Mighty Sharp is the company that works on the kiosk maps. Connie stated that she will get into contact with this company. She stated that when she spoke with them last year, they were still able to update them for us.

- o **Bird Scooters** Bird Scooter representative not in attendance. For the sake of time, the board will discuss Bird Scooters at a future meeting.
- o **Office Space** Lyle Foster stated that he has spoken with a landlord on the street about an office space for the CID Coordinator. The space will cost around \$200-\$300 a month.

V. Existing Business

- o **Advertising Committee Report (Board Discussion)** The CVB contract is due soon for the new year. CID has a contract with KOLR 10 and Welcome to Springfield. There has been a lot of great feedback from our advertising efforts. Ann Walls has been asked to speak on camera for the upcoming KOLR 10 live segment due to Thriller on C-Street being a large event and will also express how cozy the atmosphere is on C-Street around this time of year.
- o **C Street Dumpsters** Travis provided an update on the dumpsters. He stated that not much has changed since our last meeting. Lyle and Travis have a meeting with the city on Monday, October 17, 2022. Next board meeting there will hopefully be an update. Travis received a follow up email and phone call from the city. They stated that there is enough private space to not have dumpsters located on public parking lots.
- o **CID Staff Report** Angela Duran stated that she is continuing to work on website copy. She has been communicating with all holiday light companies to ensure that once the board makes a decision, we are ready to move forward. She has been coordinating with them about hanging the wreaths throughout the district as well. Angela stated that she worked on getting quotes for trash cans, working on planning the Halloween Trick or Treat event, and attending C-Street meetings throughout the month.
- o **Security Cameras** Lyle noted that we need to extend our security camera presence. We need to make sure residents, business owners, and law enforcement know that we have security cameras on the street in case they have something they need to see.
- o **Legal Counsel Update** Shelby Wood was not present to provide a legal counsel update.

VI. **Public Comments** Lyle Foster opened the floor for public comments. Irene asked about the status of new potential board members. Lyle stated that he wanted to check our bylaws and petition. He stated that based on the petition, the nominee has to be a resident on the street. Teresa Emerson, Moon City Pub, 420 E Commercial, mentioned that there are lots of conversations that require a lot of expenses. She is wondering if there is any input from the accountant that the CID is following the budget. Lyle stated that most items are budgeted for and that we have a budget for all of the fixed costs. Irene discussed that our budgeted income for this year is approx \$70k with our current fixed costs budgeted at over \$70k (\$27k for Advertising, District Maintenance \$24k and CID support approx \$20k). Added expenditures of approx \$72k have been added to this year's budget which was planned to consume reserves that have been carried into this year of \$72k. These expenditures include our event funding, holiday decorations, website development, operations, and other expenses. Irene expressed that we should be very cautious about adding more fixed costs as our current budget will not cover. Mary Collette asked about the landscaping, as the Ginko trees are now fruiting and there is no one to pick up the fruit. Irene mentioned that we have not yet asked Gabris, the contracted landscaping company, to assist with picking up the fruit. Mary mentioned that landscaping is a very important aspect of the street. She asked if the next meeting's agenda can include landscaping as an item for discussion. Amanda Ohlensehlen and Matt Schaefer, from the City of Springfield, stated that retailers on the street that have online sales need to ensure that they are charging the additional sales tax for the CID. Some businesses were not aware that online sales need to include the additional sales tax. Amanda also asked if our merchants post the additional sales tax charged to customers at the registers,

which is a requirement of CID tax districts. Welcome to the Street packets were discussed to include educating new merchants/retailers on the requirement to charge and pay the tax, as well as post for the customer.

VII. **Next Meeting Date and Time.** Wednesday, November 9th, 2022, 10 a.m. at the Victory Mission Administrative Building.

VIII. **Adjournment** Connie motioned to adjourn the meeting. It was seconded by Cindy. The meeting was adjourned at 11:11 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes**

Wednesday, November 12th 2022 , 10:00am

Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville

Board Members Present [Attendance/Meetings]:

Lyle Foster, President
Irene Schaefer, Vice-President
Travis Tindall, Treasurer
Cindy Ussery, Secretary
Connie Rhoades Hinds
Corie Godsy

Members of the Public: Mary Collette, Teresa Emerson, Jamie Evans, Larnell Foster, Mindy McDonald, Amanda Ohlensehlen, Mona Pieron, Matt Schaefer, Christine Schilling, Holland Wilson, Shelby Wood

- 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.** A motion was offered by Irene to amend the meeting minutes to include additional language in the public comment section. The amendments will be included in the published minutes for October. The motion was seconded by Travis Tindall. The motion was passed on a unanimous vote.
- III. **Financial Report.** Travis Tindall mentioned that we are down around 10.5% for the month. The CID is down around 14% for the year. Travis recommends that we evaluate expenses after the holiday season. Travis motioned the approval of the finance report. Seconded by Irene. The motion passed unanimously.

IV. New Business

- o **C Street Events/Report Trick or Treat** Lyle stated that the Trick or Treat event had an overwhelming response. He mentioned that the CID spent \$500 on supplemental candy for the event. Lyle acknowledged and thanked merchants for participating in the event.
- o **Commercial Street Pulse** Lyle mentioned that there are multiple events coming up on the street where we want to highlight and support our businesses during the holiday season. He also mentioned that there have been some security issues on the street and stated that we should be getting a PAR officer assigned to the street within the next month. He mentioned that there are security cameras in the public lot behind Van Gogh's and that there is a link available to access the footage from those cameras. Lyle stated that the conduits are in the new lots, courtesy of the City of Springfield.
- o **By-Law Update - Shelby Wood Legal Counsel** Shelby stated that he sent the revised bylaws to the board for approval. He stated that there needs to be a few operational changes

to the bylaws to bring them in compliance with the petition. Irene Schaefer motioned to establish a sub-committee to review the bylaws before approval. Seconded by Corie. Passed unanimously. Connie, Irene, and Mary Collette volunteered to serve on the sub committee for the revisions.

- o **Holiday Lighting Ceremony** Lyle presented a tentative schedule for the event. The goal of this event is to have additional activity on the street and to help kick off the start of the holiday season.
- o **Kiosk Maps** Lyle stated that we will be paying the company who previously did them. They will be updating the map instead of creating a new one.
- o **Update for installation of street furniture** Lyle mentioned that in August 2021, the city stated that the CID needs an encroachment agreement to allow the planters and tables and chairs on the side walks. The CID has been informed that the city does not have an ordinance that will allow encroachment agreements, therefore the agreement has to go before City Council to be approved. The CID is not responsible for miscellaneous furniture and items on the sidewalks, and will need to be covered by the business owner.
- o **C Street Mural** Lyle stated that the muralist has been in the hospital. He stated that the mural will be painted on a building at Campbell and Commercial Street, across the street from Lindberg's. The muralist is based in the Kansas City area. Lyle also stated that an artist will begin painting the planters on the street this week. Funds for this will come from the grant Commercial Street CID received.
- o **Update of new planters received and location map** The discussion of the planters was included in the update for the installation of the street furniture. An encroachment agreement is needed. The CID worked with the city and NForm architects to develop a site plan for the location of the planters. Once the encroachment agreement is approved, the board will be able to move forward.
- o **CID Coordinator Job Description** Lyle Foster asked for members to look through the list for job responsibilities for the CID coordinator. For the sake of time, the board decided to discuss this at the December meeting.
- o **C-Art Event Funding Request** A request for funding was presented to the CID Board for the seasonal C-Art event in April 2023. Mary Collette stated that they will have to pay for the performances and other promotional materials. They are asking for \$3,000. Lyle suggested that the board wait to discuss and vote on the funds at the next meeting.
- o **Board Application** Lyle stated that there was an application presented to the board at this meeting. He stated that he will have Holland post on the website that there is a seat open on the board and that the board will wait to discuss the application.

V. Existing Business

- o **Advertising Committee Report (Board Discussion)** Connie stated that the board approved the development of a new website in 2021. She stated that we expect to have a demo of the website at the next board meeting.
- o **C Street Dumpsters** Lyle mentioned that as the city has improved our parking lot with TIF funds, however, we are no longer able to have dumpsters located in those lots. The City of Springfield informed the CID, that if there is a dumpster on a public lot, it will have to be screened. Travis stated that the cost and timeline of the screening of the dumpsters is the main issue for the CID. Matt Schaefer, from the City of Springfield, clarified that the zoning ordinance states that dumpsters on public property, and dumpsters that are visible from the property line are required to be screened on 3 sides. Lyle also stated that the dumpsters on Frisco Lane will have to be moved because they are private dumpsters located on public property. Connie motioned to continue conversations with the City to come up with a solution. The motion was seconded by Irene. The motion was passed unanimously.

- o **CID Staff Report** Angela stated that she assisted the advertising committee with copy for the Welcome to Springfield magazine. She stated that she helped with organizing and day of tasks for the Halloween Trick or Treating event. She stated she has assisted Connie in website development and has put together a letter for businesses on the street detailing what the CID is and the additional sales tax.

VI. **Public Comment** No public comment.

VII. **Next Meeting Date and Time.** Wednesday, December 14th, 2022, 10 a.m. at the Victory Mission Administrative Building.

VIII. **Adjournment** Cindy Ussery motioned to adjourn the meeting. The meeting was adjourned at 10:54 am.



Commercial Street Community Improvement District

Board of Directors Meeting Minutes

Wednesday, December 14th 2022 , 10:00am

Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville

Board Members Present [Attendance/Meetings]:

Lyle Foster, President

Irene Schaefer, Vice-President

Travis Tindall, Treasurer

Cindy Ussery, Secretary

Connie Rhoades Hinds

Corie Godsy

Members of the Public: Heidi Herrman-Bacon, Randy Bacon, Susi Caregnato, Mary Collette, Angela Duran (staff), Teresa Emerson, Jamie Evans, Jina Gorham, Greg Johnson, Bradley Mattner, Bethany Overturf, Mona Pieron, Matt Schaefer, Christine Schilling, Becky Voltz, Ben Wilson, Holland Wilson

- 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.** Travis motioned the approval of the November meeting minutes. The motion was seconded by Irene. The motion was passed on a unanimous vote. The motion was carried.
- III. **Financial Report.** Travis noted that the CID sales tax was up 5.6% compared to the last month. The CID is down 9.3% for the year. He noted that we have \$63,148 in total assets. Irene motioned the approval of the finance report. The motion was seconded by Corie. The motion passed unanimously. Lyle noted that the City and the County are both reporting improvement in sales tax. He noted that other smaller business districts are reporting a decline in sales tax as well.

IV. New Business

- o **C Street Events** The new PAR officer for the district, Ben Wilson introduced himself. Connie, the director of the Merchant's Association, stated that Sip N Shop was a good event for merchants. She stated that they handed out 300 bags, with 200 bags still left for future events. Connie stated that, according to merchants, Small Business Weekend wasn't as successful for some businesses. Irene noted that the weather for that event was cold and not ideal for an event.
- o **Commercial Street Pulse** Lyle mentioned that there was some concern in the district about the recent demolition request for 540 E Commercial St. The request is being considered by the Landmarks Board on December 14th. Mary stated that the Commercial Club will be requesting the Landmarks Board to delay the permit for 180 days and request an additional

180 days from the City Council. Lyle states that we welcomed our new PAR (police area representative) officer this past month. Lyle stated that the Merchant's Association had a holiday breakfast this past month with around 45 people in attendance.

- o **By-Law Update - Shelby Wood Legal Counsel** Shelby Wood was not in attendance to discuss the bylaws.
- o **Commercial Street Needs/Security/Trash Cans** Lyle stated that he has asked security companies for bids on security cameras in the newly constructed public parking lots. Lyle stated that there are around 5 trash cans that are in poor condition and need repairing. He stated that there are some informal conversations with the city to see if they will be able to assist us in repairing the cans.
- o **Monthly Invoicing** The CID pays the Downtown Springfield Association monthly to compensate part time hours for the CID Coordinator.
- o **Kiosk Maps** Lyle stated that the maps are outdated and need updating to reflect new businesses. Connie stated that she appointed the CID coordinator to this task and got Angela in contact with Wake Creative. Angela stated that Ryan at Wake Creative said that they should be able to have the maps finished sometime in January. Mary stated that Paul Hall will install the maps into the kiosks for free.
- o **Update for installation of street furniture** Lyle shared that we have completed the encroachment agreement with the City of Springfield. Once the agreement was finished, the CID received an invoice from the City for \$244. Once the encroachment agreement process is finalized, the City of Springfield will assist the CID in installation of the street furniture. He stated that all of the street furniture and sandwich signs are now allowed. However, additional items placed on the sidewalks have to be insured by individual businesses. Lyle stated that the site plan sketches sent to the City of Springfield include all three sets of planters on the street.
- o **Update C Art Request for Funds** C-Art is requesting \$3,000 for the Spring 2023 event. Heidi Herrman and Randy Bacon stated that for the first C-Art event they received \$1,800 from the CID. Heidi stated that they will have to pay for staging and music artists this time. She stated that C-Art will eventually be able to fund itself but is not able to completely fund the event this Spring. Connie stated that the most common requests for funding the CID receives is around \$1,000-\$1,500 max, to sponsor street wide events on the street. Irene stated that this would be the second event that the CID has funded within the same budget year. Heidi stated that there is another C-Art event in September. Connie motioned to table the discussion until the next board meeting, at the suggestion of the applicant. The motion was seconded by Irene. The motion was passed unanimously.
- o **CID Coordinator Job Description** For information purposes the board was provided an updated job description for the CID coordinator. Angela updated the description to reflect what has been worked on and also included a pie chart showing how she has spent her time so far.
- o **Jamie Evans, Compensation** Travis discussed that Jamie Evans, the CID accountant, has requested a small increase in compensation as her time with the CID has increased. Jamie expressed that her duties are taking longer and that the costs of some of the items have increased. She proposed that her compensation increase \$75 and stated that this increase will start in January and won't be billed till February. Travis motioned to increase Jamie's compensation of her time by \$75 a month. The motion was seconded by Irene. The motion was passed unanimously. Jamie's monthly compensation has now been increased to \$375, starting January 2023.
- o **Quarterly Meeting with the City of Springfield** Lyle stated that the City Manager and Deputy City Manager - Jason Gage and Maurice Jones, meet with community stakeholders - Mary Collette, Connie Rhoades Hinds, and Lyle Foster quarterly. Mary stated that she asked what the contribution from the city to the CID will be for 2023. She stated that the CID has not yet made a request. She stated that the CID received \$20,000 from the City in the past. Irene

stated that we did not receive funding from the city in 2022 due to missing a deadline. Irene stated that the CID must submit a request for funding every year. Connie stated that there was a Footbridge update. The Footbridge has been listed as a top priority for funding that was sent to the state of Missouri. Lyle stated that the CID will follow up to see if the City of Springfield will assist in any way for funding the most recent projects that the CID has taken on, regarding dumpsters and public parking lots.

- o **Winter Preparedness - Gabris Update on Snow Removal and Salt - Irene Schaefer** Irene stated that last year we spent \$1,700 with Gabris on snow removal. She stated that it included 6.5 hours of Gabris coming to the street and utilizing our snow blower to remove snow on the sidewalks. Irene stated that we initially paid \$100/hour for their time on the street with the snow blower. She stated that it has increased this year to \$150/hour. Compared to the cost from last year, costs will go up about \$320 for this year. Irene stated that the cost of the bags of salt is increasing from \$20 to \$25 per bag. Last year we used 53 bags of salt. There is a 25% increase this year. Gabris will render services when we receive 2 inches of snow or ½ inch of ice. Connie stated that we are still very under budgeted for landscaping costs. Angela stated that we have a quote from Springfield Paper Company for ice melt. Jamie is writing a check for them, and the ice melt will be paid for upon delivery.
- o **Board Vacancy** Cindy made a motion to table the decision on the board vacancy until the next meeting. The motion was seconded by Connie. Irene requested discussion on the motion and asked Matt Schaefer from the city to clarify the significance of the petition and bylaws in respect to the board vacancy. Regardless of the outcome of Bylaws, the Petition is the document that controls. If any changes to be made to Board positions, the change would have to occur in the Petition, which would require a completely new submittal for a revised Petition, something that takes a large amount of time, money, and resources to complete. One in favor, four not in favor. The motion did not pass. Irene motioned to nominate Christine Schilling for the vacant position. The motion was seconded by Corie. Three in favor, two not in favor. The motion was passed and Christine is now a CID board member.
- o **End of Year Recognition** Lyle thanked all members of the public for their support this past year. He also thanked the board for their hard work, support, and input this year.

V. Existing Business

- o **Advertising Committee Report (Board Discussion)** Connie discussed that there are multiple advertising contracts up for renewal. Advertising funds go towards print, online, tv, radio, and now billboards.
- o **C Street Dumpsters - Travis Tindall** Travis stated that there is no update. He anticipates a meeting in the month of February.
- o **CID Staff Report** Angela updated that the holiday lighting ceremony was last month, she thanked those who came out to the event. She stated that she worked on securing ice melt this past month, updating website copy, and getting kiosk maps on the street updated.

VI. **Public Comment** Lyle thanked the members of the public for attending the meeting. Mary stated that the holiday lighting event was a wonderful event and highlighted the contributions from the Commercial Club. She thanked the Merchant's Association for the Merchant's breakfast. Teresa Emerson stated that next time there is a board vacancy, she would like to see the application posted online with the opening day and time, and closing day and time.

VII. **Next Meeting Date and Time.** Wednesday, January 11th, 2023, 10 a.m. at the Victory Mission Administrative Building.

VIII. **Adjournment** Irene motioned to adjourn the meeting. The meeting was adjourned at 11:12 am.