

**Commercial Street Community Improvement District  
Board of Director Meeting Minutes  
January 3, 2014**

**Present:** Jeff Rens, Ryan Dagen, Ryan Dock, Bob Pilkington, Lyle Foster, Erin Frerking  
**UDA Staff:** Donnie Rodgers, Rusty Worley

I. Call to Order

President Ryan Dagen called the Commercial Street Community Improvement District Meeting to order at 9:04 am.

II. Review and Approval of Previous Minutes

**Motion:** To approve November 8, 2013 Meeting Minutes.  
**Moved:** Bob Pilkington  
**Second:** Jeff Rens  
**Approved**

III. Financial Report

Rusty Worley presented the Board with an updated Financial Report. Sales revenue for the month of November 2013 totaled \$5,391. Current account balance of \$24,375- \$3k pledged towards streetscape improvements. December sales tax numbers were not in yet.

November 2013 Expenses

Maintenance Labor & Taxes	\$531.34
Event Support	\$965
Office Supplies	\$105

December 2013 Expenses

Maintenance Labor & Taxes	\$764.07
Maintenance Supplies	\$26.98

**Motion:** To approve the financial report.  
**Moved:** Bob Pilkington  
**Second:** Erin Frerking  
**Approved**

IV. Old Business

Discussion on Community Branding Workshops

Arnett Muldrow & Associates visit begins January 14-16, 2014. Six roundtable groups are as planned: Local Leadership, Institutional, Merchant, Public, Neighborhoods, Public and Young Professionals. The following board members volunteered to serve on the steering committee:

Ryan Dock, Ryan Dagen, Lyle Foster and, Jeff Rens. Jina Gorham would be asked to join, in addition to Kailey York, President of Commercial Club.

V. New Business

Discussion on Communications Manager Position

Rusty Worley presented the board with discussion on the newly formed Communications Manager Position that would be replacing the Community Development Coordinator position on UDA staff. Rusty will serve as the point person for C-Street.

VI. Establish Next Meeting

The next meeting to be on Friday, February 14, 2013 at 9:00 am at Busch Municipal Building, 2<sup>nd</sup> floor west conference room.

VII. Adjournment

**Motion:** To adjourn the meeting.

**Moved:** Jeff Rens

**Second:** Ryan Dock

**Commercial Street Community Improvement District  
Board of Director Meeting Minutes  
February 19, 2014**

**Present:** Jeff Rens, Ryan Dagen, Ryan Dock, Erin Frerking, Jina Gorham, Bob Pilkington, & Lyle Foster  
**UDA Staff:** Rusty Worley

I. Call to Order

President Ryan Dagen called the Commercial Street Community Improvement District Meeting to order at 9:00 am.

II. Review and Approval of Previous Minutes

**Motion:** To approve January 3, 2014 Meeting Minutes.  
**Moved:** Bob Pilkington  
**Second:** Jeff Rens  
**Approved**

III. Financial Report

Rusty Worley presented the Board with an updated financial report. Sales revenue for the month of January 2014 totaled \$1,112.63. Current account balance of \$12,978.23, which did not include the final payment to Arnett Muldrow of approximately \$7,000.

January 2014 Expenses

Maintenance Labor & Taxes	\$708.98
Maintenance Supplies	\$251.98
District Branding	\$9,666.66
Semi-Annual Management Fee to UDA	\$1,750.00

**Motion:** To approve the financial report.  
**Moved:** Bob Pilkington  
**Second:** Ryan Dock  
**Approved**

IV. Old Business

Discussion on Community Branding

Ryan Dagen thanked everyone for their participation. Jina mentioned that a few people/businesses on the street mentioned feeling left out of the process.

Ryan Dock discussed keeping everyone involved as we move forward with the rebranding process to make sure that everyone is able to benefit from project.

Rusty discussed plans for the C-Street Market and integrating the new images and themes for the marketing elements. Also discussed the upcoming banners, about 40, spanning the district, plus

the redesign of the brochures and the website to utilize the new design elements.

Ryan Dagen proposed the formation of a committee that involves representation from CID, Commercial Club, as well as invite individuals from both design firms that reside on the street, so the committee can focus on the specific implementation of the re-branding strategy.

Rusty talked about doing a release party to engage the public and our neighbors to show the new rebranding efforts. Timing it toward the end of April for a reveal of things like the new banners.

Upcoming UDA structural meeting was mentioned that may affect the roles of the groups on Commercial Street.

Ryan Dagen suggested forming a rebranding committee and recommends that Jina would be a good fit for chairing said committee.

Motion to create the C-Street Rebranding Committee with Jina serving as the chairperson

**Motion:** Jina Gorham

**Second:** Jeff Rens

**Approved**

Lyle asked about the prioritization and financing of the rebranding efforts.

Rusty has already allocated CID funds toward the banners and the new brochures, plus the UDA technically absorbs ancillary costs such as the website development, etc.

Rusty discussed a packet/kit that gives all the branding guidelines plus provide templates to help individual businesses incorporate the new design elements and themes

Lyle emphasized that he really wants to make sure that the focus on the rebranding efforts stay stronger as an entire strategy toward long-term change, as opposed to just slapping a new logo on what we already have. He would like to see a plan that shows the priorities and budget for both short-term and long-term goals.

## V. New Business

### **Mardi Gras on C-Street Partnership**

Paulette and Sa'dia present information concerning Mardi Gras.

The event spans the street with several venues participating.

Emphasized that this event is unique in our area.

First year drew 700 people in attendance, then in 2012 the numbers increased to 900. In 2013, bad weather kept a lot of people from coming out, but the numbers held to the previous year at approximately 900 people in attendance.

This year the budget has grown plus they have gained a couple of new sponsors to help support the event.

The event is adding an outdoor "patio" area with a street closure at Campbell and Commercial to accommodate more people as well as the tasting area for the liquor/beer sponsors.

Discussed marketing efforts and their direction and goals.

Because of the additional insurance and security needs, they are looking to add an off-duty police officer on the west end of the district.

They are requesting \$300 for the Facebook 417 post for advertising, and \$120 for the off-duty police officer.

Discussion ensued of the event support request. Erin and Lyle both commend the event for becoming more self-sufficient in that they are asking for less funding from the CID.

Motion to support Mardi Gras with \$420 of support

**Motion:** Jina Gorham

**Second:** Erin Frerking

**Approved (Ryan Dock abstained)**

### **St. Patrick's Day Parade Sponsorship**

Lyle discussed the group that plans the St. Pat's parade and the benefits to our community.

Motion to approve \$100 ad support to the St. Pat's advertisement/donation

**Motion:** Lyle Foster

**Second:** Jeff Rens

**Approved**

### **Upcoming Board Vacancy**

Ryan Dagen noted that he will be moving next month. The board can nominate replacement for the board position. Jina proposed an application process for the board position.

Ryan Dagen recommended a current member of Commercial Club for consideration for replacement. Erin recommended a simple application.

Motion to require application process for open board member position.

**Motion:** Jina Gorham

**Second:** Ryan Dock

**Approved**

### **2014-15 Budget Planning Process**

Rusty presented the 2014/2015 draft budget. City requires draft budget by the end of March and a final budget by the end of May. On the budget, Rusty kept the projected revenue conservative. Continued to discuss the individual line items on the proposed budget draft.

Discussion ensued on the budget and needs of the district. Concerns that not enough was budgeted to items like the streetscape/landscaping and marketing/advertising efforts. Rusty discussed the individual line items on the projected budget and indicated that while a lot of them will change, he pointed out the items like the \$1,000 budgeted toward banners may get dropped significantly because of the fact all of the banners will be new this year, so next year may not require much in maintenance and/or replacement.

Ryan recommended a contract that better defines the payment to support the UDA. Jeff mentioned that a memorandum would be adequate. Everyone expressed gratitude for the services that UDA provides.

**Meeting Location**

Motion to move the monthly meeting to a location on Commercial Street.

**Motion:** Jeff Rens

**Second:** Erin Frerking

**Approved**

Brad Segal (consultant UDA is bringing in from Denver) meeting (UDA organizational/structure meeting) next Wednesday, February 26, 2014, at 12:00 pm, for board members of CID and Commercial Club.

VI. Establish Next Meeting

The next meeting to be on Friday, March 14, 2014 at 9:00 am at Drury on C-Street

VII. Adjournment

**Motion:** To adjourn the meeting.

**Moved:** Ryan Dock

**Second:** Jina Gorham

**Approved**

**Commercial Street Community Improvement District  
Board of Director Meeting Minutes  
March 14, 2014**

**Present:** Jeff Rens, Ryan Dock, Erin Frerking, Jina Gorham, & Bob Pilkington  
**UDA Staff:** Rusty Worley

I. Call to Order

Vice President Jina Gorham called the Commercial Street Community Improvement District Meeting to order at 9:02 am.

II. Review and Approval of Previous Minutes

**Motion:** To approve February 19, 2014 Meeting Minutes.  
**Moved:** Bob Pilkington  
**Second:** Ryan Dock  
**Approved**

III. Financial Report

Rusty Worley presented the Board with an updated financial report. Sales revenue for the month of February 2014 totaled \$4,256.86. Current account balance of \$16,505.75, which did not include the final payment to Arnett Muldrow of approximately \$7,000.

February 2014 Expenses

Maintenance Labor & Taxes	\$693.75
District Branding (Refreshments for meeting)	\$35.59

**Motion:** To approve the financial report.  
**Moved:** Erin Frerking  
**Second:** Bob Pilkington  
**Approved**

The draft 2014-15 budget was presented by Rusty Worley.

Discussion of adjustments made from the budget presented last month to reflect feedback from the previous Commercial Street Community Improvement District (CSCID) meeting.

Discussion of contract between CSCID and the UDA to clarify their relationship. Concerns about what the increase in funding will mean as far as benefit to our district. UDA has hired a new employee who is just now training to fulfill some of the tasks that Donnie used to do, however, concerns were expressed that the new employee will not have as much time to devote to the Commercial Street District.

**Motion:** To submit draft budget to the City as presented  
**Motion:** Bob Pilkington  
**Second:** Jeff Rens  
**Approved**

#### IV. Old Business

##### Discussion on Community Branding

Deliverables have arrived. Two booklets exist and one will remain with the UDA, the other will be given to the committee chaired by Jina Gorham (VP) to help disseminate the information to the community plus help prioritize tasks and expenditures as we move forward with the implementation of the rebranding.

##### Mardi Gras on C-Street

Recap by Ryan Dock. Attendance was down from the previous year, probably due to weather. Post Mardi Gras meeting still to come where Paulette and Sa'dia will give recap of event plus discuss plans for next year.

##### St. Patrick's Day Parade

Discussion of activities this Saturday before and after the parade. Discussion of C-Street support to help fund and otherwise support the parade and ancillary activities.

##### Board Vacancy

Ryan Dagen is officially moving, so will no longer be able to fulfill his position in the Commercial Street CID. Board plans on waiting until April to start looking for a replacement to allow it to be incorporated into the discussions on restructuring the organizations on C-Street. No application is yet available and no public announcement has been made about the vacancy.

##### Organizational Planning

Discussion of organizational changes presented by Arnett Muldrow with their recommendations for the rebranding efforts.

Over the next few weeks, discussions will continue on how to restructure the primary organizations of the Commercial Street district: CSCID, Commercial Club, and the local C-Street Merchants' group. Preliminary discussions are just beginning. More details are expected for the April meeting.

#### V. New Business

##### C-Street City Market

Presentation of funds request. Sarah Byrd presented a breakdown of a request of funds for the upcoming 2014 market season. Total requested amount was \$1,210.00

Discussion of items in the market funds proposal.

One particular item, the request for \$200 specifically to pay for the Artsfest booth, Rusty indicated that since the UDA manages that event, the booth fee for the C-Street City Market will be waived. Rusty will take care of any arrangements to make that happen.



Modified request amount: \$1,010.00

Discussion of Market issues, benefits, changes, and plans for the future.

Rusty recommends that equipment purchased through this request remain under the ownership of the CID, instead of under the ownership of the C-Street Market and be stored in the Commercial Club building, with ongoing approval for the C-Street Market to use. Any other entity can ask the CID for permission to use said materials for non-C-Street Market related events.

Motion to approve the request for \$400 toward the purchase of the speaker system and tents for the C-Street Market (but remain under the ownership of the CSCID) as well as an additional \$610.00 in tangible funds to support the C-Street City Market.

**Motion:** Bob Pilkington  
**Second:** Erin Frerking  
**Approved**

VI. Establish Next Meeting

The next meeting to be on Friday, April 11, 2014 at 9:00 am at Drury on C-Street

VII. Adjournment

**Motion:** To adjourn the meeting. (10:02 am)  
**Moved:** Jeff Rens  
**Second:** Ryan Dock  
**Approved**

**Commercial Street Community Improvement District  
Board of Director Meeting Minutes  
April 11, 2014**

**Board Members Present:** Jeff Rens, Ryan Dock, Erin Frerking, Jina Gorham, & Lyle Foster  
**UDA Staff:** Rusty Worley & Laura Head, new Communications Manager for the UDA  
**City of Springfield Representative:** Matt Schaffer

I. Call to Order

Vice President Jina Gorham called the Commercial Street Community Improvement District Meeting to order at 9:05 am.

II. Review and Approval of Previous Minutes

**Motion:** To approve March 14, 2014 Meeting Minutes.  
**Moved:** Ryan Dock  
**Second:** Jeff Rens  
**Approved**

III. Financial Report

Rusty Worley presented the Board with an updated financial report. Sales revenue for the month of March 2014 totaled \$4,660.23. Current account balance of \$12,607.55. This is after the final payment of approximately \$7,000 to Arnett Muldrow. This past month was stronger than normal in sales tax revenue, though down overall for the past fiscal year. Part of that is because businesses paying their sales tax by quarter won't show in the CID revenue until April, when we'

March 2014 Expenses

Maintenance Labor & Taxes	\$455.09
CVB Advertising	\$250.00
Event Support	\$520.00
District Branding (Final Arnett Muldrow Payment)	\$7333.34

**Motion:** To approve the financial report.  
**Moved:** Ryan Dock  
**Second:** Erin Frerking  
**Approved**

The draft 2014-15 budget was submitted to the City of Springfield. Next month the final budget will need to be approved by board for submission.

IV. Old Business

Discussion on Community Branding

Jina Gorham presented information from the Branding Committee.

Branding information including logos and usage needs to be in the hands of the local businesses. Jina will schedule and coordinate monthly workshops with local businesses to help provide guidance on how to use the branding materials.

The Committee will work directly with an intern from Drury who will assist with the committee in providing assistance to the local businesses in utilizing the branding materials for their own marketing efforts.

Erin Frerking expressed concern to make sure that if an intern is utilized, that payment is arranged, as free internships are no longer allowed.

The Committee will present a budget for a stipend to be paid to the intern assisting with the branding materials and their implementation.

Anne and Mary have been putting together information to create both a rack card to attract new people to the street to be distributed in hotels, the CVB, etc., as well as a local flyer to be distributed on the street to encourage people to visit area businesses once they get on the street. Launch party is scheduled for May 13<sup>th</sup>, from 4 to 6pm. Jina most likely will be unable to attend, so someone else will need to be the spokesperson for the branding party. Launch party is scheduled to occur at the Savoy Ballroom. The plan is to show the Arnett Muldrow presentation of materials for marketing Commercial Street, offer complimentary champagne, giveaway/sell t-shirts with the new logo design, plus collect email addresses to help expand the bi-monthly Commercial Club E-Newsletter created and distributed by Anne Walls.

Discussion continues on budget for banners and design intentions presented by Arnett Muldrow. It was determined that anyone who actually read the materials presented by Arnett Muldrow understood not only the intent, but the additional work to finish their design for production, as many of the items presented are a starting point and requires completion for printing/production. Fortunately, the design committee currently has both Anne Walls and Mary Collette, both of whom have extensive experience in preparing and finishing design materials for various marketing needs. Jina has expressed involving others on the street with this experience as well, to help produce the most effective materials utilizing the new logo/designs provided by Arnett Muldrow.

Motion to approve a budget of \$2,160 for banners based on the design presented by Arnett Muldrow and prepared for printing by the Branding Committee.

**Motion:** To approve a budget of \$2,160 for banners based on the design presented by Arnett Muldrow and prepared for printing by the Branding Committee.

**Moved:** Erin Frerking

**Second:** Ryan Dock

**Approved**

**Motion:** To approve an estimated budget of \$200 for printing 5,000 rack cards as designed by the Branding Committee.

**Moved:** Erin Frerking

**Second:** Jeff Rens

**Approved**

Discussion of T-shirts to be designed utilizing logo designs provided by Arnett Muldrow as designed by the Branding Committee. Discussion resulted in the idea of giving away about 50 shirts and selling an additional 50 shirts for an amount to cover the entire production cost, giving us the ability to replicate and giveaway/sell shirts in this manner in the future while minimizing the financial burden to help propagate the branding images/logos.

**Motion:** To approve funds for approximately 100 shirts (a budget of up to \$800 based on cost research done by Anne Walls) as prepared by the Branding Committee, with the intention of giving away about half and selling the other half to generate funds for printing additional shirts/clothing items in the future.

**Moved:** Jeff Rens

**Second:** Erin Frerking

**Approved**

Discussion of signs to help “dress up” vacant commercial spaces on the street ensues. Rusty expresses interest in signs that can be used for lease/rental space that incorporates the new branding/logo images and still provides the ability for reuse and personalization by the individual business/owner but directs contact to the UDA for information. Anne presents an idea more toward a generic sign that can be used in addition to property owner or realtor signage, but with the specific intent of not only dressing up vacant window space but purely to help increase the visual repetition on the street of the branding/logo images. Erin brings up the idea of something that could be added to existing banners/signage that owners currently use to advertise their available spaces for rent/lease. Discussion continues with trying to determine the best dimensions and design for a reusable sign to be displayed in the vacant windows of the unoccupied spaces on the street.

**Motion:** To approve funds for approximately 4 or 5 signs (a budget of up to \$500 based on costs estimated by the UDA) as prepared by the Branding Committee, with the intention of displaying the new logo/branding images in spaces available for lease or purchase on Commercial Street.

**Moved:** Jeff Rens

**Second:** Erin Frerking

**Approved**

Erin brings up for discussion the idea of posting the Commercial Street CID meeting times publicly at Big Momma’s. Various business and property owners frequently express concerns about either expenditure of tax dollars in our district or lack of work that supposedly is paid for by tax dollars, or city efforts/expenditures that directly effect our district. Many business owners are not even aware of the CID meetings where the expenditure of the CID funds in our district are discussed and have no idea where to even express their concerns.

V. New Business

Spring Landscaping

Discussion continues into landscaping expenditures. The landscaping done in the district has continued to be an ongoing discussion and complaint by area businesses and property owners. The current company paid by the CID continues to do unsatisfactory work. Rusty mentions that we should look at getting at least 3 different landscapers to give proposals on improving the landscaping in our district and the CID should pick the best option based on merit, not necessarily on the lowest cost option. There's already a landscaper doing impressive work for multiple businesses on the street who multiple business owners are looking to seek a proposal from.

Organizational Restructuring

Rusty presents information on ideas for restructuring the two main organizations (Commercial Club and the Commercial Street CID) that make decisions and primarily support efforts in our district.

VI. Establish Next Meeting

The next meeting to be on Friday, May 9, 2014 at 9:00 am at Drury on C-Street

VII. Adjournment

**Motion:** To adjourn the meeting. (10:19 am)

**Moved:** Erin Frerking

**Second:** Ryan Dock

**Approved**

**Commercial Street Community Improvement District  
Board of Director Meeting Minutes  
May 9, 2014**

**Board Members Present:** Ryan Dock, Lyle Foster, Jina Gorham, Bob Pilkington, & Jeff Rens

**UDA Staff:** Rusty Worley

**District Stakeholders:** Ida Berry, Mary Collette, Beth Ghanem, Kent Harlan, Hing-wah Hatch, Jerry Hatch, Carl Herd, Paul Parker, Becky Patterson, Tim Pilla, Christine Schilling, Debbie Stewart, Andy Walls, Anne Walls, and Kailey York

**I. Call to Order**

Interim President Jina Gorham called the Commercial Street Community Improvement District Meeting to order at 9:03 am.

**II. Review and Approval of Previous Minutes**

**Motion:** To approve April 11, 2014 Meeting Minutes.

**Moved:** Lyle Foster

**Second:** Ryan Dock

**Approved**

**III. Financial Report**

Rusty Worley presented the Board with an updated financial report. Sales revenue for the month of April 2014 totaled \$2,106.37, which was double the amount received in April 2013. Current account balance of \$11,147.73.

April 2014 Expenses

Maintenance Labor & Taxes	\$344.91
Banners	\$2,160.00
Event Support (C-Street City Market)	\$1,010.29
Quarterly State Sales Tax Report	\$35.00

The draft 2014-15 budget was also presented and discussed. The public hearing was opened to allow public comment. Debbie Stewart inquired about the maintenance of trees on the street. Mary Collette asked about the process of filling the vacant seat as outlined in the CID petition given the recent changes in status of some of the Board from business owner to property owner. She also asked to receive a copy of the check register from the CID. Rusty Worley indicated that he would provide a copy to her and the Board. Carl Herd suggested continuing to promote the community events on the street.

**Motion:** To approve the financial report and the 2014-15 budget

**Moved:** Bob Pilkington

**Second:** Ryan Dock

**Approved**

IV. **Old Business**

**Discussion on Community Branding**

Jina Gorham presented information from the Branding Committee. After considerable discussion from the Board, members of the Branding Committee, and other attendees, the following actions were taken:

**Motion:** To approve the rack card presented by Jina Gorham with the recommendation to modify the current design to incorporate a map and/or QR code.

**Moved:** Bob Pilkington

**Second:** None

**Motion Fails Due to Lack of Second**

**Motion:** To print 500 copies of the rack card designed by Mary Collette and Anne Walls for the Branding Kickoff with the addition of a map on the back and trading out the vintage pictures at the top of the back.

**Moved:** Jeff Rens

**Second:** Bob Pilkington

**Motion Failed** 2-3

**Motion:** To print the version of the storefront signs with the “ComMErcial” materials designed by Arnett Muldrow. The budget had been established at the previous meeting of up to \$500.

**Moved:** Ryan Dock

**Second:** Lyle Foster

**Approved**

The C-Shirts were at the printer and on schedule to be ready for the Kickoff.

**Spring Landscaping**

Three companies were solicited for the landscaping for the District. Wickman’s did not submit a bid. Gardens 2 Envy Landscaping Services bid was for a total of \$2,500. Greenworks, Inc.’s bid was for \$2,838.94. It was noted that Greenworks included several more landscaping beds, but that Gardens 2 Envy already has several clients on the street who are very pleased with her work and that they are on the street on a weekly basis.

**Motion:** To accept the bid from Gardens 2 Envy Landscaping Services for \$2,500.

**Moved:** Bob Pilkington

**Second:** Ryan Dock

**Approved**

**Organizational Planning**

Jina Gorham noted that ongoing discussions were underway with Commercial Club on how the CID and Commercial Club can work more effectively and reduce redundancies. A joint meeting between the two organizations will be scheduled later in the month.

Part of that coordinated planning has been the CID Board vacancy from Ryan Dagen's departure. Mary Collette noted that the status of some of the CID Board members may have changed with recent property sales. No action or vote was taken.

VI. Establish Next Meeting

The next meeting to be on Friday, June 13, 2014 at 9:00 am at Drury on C-Street

VII. Adjournment

**Motion:** To adjourn the meeting. (10:23 am)

**Moved:** Bob Pilkington

**Second:** Ryan Dock

**Approved**



**Commercial Street Community Improvement District  
Board of Director Meeting Minutes  
June 13, 2014**

**Board Members Present:** Ryan Dock, Lyle Foster, Jina Gorham, Bob Pilkington, & Jeff Rens  
**UDA Staff:** Rusty Worley

**I. Call to Order**

Interim President Jina Gorham called the Commercial Street Community Improvement District Meeting to order at 9:06 am.

**II. Review and Approval of Previous Minutes**

**Motion:** To approve May 9, 2014 Meeting Minutes.  
**Moved:** Bob Pilkington  
**Second:** Lyle Foster  
**Approved**

**III. Financial Report**

Rusty Worley presented the Board with an updated financial report. Sales revenue for the month of April 2014 totaled \$3,002.84, which was slightly behind the \$3,650 received in 2013. Current account balance of \$12,630.80.

May 2014 Expenses

Maintenance Labor & Taxes	\$364.07
District Branding Kick-Off	\$999.68
Advertising Annual Budget Meeting in News-Leader	\$88.02
Postage for Annual Budget Meeting	\$68.00

Lyle Foster asked a question about sales tax exemptions.

**Motion:** To approve the financial report.  
**Moved:** Erin Frerking  
**Second:** Ryan Dock  
**Approved**

**IV. Old Business**

**Reviewing Applicants for Vacant Board Position**

It was noted that the Board of Directors was serving as a Nominating Committee of the whole. Eight applications for Board membership were received – Kailey York, Joseph Gidman, Martha Cooper, Paul Parker, Mary Collette, Andrew Walls, Anne Walls, and Christine Schilling. It was noted that according to the requirements of the CID Petition and the current composition of the Board, the vacant seat needed to be filled with a business owner who does not own real property in the District.

**Motion:** To appoint Kailey York to the C-Street CID Board for the remainder of the term vacated by Ryan Dagen (until 7/13/2015)  
**Moved:** Jeff Rens  
**Second:** Erin Frerking  
**Approved**

#### **Branding Kick-Off Summary**

Jina Gorham reviewed the Branding Kick-Off event in May and noted several CID Board members weren't able to attend. Lyle agreed and planned to email additional feedback to Jina.

#### **Rack Card Printing Request**

Mary Collette requested \$1,000 for 25,000 of the rack cards to be printed and provided to the Convention & Visitors Bureau.

**Motion:** To approve \$1,000 to print 25,000 rack cards with the addition of a QR code to direct patrons to the District website and map.  
**Moved:** Bob Pilkington  
**Second:** Erin Frerking  
**Approved**

#### **Spring Landscaping**

Gardens 2 Envy Landscaping Services has started its work on the four beds previously authorized. Andy Walls provided information from the Commercial Club Landscaping Committee on their desire to partner with the CID Board on a plan for ongoing maintenance and enhancements. Rusty Worley noted that the plan was to work with Gardens 2 Envy on outlining a plan for ongoing maintenance and enhancements after the work was completed on the four beds. More details will be provided at the next meeting.

#### **Organizational Planning**

Due to conflicts with Kelley Still's schedule, the joint meeting with Commercial Club needed to be rescheduled. The CID Board chose to reschedule it for Wednesday, June 25, from 6 to 8 pm.

### **V. New Business**

#### **Directors & Officers Insurance**

Rusty Worley provided information on renewing the C-Street CID Board's policy for Directors and Officers Insurance for 2014-15. The base renewal from Ollis & Company is for \$750. A new provision for covering outside counsel would be an additional \$300.

**Motion:** To renew the Directors & Officers policy at the current \$750 base.  
**Moved:** Ryan Dock  
**Second:** Jeff Rens  
**Approved**

### **Streetscape Plans for C-Street (Washington to Benton)**

Rusty Worley noted that Paula Brookshire from Public Works had coordinated a public meeting at the Commercial Club earlier in June to obtain feedback on the planned streetscape project from Washington to Benton. Several stakeholders were present to learn about the City's initial plans. The overall consensus was a concern about the proposed roundabout at Washington and the preference for a four-way stop similar to the Lyon intersection. Paula will meet with more property owners in the coming weeks and will schedule a time to come back to the street with an update on their plans based on the input they have received.

### **Gateway Proposal**

Mary Collette updated the Board on her request (approved by Commercial Club) to apply for the Wonders of Wildlife reallocation of funding for gateways on C-Street. Her initial design is consistent with the new branding.

### **C-Street City Market**

Sarah Louise Byrd requested that the market sell the "C Shirts." Several revenue sharing alternatives were discussed.

**Motion:** To allow the C-Street City Market sell the "C Shirts" with 2/3 of the revenues for the CID and 1/3 to the market.

**Moved:** Jeff Rens

**Second:** Ryan Dock

**Approved**

### **Additional Comments**

Lyle Foster raised the question of organizational structure with UDA's role in the future for C-Street. Rusty Worley noted that the UDA was working on its restructuring and that it would likely be more Downtown-centric. However, UDA would assist C-Street in identifying a part-time person to take over the management services over the next several months. Lyle suggested that we could explore contracting for services instead of hiring a staff person. Erin Frerking noted that she was not aware of the possibility of UDA not directly supporting the street.

### **VI. Establish Next Meeting**

The next meeting to be on Friday, July 11, 2014 at 9:00 am at Drury on C-Street.

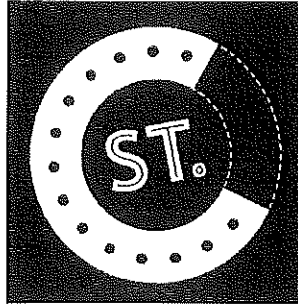
### **VII. Adjournment**

**Motion:** To adjourn the meeting. (10:25 am)

**Moved:** Jeff Rens

**Second:** Bob Pilkington

**Approved**



**Community Improvement District  
Board of Director Meeting Minutes  
July 11, 2014**

**Board Members Present:** Ryan Dock, Lyle Foster, Erin Frerking, Jina Gorham, & Kailey York  
**City Staff:** Matt Schaeffer; **UDA Staff:** Rusty Worley

**I. Call to Order**

Interim President Jina Gorham called the Commercial Street Community Improvement District Meeting to order at 9:05 am.

**II. Review and Approval of Previous Minutes**

**Motion:** To approve June 13, 2014 Meeting Minutes.  
**Moved:** Lyle Foster  
**Second:** Erin Frerking  
**Approved**

**III. Financial Report**

Rusty Worley presented the Board with an updated financial report. Sales revenue for the month of June 2014 totaled \$4,900.81, which was ahead of the \$2,746 received in 2013. Current account balance of \$11,911.45.

June 2014 Expenses

Maintenance Labor & Taxes	\$297.00
Maintenance Supplies	\$320.00
Landscaping	\$2,460.00
Streetscape Enhancement Contribution – Campbell to Lyon	\$4,000.00
Printing & Copying	\$43.16
Director & Officers' Insurance Annual Premium	\$750.00
Semi-Annual Management Services	\$1,750.00
Renewal Reserve Allocation	\$500.00

**Motion:** To approve the financial report.  
**Moved:** Ryan Dock  
**Second:** Erin Frerking  
**Approved**

#### IV. Old Business

##### Organizational Planning

An overview of the planning session facilitated by Dr. Kelley Still was included in the packet. Kailey York shared concerns from Commercial Club that they felt the session was too structured and didn't offer enough opportunities for interaction with the entire group. Mary Collette noted that Commercial Club would like to host the next joint meeting. Rusty Worley noted the "Timeline for Management Transition" handout included in the meeting packet. Ryan Mooney, President of the Urban Districts Alliance, was in attendance as well to answer any questions. Kailey York commented that she appreciated the outline. Erin Frerking would like more detail on a job description. Lyle Foster noted that he would like to explore some potential contracting options and have a clearer picture of the budget impacts. Kailey encouraged the group to take action sooner rather than later. Discussion continues concerning the separation of [itsalldowntown.com](http://itsalldowntown.com) and specifically the exclusion of C-Street from [itsalldowntown.com](http://itsalldowntown.com). Concerns are mainly expressed concerning that the initial investment for the website was around \$40K and the C-Street CID contribution was \$10K. Discussions are still ongoing as far as the details to the extent of the separation and timing, etc. Discussions continue into how to manage our own web presence in moving forward. Ryan Mooney (President of UDA) presents intentions of the UDA in shifting focus but not in a way that would be detrimental to the momentum already generated for and by our district. Lyle suggested that it be the main focus at the August 8 meeting. Erin wants to make sure that everyone is on the same page on what the Board wants in the new position.

##### Landscaping

The Board discussed asking Gardens 2 Envy to extend its services for another month at eight hours per week and then review the progress at the August meeting. Lyle requested a contract and an outline of work to be done. Three areas were brought up for immediate focus -- the east side of Robberson in the overgrown bed, weed the existing landscape beds (especially on the west side of the district), and to look for improvements at the west and east gateways as requested by Seeburg.

**Motion:** To authorize Gardens 2 Envy for 8 hours per week over the next month for \$800.  
**Moved:** Erin Frerking  
**Second:** Ryan Dock  
**Approved**

##### Branding

Jina Gorham has stepped down from the Branding Committee. She noted that a conversation needs to be held on who owns the [historicstreet.com](http://historicstreet.com) website moving forward.

#### V. New Business

##### Reviewing Applicants for Vacant Board Position

Ryan Dock and Jina Gorham noted the need to reach out for the vacant board position from Bob Pilkington's retirement. The consensus was to promote the vacancy for a registered voter and then review submitted applications at the August meeting.

### **Certificate of Appreciation**

Lyle Foster suggested that a Certificate of Appreciation for the Board's heartfelt support for Bob Pilkington and his five years of dedicated service to the CID. Rusty Worley will prepare it.

### **Market Request**

Sarah Louise Byrd requested \$100 to pay for performers at the new Summer Bazaar. Erin Frerking asked that she complete an application.

Motion: To pay \$100 for performers for the Summer Bazaar  
Moved: Erin Frerking  
Second: Ryan Dock  
Approved

### **VI. Establish Next Meeting**

The next meeting to be on Friday, August 8, 2014 at 9:00 am at Drury on C-Street.

### **VII. Adjournment**

Motion: To adjourn the meeting. (10:04 am)  
Moved: Ryan Dock  
Second: Erin Frerking  
Approved

**Commercial Street Community Improvement District  
Board of Director Meeting Minutes  
August 8, 2014  
At Commercial Club Building**

**Board Members Present [Attendance]:**

Jina Gorham (Vice President, acting as President) [2/2]  
Ryan Dock (Treasurer) [2/2]  
Erin Frerking (Secretary) [2/2]  
Jeff Rens [1/2]  
Kailey York [2/2]

**Absent:**

Lyle Foster [1/2]

**UDA Staff:** Rusty Worley

**City of Springfield Representative:** Matt Schaffer

**I. Call to Order**

Vice President Jina Gorham called the Commercial Street Community Improvement District Meeting to order at 9:04 am.

**II. Review and Approval of Previous Minutes**

Previous month's minutes are presented by Rusty Worley.

**Motion:** To approve July, 2014 Meeting Minutes.  
**Moved:** Kailey York  
**Second:** Ryan Dock  
**Approved**

**III. Financial Report**

Rusty Worley presented the Board with the updated Financial Report. Sales tax revenue for the month of July totaled \$2,150.78, an increase from \$918.11 generated in July of 2013. Current Account Balance: \$8,617.43.

July 2014 Expenses:

Maintenance Labor & Taxes	\$408.86
Community Advertising	\$35.00
Supplies	\$1,000.00

**Motion:** To approve the financial report.  
**Moved:** Erin Frerking  
**Second:** Jeff Rens  
**Approved**

**IV. Old Business**

**Vacant Board Position**

Board of Directors chooses to act as its own nominating committee.

Rusty presents 4 eligible applicants(eligibility for open board seat requires a resident and registered voter in the Commercial Street District): Ellen McLean, Christine Schilling, Anne Walls, and Andrew Walls.

Board discusses applicants.

**Motion:** To nominate Andrew Walls for open Board position  
**Moved:** Kailey York  
**Second:** Erin Frerking  
**Approved**

**Board Officer Elections**

Jina suggests Kailey York for president's position.

**Motion:** To nominate Kailey York for President  
**Moved:** Ryan Dock  
**Second:** Jeff Rens  
**Approved**

Jina, as acting president, turns meeting over to Kailey York

**Motion:** To nominate Jina Gorham to continue as Vice President  
**Moved:** Erin Frerking  
**Second:** Ryan Dock  
**Approved**

Discussion begins on Treasurer's role and responsibilities

**Motion:** To nominate Jeff Rens for Treasurer  
**Moved:** Ryan Dock  
**Second:** Erin Frerking  
**Approved**

**Motion:** To nominate Andrew Walls for Secretary  
**Moved:** Erin Frerking  
**Second:** Jeff Rens  
**Approved**



## Staffing Plans

Discussion ensues concerning staffing needs. Discussion centers on whether we should utilize contract labor to fulfill the void in tasks that previously were taken care of by Rusty Worley as the UDA representative. Lyle, knowing he was going to be absent, put some thoughts and concerns in writing, and Jeff shared these thoughts with us at this time. Concerns ranged from staffing needs, to ongoing concerns on website, both the funds that were spent on the [itsalldowntown.com](http://itsalldowntown.com) website and the possibility of some reimbursement as well as making sure we have adequate resources going toward our new website and internet presence. He also expressed concerns on the need to invest energy/resources toward business attraction and retention as well as continuing the branding effort that already has so much investment.

Discussion continues on expenses and funding needs. Rusty discusses a few options, including an institutional sponsorship that will help build toward the ability offer an actual salaried position.

Discussion comes back to the listed staffing needs that Rusty provided in the packet. Board continues to discuss prioritizing this list into the most urgent or highest priority needs for a potential staff person.

Discussion comes back to the utilization of UDA staff person, contracted specifically for our district. Discussion includes utilizing the UDA staff in the same way moving forward, or Mary mentions utilizing Deena, whose already present throughout the week on the street, to keep an eye on needs and help direct where specific cleanup is required.

Discussion continues into defining the staff position and description of duties. Discussion continues on whether or not we should form a committee to handle applications and interviews, however, consensus is that whole board would want to be involved in this process.

Sarah Byrd announces her interest in this position and mentions that she would be able to fulfill these tasks in addition to still overseeing the Market's needs, utilizing the current Market funds used to pay her to hire an assistant to oversee that actual daily duties at market.

Kailey brings the discussion back to the funding requirements for this person. The board decides the pay scale really needs to be about \$15/hour. Discussion continues into hourly needs, how the overall hourly needs will fluctuate throughout the year and how best to budget for the whole year and how this will be a significant portion of the existing and future CID funds.

Discussion of salary needs centers on committing to 15 or 20 hours each week. Mary mentions keeping the weekly average at something like 15, then if an event requires more time of this person, then the board could approve an additional amount of compensation on an as needed basis. Plus, let this person know that this position will grow over time, both in payscale and tasks, as the funds increase.

Kailey proposes a September 5th deadline for applications for the board to review at September meeting.

**V. New Business**

**Loftwalk funds/sponsorship request**

Mary presents the loftwalk information. The loftwalk is adding a neighborhood block party in conjunction with the C-Street City Market, plus our neighboring Midtown and Woodland Heights.

\$250 donated beer from White River

Joe with Cafe Cusco will be grilling Kabobs, Corn, etc., with proceeds splitting between the C-Street Market, Midtown and Woodland Heights neighborhoods.

Midtown hiring and providing a square dance caller in addition to providing volunteers.

Moon City group, Woodland Heights, will provide musicians and volunteers as well.

Market will have vendors, much like at the Summer Evening Bazaar that recently happened at the pavilion.

Commercial Club is requesting \$1,000 to help support the increased financial needs of Loftwalk with the added block party.

Kailey mentions needing to curb some of the event support funds to help the CID afford the salary of a future staff person.

Discussion ensues on funding... lots of discussion ensues. Rusty mentions that the \$2,500 Commercial Club was committing to UDA won't be allocated to UDA anymore. A lot of discussion centers on event support, which has long been an ongoing question.

**Motion:** To approve \$750 in funds to support the Commercial Club's annual loftwalk and neighborhood block party.

**Moved:** Jeff Rens

**Second:** Ryan Dock

**Approved (3-0)**

**VI. Establish Next Meeting**

The next meeting to be on Friday, September 12th, 2014 at 9:00am  
Meeting to take place at the Drury Extension on C-Street

**VII. Adjournment**

**Motion:** To adjourn the meeting. (10:13 am)

**Moved:** Jina Gorham

**Second:** Ryan Dock

**Approved**



# Commercial Street Community Improvement District Board of Director Meeting Minutes September 12, 2014 Commercial Club Building

## **Board Members Present [Attendance/Meetings]:**

Kailey York (President) [3/3]  
Jina Gorham (Vice President) [3/3]  
Jeff Rens (Treasurer) [2/3]  
Andy Walls (Secretary) [1/1]  
Ryan Dock [3/3]  
Erin Frerking [3/3]  
Lyle Foster [2/3]

**UDA Staff:** Rusty Worley

**City of Springfield Representative:** Not Present

## **I. Call to Order**

President Kailey York called the Commercial Street Community Improvement District Meeting to order at 9:01 am.

## **II. Review and Approval of Previous Minutes**

Previous month's minutes are presented by Andy Walls.

**Motion:** To amend previous month's minutes to indicate that Jina Gorham abstained without conflict of interest in the vote in section V New Business. The specific motion was to approve funds for event support for Commercial Street's 17<sup>th</sup> Annual Loftwalk plus the newly added Neighborhood Block Party which was approved by a vote of 3-0

**Moved:** Jina Gorham

**Second:** Ryan Dock

**Approved**

**Motion:** To approve August, 2014 Meeting Minutes.

**Moved:** Ryan Dock

**Second:** Jina Gorham

**Approved**

### III. Financial Report

Rusty Worley presented the Board with the updated Financial Report. Sales tax revenue for the month of August totaled \$4,159.94, an increase from \$3,445.26 generated in August of 2013. Current Account Balance: \$11,500.04.

#### August 2014 Expenses:

Maintenance Labor & Taxes	\$622.30
Maintenance Supplies	\$22.98
Streetscape Enhancements	\$532.05
Event Support	\$100.00

**Motion:** To approve the financial report.  
**Moved:** Erin Frerking  
**Second:** Jeff Rens  
**Approved**

### IV. Old Business

#### Interview/Hiring Process for Community Development Coordinator

Discussion ensues concerning selection/interview process for applicants for Community Development Coordinator (hereafter, referred to as CDC) position. Applications received from the following individuals (in order by date received):

1. Jennifer Sinn
2. Sarah Byrd
3. Vance Hall
4. Nicholas Ibarra
5. Eric Wood
6. Matthew Gallion

**Motion:** To schedule a closed Board of Directors meeting on Monday, September 9<sup>th</sup>, 2015, at 10:30am to discuss specifics of applicants and the interview/hiring process to be implemented. The meeting is to take place in the conference room at Clayton, York, and Hopp.  
**Moved:** Erin Frerking  
**Second:** Jeff Rens  
**Approved**

## **Budget Discussion**

Discussion ensues concerning revamping the annual budget to allow for the anticipated \$13,000 that would be needed to pay potential CDC through the remainder of the fiscal year.

Discussion continues with other funding sources, such as the \$4,000 contribution that Evangel gives the downtown area for Center City Development. Conversations have been occurring to divert their contribution to help fund the C-Street District. Discussion continues on prospects to contact like large businesses and institutions for financial support to help fund needs like the CDC position.

Lyle brings up the question of additional budgetary concerns that would accompany the CDC position, like office supplies, equipment, travel expenses, etc.

Kailey recommends discussing particulars of the additional budgetary requirements for the future employee at the upcoming Board of Directors meeting. Discussion continues on ways of amending the existing annual budget to allow for the additional funds needed to pay for the new CDC employee.

Discussion continues to website concerns, specifically addressing the \$10,000 contribution to the creation of the itsalldowntown.com website.

Kailey reports that the Downtown CID feels that the funds spent are seen as a leasehold improvement on the website, so even though our presence on itsalldowntown.com is and will continue to diminish, no reimbursement of past funds are expected.

Lyle brings up discussion of the fiscal responsibility that we as a board have to the tax payers of our district. While we have received 3 years of internet exposure from the creation of itsalldowntown.com, we agree that the initial investment was not made with the expectation of not only a limited time of exposure on the website, but only a 3-year period. Lyle recommends that as a Board representing our district, at the least as a good faith gesture to the tax payers of our district, that we make some kind of formal request for reimbursement for part of these funds for which we are ultimately responsible.

**Motion:** For the Commercial Street CID to submit a letter to the Downtown CID acknowledging that the website is in transition, plus recognize our initial investment of \$10,000 to help fund the creation of the website, and recognize that we only received a limited time of 3 years, before the decision was made to remove our district from the website, rather focusing on the Downtown Area. As such, we would like to formally request at least a 10-20% reimbursement of these funds. (\$1,000 to \$2,000).

**Moved:** Lyle Foster

**Second:** Ryan Dock

**Approved (4-0)**

Opposed: Jeff Rens & Erin Frerking

**V. New Business**

**Pets and Pumpkins funds/sponsorship request**

7<sup>th</sup> annual Pets and Pumpkins  
October 18<sup>th</sup>, 2014  
Noon-5:00pm

Connie presents a request for funds to support keeping one of C-Streets long-standing, signature events in our district. This event annually brings between 2,000 and 4,000 people to our district.

Requesting:  
\$125 for programs with wayfinding information for visitors  
\$350 for off-duty police officers  
\$225 for Portapotties

**Motion:** To approve \$700 event support for Pets and Pumpkins  
**Moved:** Erin Frerking  
**Second:** Jina Gorham  
**Approved**

**Thriller on C-Street**

5<sup>th</sup> annual Thriller on C-Street  
October 25<sup>th</sup>, 2014  
4:00pm-7:00pm

Anne & Andy Walls present a request for funds to support another of C-Streets long-standing, signature events. This event annually brings approximately 4,000 people to our district. While there is a street closure involved in the core of the district, it brings not only retail shoppers to the district as well as many of the restaurants experience greatly increased sales on the event date. Many retail establishments are closed during peak foot traffic from the event, so impact to retail shopping has not been as noticeable as with the restaurants.

Last year, the Commercial Street CID granted funds totaling \$1,500 to help support the event. This year, the request is for a smaller amount, \$1,000, as the event has gained some additional sponsorship money to help fund the event.

Requesting:  
\$640 (of \$700) for ambient lighting for the performance area on the street  
\$224 for off-duty police officers  
\$138 for Portapotties

**Motion:** To approve \$1,000 event support for Thriller on C-Street  
**Moved:** Erin Frerking  
**Second:** Jina Gorham  
**Approved (5-0)**  
Abstained: Andy Walls

## **Parking**

Handicapped parking spaces were added at the cost of 3 spaces for 2 handicap spaces in front of the Professional Massage Training Center. No one seems to know if this was requested or if the city had some other reason for suddenly doing this. Conversations have opened with the city to better understand the process and the timing. Plus, question whether or not the local organizations and businesses can be at least made aware and possibly allowed to voice opinions or concerns about changes to be made that affect public parking in our district.

Parking enforcement concerns for our district: Discussion of complaining to Traffic Services about the lack of parking enforcement within our district, primarily the time limit violations for the street angled and parallel parking areas.

## **Sign Boards**

Mary Collette initiates discussion of the Sign Boards that were approved and created earlier this year, however remain in storage and have never been installed or displayed anywhere. Mary specifically requested that these board be displayed to help dress up vacant store fronts for the upcoming Loftwalk and Block Party at the end of September. The sign boards were approved for creation by the CID in the May 9<sup>th</sup> meeting, earlier this year, and were designed and produced by the UDA using images of people on the street. Some of the individuals whose images are depicted in these sign boards specifically denied permission to utilize their likeness, which is why the sign boards have not been displayed. This was one of the specific concerns brought up by the branding committee which is why the branding committee recommended and specifically designed sign boards that did not use images of people, rather displayed new logo images as provided by Arnett-Muldraw.

(Correction as made by motion for approval in October Board Meeting; removal of last sentence plus addition of the following)

Discussion continues concerning waiver for release for image use in future printing.

## **VI. Establish Next Meeting**

Board of Directors Meeting (closed to public) on September 15, 2015, at Clayton, York & Hopp.

The next public meeting to be on Friday, October 17th, 2014 at 9:00am  
Meeting to take place at the Drury Extension on C-Street

## **VII. Adjournment**

**Motion:** To adjourn the meeting. (10:28am)

**Moved:** Jeff Rens

**Second:** Jina Gorham

**Approved**



**Commercial Street Community Improvement District  
Board of Director Meeting Minutes  
September 25, 2014  
Commercial Club Building**

**Board Members Present [Attendance/Meetings]:**

Kailey York (President) [5/5]  
Jina Gorham (Vice President) [5/5]  
Jeff Rens (Treasurer) [4/5]  
Andy Walls (Secretary) [3/3]  
Ryan Dock [5/5]  
Lyle Foster [4/5]  
Erin Frerking [4/5]

**UDA Staff:** Not present

**City of Springfield Representative:** Not present

**I. Call to Order**

President Kailey York called the Commercial Street Community Improvement District Board of Director's Meeting to order at 10:38 am.

**II. Motion to establish closed session  
(Addition approved at Board of Director's Meeting on October 2, 2014)**

**Motion:** The Commercial Street CID will hold a closed meeting to discuss a personnel matter pursuant to Section 610.021 (3), RSMo. 2014 and this meeting, record, and vote be closed and the Commercial Street CID Board of Directors Meeting shall stand adjourned at the end of the closed session.

**Moved:** Jina Gorham

**Second:** Ryan Dock

**Approved**



### **III. Interviews**

Each board member was assigned questions and order of questions to be asked by list compiled by president Kailey York. Each applicant showed up at their scheduled time and were interviewed in the following order:

11:00am Sarah Byrd

11:30am Nick Ibarra

12:00pm Eric Wood

### **IV. Remaining Applicants/Interviews**

Meeting closed with discussion of general impressions of the interviews as well as discussion of the upcoming interviews with Jennifer Sinn and Vance Hall. Matthew Gallion has withdrawn his application for consideration for the position.

Because of last minute changes, the remaining two applicants will still need to be scheduled.

(addendum: these interviews will occur at a closed Board of Director's Meeting, also at the Commercial Club Building, on October 2, 2014)

### **V. Adjournment**

Meeting adjourned at 12:33pm by president Kailey York



**Commercial Street Community Improvement District  
Board of Director Meeting Minutes  
October 2, 2014  
Commercial Club Building**

**Board Members Present [Attendance/Meetings]:**

Kailey York (President) [6/6]  
Jina Gorham (Vice President) [6/6]  
Andy Walls (Secretary) [4/4]  
Ryan Dock [6/6]  
Lyle Foster [5/6]

**Absent:**

Jeff Rens (Treasurer) [4/6]  
Erin Frerking [4/6]

**UDA Staff:** Not present

**City of Springfield Representative:** Not present

**I. Call to Order**

President Kailey York called the Commercial Street Community Improvement District Board of Director's Meeting to order at 10:51 am.

**II. Motion to establish closed session**

**Motion:** The Commercial Street CID will hold a closed meeting to discuss a personnel matter pursuant to Section 610.021 (3), RSMo. 2014 and this meeting, record, and vote be closed and the Commercial Street CID Board of Directors Meeting shall stand adjourned at the end of the closed session.

**Moved:** Ryan Dock

**Second:** Andy Walls

**Approved**

**Motion:** To amend previous minutes for closed Board of Director's meeting (occurring on September 25, 2014) to include same motion for closed session verbage.

**Moved:** Jina Gorham

**Second:** Ryan Dock

**Approved**

### **III. Interviews**

Each board member was assigned questions and order of questions to be asked by list compiled by president Kailey York. Each applicant showed up at their scheduled time and were interviewed in the following order:

11:00am Vance Hall

11:30am Jennifer Sinn

Ryan Dock makes an audio recording via cell phone to share the interviews with the absent board members.

### **IV. Closing Thoughts**

Meeting closed with discussion of general impressions of the interviews as well as discussion of ranking the applicants as well as each board member selecting their favorite candidate to hire for the Community Development Coordinator position. One more closed session meeting will be scheduled before the next monthly public Board of Director's Meeting (currently scheduled for 9am on Friday, October 17, 2014, at the Drury Extension on C-Street) to discuss and select an applicant to hire.

### **V. Adjournment**

**Motion:** To adjourn the meeting. (12:05pm)

**Moved:** Lyle Foster

**Second:** Ryan Dock

**Approved**



# Commercial Street Community Improvement District Board of Director Meeting Minutes October 17, 2014 Drury on C-Street

## **Board Members Present [Attendance/Meetings]:**

Kailey York (President) [7/7]  
Jina Gorham (Vice President) [7/7]  
Jeff Rens (Treasurer) [5/7]  
Andy Walls (Secretary) [5/5]  
Ryan Dock [7/7]  
Erin Frerking [5/7]  
Lyle Foster [6/7]

**UDA Staff:** Rusty Worley

**City of Springfield Representative:** Matt Schaffer

## **I. Call to Order**

President Kailey York called the Commercial Street Community Improvement District Meeting to order at 9:02 am.

## **II. Review and Approval of Previous Minutes**

Previous month's minutes are presented by Andy Walls. Discussion begins on changes concerning September's monthly minutes. Jina recommends changing beginning of the section on page 5 under the Sign Boards heading to read that Jina brought up the discussion concerning the sign boards. After discussion, consensus is that everyone remembers that Mary was indeed the one who asked about the sign boards specifically for use during loft walk which initiated the conversation concerning the sign boards. Jina also felt that there was no discussion concerning the branding committee, however all persons present remember taking part in the discussion of the branding committee that was created in February of this year by Rusty's recommendation. The branding committee was terminated in May.

**Motion:** To amend previous month's minutes in the following manner. On page 5, remove last sentence under Sign Boards Heading. Include "Discussion continues concerning waiver for release for image use in future printing" and approve minutes with these changes

**Moved:** Jina Gorham

**Second:** Lyle Foster

**Approved**

### III. Financial Report

Rusty Worley presented the Board with the updated Financial Report. Sales tax revenue for the month of September totaled \$3,800.58, an increase from \$2,541.38 generated in September of 2013. Current Account Balance: \$13,050.97.

Discussion of a formal contract or otherwise something in writing to establish expectations especially concerning. Matt Schaffer, with the city, offers to supply contract

September 2014 Expenses:	
Maintenance Labor & Taxes	\$495.90
Maintenance Supplies	\$3.75
Streetscape Enhancements	\$1,000.00
Event Support	\$750.00

Total Expenses for September: \$2,249.65.

**Motion:** To approve the financial report.  
**Moved:** Erin Frerking  
**Second:** Jeff Rens  
**Approved**

### IV. Old Business

#### **Website letter draft for request to Downtown CID concerning itsalldowntown.com**

Kailey will resend draft by email for discussion via email to finalize.

#### **Parking enforcement and handicap spaces.**

Discussion ensues concerning parking enforcement and subsequent complaints of parking tickets received by people in the district. Lots of discussion continues on various ideas to solve parking issues.

**Motion:** To support enforcement of parking limits in our areas and notify Jeff Seifried of the CID's support in ticketing enforcement of parking limits, plus draft a reminder to educate the public to enhanced enforcement.  
**Moved:** Erin Frerking  
**Second:** Ryan Dock  
**Approved**

Railroad cars issue: public health issue of railroad cars being dismantled behind the businesses and residences. Juliet with Professional Massage Training Center recently wrote a letter that was published in the newspaper expressing concern for public health with regard to these activities in close proximity to public areas, residences, and businesses. Discussion lands on waiting to see how this develops with what has already been expressed to see if it's already being resolved with no further action necessary.

**Motion:** To request Arnett Muldrow create a new CID logo incorporating the branding materials we purchased from them at the beginning of the year.  
**Moved:** Erin Frerking  
**Second:** Jeff Rens  
**Approved**

Discussion continues on educational packet to give to new businesses in the area. Discussion lands on waiting for the new staff person and making this one of their tasks.

Jina brings up discussion of concerns of controlling the use of branding materials and images with either an application process or approval process. She really feels that restrictions should be in place to keep people from incorrectly utilizing the branding materials/images. The other members of the board feel that we should offer incentives for people to use the images and branding materials as opposed to creating restrictions and otherwise discouraging the businesses from utilizing the materials. Rusty brings up how Omaha recently did something similar to our district, and they adopted a philosophy he felt was relevant in that they viewed their job was to "Provide tools rather than rules", in that we should offer the resources and assistance to utilize the branding materials, rather than focus so much on restricting them and discourage people from using them. Discussion continues on the lack of effort in getting branding materials out and in use, which was the intention in the creation of the branding committee at the beginning of the year. The branding committee was able to get a small start on the implementation of the new branding materials before being disbanded in May. Discussion continues and consensus lands on using the materials to provide tools rather than rules, to provide coaching rather than policing the use.

Jina also brings up discussion of events and event spaces and tax source and implications and impacts these may have on sales tax revenue in general. Discussion continues on businesses, taxes, and other things, but in general, there's a lot of grey area concerning each industry and it's best handled by the individual businesses and their accountants. Kailey suggests checking with the City on specific tax issues concerning the CID.

## **V. Establish Next Meeting**

Board still needs to schedule a closed session to discuss and select candidate to offer Community Development Coordinator position.

Board of Directors Meeting (closed to public) on Monday, October 20, 2014, at York & Hopp.

**The next public meeting to be on Friday, November 14th, 2014 at 9:00am  
Meeting to take place at the Drury Extension on C-Street**

## **VI. Adjournment**

**Motion:** To adjourn the meeting. (9:50am)  
**Moved:** Jina Gorham  
**Second:** Ryan Dock  
**Approved**



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
October 20, 2014  
York & Hopp Conference Room**

**Board Members Present [Attendance/Meetings]:**

Kailey York (President) [8/8]  
Jina Gorham (Vice President) [8/8] (arrived late)  
Jeff Rens (Treasurer) [6/8]  
Andy Walls (Secretary) [6/6] (arrived late)  
Ryan Dock [8/8]  
Lyle Foster [7/8]  
Erin Frerking [6/8]

**UDA Staff:** Not present

**City of Springfield Representative:** Not present

**I. Call to Order**

President Kailey York called the Commercial Street Community Improvement District Board of Directors Meeting to order at 3:10pm.

**II. Motion to establish closed session**

**Motion:** The Commercial Street CID will hold a closed meeting to discuss a personnel matter pursuant to Section 610.021 (3), RSMo. 2014 and this meeting, record, and vote be closed and the Commercial Street CID Board of Directors Meeting shall stand adjourned at the end of the closed session.

**Moved:** Lyle Foster  
**Second:** Erin Frerking

**Approved**

### III. Applicant Selection

Discussion on applicants begins. Discussion also concerns conflicts of interest and board members who need to abstain from voting in applicant selection.

**Motion:** To limit the selection pool of applicants to the top three candidates.

**Moved:** Erin Frerking

**Second:** Ryan Dock

**Approved**

Jina Gorham Abstained

Lyle Foster Opposed

Vote moves forward with the smaller pool of candidates and each board member casts a secret ballot. Andy Walls abstains from voting.

Voting Results in majority vote (3 of 5) for Jennifer Sinn

Discussion continues on moving forward if Jennifer Sinn accepts the Community Development Coordinator position.

Discussion on initiating process to get new CDC trained to take on the tasks previously fulfilled by the UDA.

**Motion:** To run a background check on Jennifer Sinn and offer the position of Community Development Coordinator to Jennifer Sinn.

**Moved:** Ryan Dock

**Second:** Jeff Rens

**Approved**

Jina Gorham Opposed

### IV. Adjournment

**Motion:** To adjourn the meeting. (3:55pm)

**Moved:** Jina Gorham

**Second:** Ryan Dock

**Approved**





# Commercial Street Community Improvement District Board of Directors Meeting Minutes November 14, 2014 Drury on C-Street Extension

## Board Members Present [Attendance/Meetings]:

Kailey York (President)(Business Owner/Non-Property Owner) [9/9]  
Jina Gorham(Vice President)(Business Owner/Non-Property Owner) [9/9]  
Andy Walls (Secretary)(Registered Voter/Property Owner/Business Owner) [7/7]  
Ryan Dock(Property Owner/Business Owner) [9/9]  
Lyle Foster(Property Owner/Business Owner) [8/9]  
Erin Frerking(Property Owner) [7/9]

## Absent:

Jeff Rens (Treasurer)(Non-Profit) [6/9]

**CID Staff:** Jennifer Sinn

**UDA Staff:** Rusty Worley

**City of Springfield Representative:** Not Present

## I. Call to Order

President Kailey York called the Commercial Street Community Improvement District Meeting to order at 9:02 am.

## II. Welcome Our New Community Development Coordinator

Welcome and introduction of our new staff member, Jennifer Sinn, serving as our Community Development Coordinator.

## III. Review and Approval of Previous Minutes

Discussion of previous minutes as presented by Andy.

- Motion:** To amend previous month's minutes in the following manner:
- Lyle offered to create contract for CID, Matt Schaffer with the City offered to provide a contract that the city uses.
  - Jeff Seifried's name was spelled wrong
  - Kailey wants statement adjusted to checking with the city on what sales tax issues are instead of the comment that businesses should ask their accountants.

and approve minutes with these changes

**Moved:** Jina Gorham

**Second:** Erin Frerking

**Approved**

#### **IV. Financial Report**

Kailey presents financial report for October. Sales tax revenue for the month of October totaled \$1,470.56, an increase from \$961.25 generated in October of 2013. Additionally, there was a corporate contribution from the Assemblies of God of \$4,000. Current Account Balance: \$17,486.53.

October 2014 Expenses:

Streetscape Enhancements	\$1,097.50
Event Support	\$1,700.00
Supplies	\$35.00

Total Expenses for October: \$2,832.50.

**Motion:** To approve the October financial report.

**Moved:** Lyle Foster

**Second:** Ryan Dock

**Approved**

#### **V. Old Business**

##### **Itsalldowntown.com website**

Kailey has not finished letter yet. Discussion begins on what the plan is for the existing itsalldowntown website and maybe schedule a meeting to see that obsolete information is removed from the website. Rusty offers that if we make a request for a change, they can take care of that. Discussion continues on website information moving forward.

##### **CID Logo**

Arnett Muldrow provided a few examples of a new CID logo based on the branding materials they created earlier. Discussion of asking them to modify one of the logos and possibly give us more choice in colors.

##### **Landscaping**

Rusty has contacted Deena with Gardens 2 Envy about working with Jennifer Sinn moving forward and coming up with a contract to better define how we're moving forward into next year.

Jennifer will contact Matt Schaffer with the city for contract and then work out particulars with Deena directly.

## **Parking Flyers**

Jennifer contacted the city concerning the creation of a parking flyer to help direct where appropriate parking areas are for residents, employees, and visitors to our district. Jennifer will get old UDA files from Rusty that includes maps, etc.

Mary Collette mentioned how after the streetscape phase, Jonathan Gano discussed city plans to clean up and consolidate the parking lots on the south side of the district.

Discussion continues on the importance of attractive lighting as well as the addition of cameras to help ensure public safety.

## **VI. New Business**

### **Assemblies of God contribution**

Kailey is going to draft a thank you letter for the generous contribution AG has made to our annual budget.

### **CVB Advertising**

Discussion continues on what is happening with changes to our advertising with CVB advertising.

Ad in visitor's guide is what appears in hotels, etc. and then we're also getting a banner link on the website.

Discussion on value in spending so much on CVB advertising. Discussion continues on value of visitor's guide and return.

**Motion:** To have Jennifer reach out to CVB and set up meeting for Monday to discuss options and costs with CVB and present to us with her recommendations.

**Moved:** Andy Walls

**Second:** Ryan Dock

**Approved**

### **Website**

Discussion on website presence. Board would like to have ownership of the website before contributing to ongoing development and for posting old and current minutes and other files. Rusty mentions speaking with Andy directly for access to the website HistoricCstreet.com.

**Motion:** To approach Commercial Club, or specifically Andy, about purchasing website domain and establishing control and access for moving forward.

**Moved:** Jina Gorham

**Second:** Ryan Dock

**Approved**

## **Social Media Presence**

Discussion of facebook and other online sources for social media presence. Discussion includes number of admins on the facebook account. Mary Collette discusses that the number of admins on the facebook account is unimportant, rather the more people we have posting information on facebook, the more collaborative and useful it becomes for everyone.

Jennifer will meet with Anne Walls and Mary Collette to see what is involved with the facebook presence.

## **Event Venue Tax Letters**

Held for discussion at next meeting.

## **Weather Forecast Supplies**

Rusty discussed what was already allocated for dealing with snow and other weather related maintenance. Discussion of Jennifer working with Rusty on particulars of costs, etc.

## **Public Meeting with Jeff Seifried**

Tuesday, November 18, 6:30pm at Big Momma's

### **VII. Public Comment**

There was no further public comment other than what was provided throughout the meeting.

### **VII. Establish Next Meeting**

**The next public meeting to be on Friday, December 12th, 2014 at 9:00am  
Meeting to take place at the Drury Extension on C-Street**

### **IX. Closed Session Meeting**

**Motion:** To close public meeting at 10:10am and establish a closed meeting. The Commercial Street CID will hold a closed meeting to discuss a personnel matter pursuant to Section 610.021 (3), RSMo. 2014 and this meeting, record, and vote be closed and the Commercial Street CID Board of Directors Meeting shall stand adjourned at the end of the closed session.

**Moved:** Ryan Dock

**Second:** Erin Frerking

**Approved**

**Motion:** To approve \$12/hour pay rate for Jennifer Sinn, to be revisited in 90-days, at the end of probationary period.

**Moved:** Erin Frerking

**Second:** Ryan Dock

**Approved**

**Motion:** To have York & Hopp process payroll for CID.  
**Moved:** Erin Frerking  
**Second:** Andy Walls  
**Approved**

Kailey will take care of payroll processing needs and our cost will only be a reimbursement of any tangible costs created by processing payroll, i.e. software fees or the like.

Paychecks will be issued on a semi-monthly basis.

Discussion of regular meeting schedule with Jennifer Sinn. Jina will meet with her on Wednesdays after the 9am merchant meeting at Big Momma's.

February 2<sup>nd</sup> will be the 90-day mark for her evaluation.

Request to Commercial Club for a 90-day lease for the office space.

Lyle brings up question on sunshine law and public access of email discussions.

Kailey will look into Lyle's question of sunshine law and report back to the board.

**Motion:** To establish \$1,200 budget for equipment needs, based on what Jennifer will need to start working out of the Commercial Club office space.  
**Moved:** Erin Frerking  
**Second:** Andy Walls  
**Approved**  
Jina opposed

Discussion on phone number and establishing a 417-area code phone number, either by utilizing google voice, or budgeting for a staff cell phone so that we have a set number for the CID.

Everyone is to come up with ideas of goals and tasks to give to Jennifer.

## **X. Adjournment**

**Motion:** To adjourn the meeting. (10:40am)  
**Moved:** Erin Frerking  
**Second:** Jina Gorham  
**Approved**



## Commercial Street Community Improvement District Board of Directors Meeting Minutes November 20, 2014 Virtual Meeting via Email

### Board Members Included in Email Meeting:

Kailey York (President)  
Jina Gorham (Vice President)  
Jeff Rens (Treasurer)  
Andy Walls (Secretary)  
Ryan Dock  
Lyle Foster  
Erin Frerking

**CID Staff:** Jennifer Sinn

### I. Call to Order

President Kailey York called the Commercial Street Community Improvement District Meeting to order at 10:03 am.

### II. C-Street CID website

Discussion ensues on website. Andy Walls had already expressed to the board that as the current webmaster for the existing C-Street website that he would give Jennifer access and control to begin assisting in the development of the current website, HistoricCstreet.com. Majority of the board feels that rather than commit resources to help improve the existing website HistoricCstreet.com, it is more important that the CID have ownership of a separate website that can be solely under the control of the CID.

**Motion:** That the board seeks a CID-owned website that our staff person can monitor and control.

**Moved:** Jina Gorham

**Second:** Jeff Rens

**Approved (3-0)**

Abstain – Andy Walls

Absent – Erin Frerking and Ryan Dock

### **III. Convention and Visitors Bureau Advertising**

Discussion ensues on CVB ad. Jennifer met with the CVB and made her recommendation of utilizing the ad developed using same image from the front of the rack card that was designed utilizing the new branding and logo developed by Arnett Muldrow. Discussion continues on whether the board wishes Jennifer to try to redesign the ad.

**Motion:** That we move forward with the recommendation for the CVB ad rendering recommended by Jennifer and described per email.

**Moved:** Jina Gorham

**Second:** Jeff Rens

**Approved (3-2)**

Yes – Lyle Foster, Erin Frerking, and Kailey York

No – Jina Gorham and Ryan Dock

Absent – Andy Walls and Jeff Rens

### **IV. Adjournment**

Meeting adjourns at 1:02pm



## Commercial Street Community Improvement District Board of Directors Meeting Minutes December 12, 2014 Drury on C-Street Extension

### **Board Members Present [Attendance/Meetings]:**

Kailey York (President) (Business Owner/Non-Property Owner) [10/10]  
Jina Gorham (Vice President) (Business Owner/Non-Property Owner) [10/10]  
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [8/8]  
Lyle Foster (Property Owner/Business Owner) [9/10]  
Erin Frerking (Property Owner) [8/10]

### **Absent:**

Ryan Dock (Property Owner/Business Owner) [9/10]

**CID Staff:** Jennifer Sinn

**UDA Staff:** Rusty Worley

**City of Springfield Representative:** not present

### **I. Call to Order**

President Kailey York called the Commercial Street Community Improvement District Meeting to order at 9:08 am.

### **II. Review and Approval of Previous Minutes**

Discussion of previous minutes as presented by Andy. Discussion on changing the minutes from the electronic meeting, specifically, the last part of the sentence: "Discussion continues on whether the board wishes Jennifer to try to redesign the ad, however consensus of the board falls on utilizing the existing ad as was proposed in the previous email recommendation by Jennifer." While the motion was to use the existing ad Jennifer proposed, to take out the reference of the "consensus of the board" part.

**Motion:** To amend previous month's minutes in the following manner:

- Remove from electronic meeting minutes under bullet point 3, the portion of the sentence following the comma, beginning with "however consensus of the board..."

and approve minutes with these changes

**Moved:** Jina Gorham

**Second:** Lyle Foster

**Approved**



### III. Financial Report

Kailey presents financial report for November. Sales tax revenue for the month totaled \$5,088.89. This is down a bit from the previous year, however may be due to a timing issue of tax collection, or may just indicate lower retail sales in the district over the past month.

Current Account Balance: \$19,649.58.

November 2014 Expenses:

Maintenance Labor & Taxes	\$1,025.84
Supplies	\$1,200.00

Total Expenses for November: \$2,225.84.

**Motion:** To approve the November financial report.  
**Moved:** Lyle Foster  
**Second:** Erin Frerking  
**Approved**

### IV. Old Business

#### Logo designed by Arnett Muldrow

New logo was designed by Arnett Muldrow for use by the CID.

**Motion:** To approve the CID logo as our new official CID logo.  
**Moved:** Jina Gorham  
**Second:** Erin Frerking  
**Approved**

#### Parking Enforcement

New flyer submitted for circulation on parking information in the district. Discussion ensues on circulation and verbage changes to the parking flyer presented by Jennifer.

**Motion:** To approve with verbage change to indicate resident permit sticker for overnight parking in the public lots.  
**Moved:** Erin Frerking  
**Second:** Lyle Foster  
**Approved**

## Landscaping

Discussion ensues of budgetary needs for landscaping services. Jennifer met with Rusty and Deena Jones and has taken Deena's contract and the contract with the City and is trying to mesh the two together. The budget they came to with that meeting is \$6,800, for services spanning from March to October next year. Discussion continues into general needs of reworking the budget in general especially with the major changes that have happened since the budget was established. Consensus it to redraft the contract, but not committing to an annual landscaping budget until after the reworking our overall budget which will happen at the beginning of the next year.

## Tax Letters

Discussion ensues on including tax information into the future educational packet that will be distributed to the new businesses in our district.

## Urban District Alliance Invoice

Discussion of invoice that was received for the remainder of services rendered by the UDA to the CID. The end of services from the UDA was extended to December.

**Motion:** To approve \$1,000 to cover the remainder of services rendered from the UDA.

**Moved:** Lyle Foster

**Second:** Erin Frerking

**Approved**

## Website

Discussion on website ownership ensues. Existing motion for purchasing new website. Mary Collette, Commercial Club president, offers that a contract could be created so that after the Community Development Coordinator (Jennifer) could begin working on it, and after a mutually agreed upon time, the ownership of the website would be transferred to the CID. The majority of the board feels that it is important for the CID to not commit resources to a website that is not owned by the CID. The board will instead make plans for creating a new website, in addition to and separate from the existing Commercial Street website.

Discussion continues into ideas for domain names for a CID owned website. Jennifer will collect ideas for the website domain name and present these at the next meeting.

## Facebook

Discussion ensues on access to Commercial Street's facebook account. Jennifer has had full access to utilize Facebook under Commercial Street's existing account and will continue to have this access. Consensus is for her to begin promoting area activities and businesses on Facebook.

**V. New Business**

**Candyland**

Discussion ensues concerning involvement with Candyland in the future. Concerns are on level of involvement from the CID in time and resources that will be required in the future. Concerns are also for supporting an event that doesn't happen on Commercial Street, plus this year the organizers limited the scope of the event by only advertising it to Missouri Hotel and a limited number of schools, rather than openly inviting neighboring communities; and if the CID supports it in the future, the board would like to see more of the community and surrounding areas invited to participate. Concern was also expressed for donations and how they are handled for the event. They have a planning meeting in January, so plan is for Jina and Jennifer to attend and see what plans and needs are for the event in moving forward.

**Mardi Gras on C-Street**

Mardi Gras on C-Street may not be continuing. The previous year was a rough year for the event, plus a number of participants are not continuing as well as the previous organizers, Paulette and Sa'dia with Alchemy Salon, are no longer involved with the event. Jennifer is going to speak with Ryan to see if there are any plans to continue holding this event.

**Open Board Seat**

Discussion on open board seat as well as the lack of treasurer. Discussion continues into ideas of who could fill the vacant seat and the decision to replace the treasurer position after the vacant seat is filled.

**Motion:** For entire board of directors to serve as nominating committee.  
**Moved:** Lyle Foster  
**Second:** Erin Frerking  
**Approved**

**District Events**

Discussion ensues on that lack of winter and spring events in our district. Discussion on ideas for creating incentive or some way to encourage a new event, reviving an old event like the C-Street Jam, or expanding an existing event like Candyland.

**VI. Public Comment**

No further public comments were offered.

**VI. Establish Next Meeting**

Discussion of next meeting date and allow for some extra time to begin discussing budget needs and modifications. Decision is to have an hour and a half meeting, with the first 60 minutes for the public portion of the meeting, primarily for discussing the budget, then have a 30 minute closed meeting immediately after.

**The next public meeting to be on Friday, January 9th, 2014 at 9:00am  
Meeting to take place at the Drury Extension on C-Street**

**X. Adjournment**

**Motion:** To adjourn the meeting. (10:12am)  
**Moved:** Erin Frerking  
**Second:** Andy Walls  
**Approved**