



Commercial Street Community Improvement District Board of Directors Meeting Minutes 9:00am, January 9, 2015 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]
Ryan Dock (Property Owner/Business Owner) [9/10]

CID Staff: Jennifer Sinn

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. Kailey announces that the items on the agenda under “old business” will be saved for the end of the meeting because the budget discussion will probably need the majority of the meeting time and if there is not time to discuss during today’s meeting, they will be held over for next meeting.

II. Review and Approval of Previous Minutes

Discussion of December’s Meeting Minutes.

Motion: To amend previous month’s minutes in the following manner:
• Modify previous minutes to adjust bullet point 2 to “Jennifer was asked to redesign the ad.

Moved: Jina Gorham

Second: Ryan Dock

Approved

Motion: To amend previous month’s minutes in the following manner:
• Modify previous minutes: strike 3rd sentence under “website heading” under bullet point 4.

Moved: Jina Gorham

Second: Lyle Foster

Approved

Motion: To Approve previous minutes with modifications.

Moved: Lyle Foster

Second: Erin Frerking

Approved

III. Financial Report

Kailey presents financial report for December. Sales tax revenue for the month totaled \$2,445.19. Tax numbers are looking stronger as this is around \$1,500 more than the previous December.

Current Account Balance: \$17,296.66

November 2014 Expenses:

Payroll	\$273.41
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Total Expenses for November: \$273.41.

Motion: To approve the December financial report.

Moved: Andy Walls

Second: Erin Frerking

Approved

IV. Old Business

Held discussion for next meeting.

- Parking enforcement
- Website and social media – proposal of C-Street Web Site and Social Media Team
- Mardi Gras 2015 (Board Discussion)
- Landscaping Contract
- Open Board Seat – Call for applicants

V. New Business

Budget Revision Discussion

Discussion on budget revisions ensues. The Board looks at each item, line by line, and discusses needs and changes.

Motion: To approve the Adjusted Budget.

Moved: Ryan Dock

Second: Jina Gorham

Approved

Payroll

UDA handled the payroll before, so we don't have our own EIN, which we may need to establish.

Motion: For Kailey to set-up CID as a federal and state entity for payroll purposes.

Moved: Lyle Foster

Second: Erin Frerking

Approved

VI. Closed Meeting

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: Erin Frerking

Second: Jina Gorham

Approved

Discussion of CDC business card, email, and office needs, such as printer and related supplies.

Update on Jennifer's activities and general new happenings in the district. Discussion ensues concerning office arrangement for Jennifer, since it would be nice for her to have a central location on the street for an office when needed for work, meetings, etc.

Discussion of website and how Jennifer still feels that it would be unprofessional to create a second website for C-Street instead of collaborating on one. However, she is researching needs and costs on developing a separate CID website.

Jina asked about the sign-boards that the UDA produced for C-Street that we thought were stored in the Commercial Club building, but she couldn't find. Jennifer will ask Rusty where those ended up. Plus, Jennifer will look into the creation of an image release for using these sign boards as well as other materials we may produce in the future that use the image of individuals.

Discussion of Parking Flyers and other related parking topics like enforcement of the 2-hour time limit on the street.

Closed Board Meeting continues without Jennifer.

Discussion on Jennifer and her CDC responsibilities, and setting a date for her probationary review, as well as any issues and concerns any of the board members have with her performance.

Discussion ensues concerning Jennifer's general availability as well as attendance at weekly merchant meetings, especially her weekly 10am meeting Wednesdays with Jina.

Concerns of meeting the people in the district and regular presence on the street, like working in and around the various businesses on the street or scheduling meetings

Discussion of setting an employee evaluation meeting for Jennifer. Discussion concerning performance and challenges of the position, plus discussing goals moving forward.

Discussion continues on why the website isn't moving forward. No website domain has been approved, but Kailey indicates that there is more to that.

VI. Establish Next Meeting

Closed meeting set for 9am, Friday, January 23rd, to discuss particulars of expectations, goals, and priorities for evaluating Jennifer in her role as CDC.

**The next public meeting to be on Friday, February 13th, 2014 at 9:00am
Meeting to take place at the Drury Extension on C-Street**

Closed Board Meeting to immediately follow for Jennifer's evaluation as CDC.

X. Adjournment

Motion: To adjourn the meeting. (10:51am)
Moved: Ryan Dock
Second: Jina Gorham
Approved



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
9:00am, February 13, 2015
Drury on C-Street Extension**

Board Members Present [Attendance/Meetings]:

Jina Gorham (Vice President) (Business Owner/Non-Property Owner) [11/11]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [9/9]
Lyle Foster (Property Owner/Business Owner) [10/11]
Erin Frerking (Property Owner) [9/11]
Ryan Dock (Property Owner/Business Owner) [10/11]

Absent:

Kailey York (President) (Business Owner/Non-Property Owner) [10/11]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

Vice-President Jina Gorham called the Commercial Street Community Improvement District Meeting to order at 9:07 am.

II. Review and Approval of Previous Minutes

Discussion of January's Meeting Minutes.

Discussion of Closed-Meeting Minutes and moving forward closed meeting minutes will only include actions, motions, voting, and voting results.

Motion: To Approve previous minutes.

Moved: Ryan Dock

Second: Erin Frerking

Approved

III. Financial Report

Jennifer brought the financial report from Kailey. Sales Tax revenue totaled \$944.49. Discussion ensues on the upcoming effects of the Price Cutter closure.

Current Account Balance: \$17,296.66

January 2014 Expenses:

Payroll	\$273.41
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Total Expenses for January: \$273.41.

Motion: To approve the January financial report.

Moved: Lyle Foster

Second: Ryan Dock

Approved

IV. Old Business

- **Parking enforcement**

Jennifer has been distributing parking flyers to businesses as well as putting them on cars for visitor's to our district.

Discussion on general parking issues and the growing need for enforcement as the district becomes busier with new businesses opening.

- **Website and social media – proposal of C-Street Web Site and Social Media Team**

Discussion of website development.

Domain name discussion ensues.

Discussion concerning phases of the project and the creation of an approximate timeline in the creation of a website.

Jina recommends the formation of a committee specifically for the website and its development and maintenance. Erin feels like we should form a website committee to work with the existing Website Committee that currently handles the maintenance of the existing commercial street website, historicCstreet.com, and try combining the committee efforts because she feels like our website efforts are taking too long. Lyle mentions lack of interest in re-inventing a website, instead following a model like the UDA's website, itsalldowntown.com, mentioning the \$10,000 we contributed to the creation of that website.

Motion: To register cstreeetsgf.org and cstreeetsgf.com for the development of a website for the CID.

Motion by: Erin Frerking

Second: Ryan Dock

Approved

- **Landscaping/maintenance**

Someone caused damage to some of the landscaping, possibly a city employee or someone along those lines, by trimming existing landscaping in an inappropriate manner.

Discussion ensues on contract with Deena and what we are able to budget. No one feels comfortable committing to a budget of any kind especially with the closing of one of our top sales tax revenue generating properties.

Jennifer will discuss regular maintenance contract with Deena and find at least a base level that will fit into our budget.

- **Open Board Seat – Call for applicants**

Gregg Johnson was in attendance. Andy mentions that he would like to nominate Gregg for the non-profit representative of the board, as the representative of GLO, whose property is on the east end of the Commercial Street district.

Jina wants to continue the callout for candidates, as we have for the past couple of months before we consider someone to fill the open board seat. Jennifer will send Gregg an application to fill out for the position.

- **Candyland at the Footbridge?**

Discussion of plans moving forward with the Candyland event and whether or not it will continue to be tied to Commercial Street and/or the Footbridge.

V. New Business

Office Space for Jennifer

There will be a monthly rental agreement for using an office in the Drury on C-Street Center. Jennifer will work with Drury on what the rental price will be so we can consider implications to our annual budget. There is a potential monthly rental agreement.

24th Annual National Christian Homeschool Basketball Championships

March 9-13

We discussed options for sponsorship/advertisement for this event.

The single event would be \$250 sponsorship level and we would need to provide 3,200 rack cards. They may or may not already have enough rack cards on site, from what we provided to them previously. Lyle contacted them and they are going to look at the boxes they have on site to confirm a number remaining.

With the \$500/year sponsorship and we'd need to provide over 10,000 rack cards for distribution in their event packets.

Erin is hesitant to commit to a year-round membership without knowing the specifics of the number of events, and locations, and other related information. Jennifer mentions that they have a comprehensive list of these events.

There is an in-kind sponsorship arrangement, where \$250 is a trade in kind of sponsorship in each organization, we trade to them a “friend of C-Street” sponsorship.

Motion: To stay with the \$250 sponsorship level (in trade of sponsorship), then see if we need to produce additional rack cards for distribution.

Motion by: Ryan Dock

Second: Erin Frerking

Approved

St. Patrick’s Day Parade and pub crawl

Brief discussion of the upcoming St. Patrick’s Day Parade and pub crawl. Ryan gives an update of some of what they are planning in conjunction with the parade and the downtown pub crawl.

Motion: To approve \$100 for CID ad in St. Pat’s booklet.

Motion by: Ryan Dock

Second: Lyle Foster

Approved

Tandems of the Ozarks Event

Discussion held for next meeting.

Safety and Security

Discussion of Footbridge Incident and subsequent letter that was sent to the City and CVB.

Discussion ensues of the utilization of cameras to help with enforcement when there are incidences like this one. Lyle mentions the idea of using emergency call buttons/boxes like they put on campuses and other high crime areas to help increase the feel of safety and security.

Andy will find out when the Safety and Security Committee for Commercial Street is meeting next and open discussion on adding cameras to the plaza area.

New Business Recruitment

Discussion held for next meeting.

New Business Welcome Packet

Discussion held for next meeting.

VI. Public Comment

No further comments were made by attendees.

Public portion of the meeting adjourned at 10:15 by Jina Gorham

VII. Closed Meeting

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

No actions were taken

VI. Establish Next Meeting

After further discussion via email, a closed board meeting will be set for employee review/evaluation.

**The next public meeting to be on Friday, March 13th, 2015 at 9:00am
Meeting to take place at the Drury Extension on C-Street**

X. Adjournment

Motion: To adjourn the meeting. (11:02am)

Moved: Ryan Dock

Second: Lyle Foster

Approved



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
9:00am, March 20, 2015
Drury on C-Street Extension**

Board Members Present [Attendance/Meetings]:

Jina Gorham (Vice President) (Business Owner/Non-Property Owner) [12/12]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [10/10]
Lyle Foster (Property Owner/Business Owner) [11/12]
Erin Frerking (Property Owner) [10/12]
Kailey York (Business Owner/Non-Property Owner) [11/12]

Absent:

Ryan Dock (Property Owner/Business Owner) [10/12]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

Vice-President Jina Gorham called the Commercial Street Community Improvement District Meeting to order at 9:00 am.

II. Review and Approval of Previous Minutes

Discussion of February's Meeting Minutes.

Typo on last page to be adjusted. Date had 2014 instead of 2015.

Motion: Modify previous minutes in Section V in the topic "Office Space for Jennifer" to add: "There is a potential monthly rental agreement."

Moved: Kailey York

Second: Lyle Foster

Approved

Motion: To Approve previous minutes.

Moved: Kailey York

Second: Erin Frerking

Approved

III. Financial Report

Kailey recaps difficulties in her attempts to figure out specifics on how we should be set up as an entity. There does not seem to be a precedence established with the City on how we should be set up as an independent entity since our separation from the UDA.

Year-to-date, we are \$2,374.23 ahead of our anticipated budget for revenue. Our total revenue generated in February is \$4,313.80, which is \$56.94 more than February last year, and \$313.80 more than our budgeted amount of \$4,000.

February 2015 Expenses:

Maintenance Supplies	\$27.97
Printing & Copying	\$53.26
Telephone	\$50.00
Payroll (Wages & Taxes)	\$1,207.18

Total Expenses for February: \$1,338.41.

Motion: To create a bookkeeping account for separating our renewal reserve funds from our regular funds.

Moved: Lyle Foster

Second: Jina Gorham

Approved

Motion: To approve the February financial report.

Moved: Erin Frerking

Second: Lyle Foster

Approved

IV. Draft Budget Discussion (moved forward from “New Business”)

Kailey presents budget information and discussion of modifications ensues.

Motion: Submit Draft Budget to City Clerk’s Office.

Moved: Kailey York

Second: Erin Frerking

Approved

V. Market funds request

Sarah Byrd, C-Street City Market Manager, presents a request for funds for financial support for the 2015 market season.

Motion: To approve \$920 sponsorship for C-Street City Market

Moved: Erin Frerking

Second: Andy Walls

Approved

VI. Old Business

a. Landscaping/Maintenance

Discussion ensues concerning moving forward with landscaping efforts before we get too much further into spring and lose any more momentum on our landscaping improvements.

Motion: To establish agreement with Gardens2Envy and get work started on our landscaping improvements/maintenance.

Moved: Erin Frerking

Second: Lyle Foster

Approved

b. Safety and Security

Discussion held for next month's meeting.

March 26 at 7pm in Big Momma's Back Porch there will be a meeting with City and Public Works concerning the parking initiative

c. Open Board Seat

Discussion ensues concerning only application/nomination received for the non-profit seat on the CID board.

Motion: To accept Gregg Johnson as our new CID board member

Moved: Erin Frerking

Second: Andy Walls

Approved

d. Office Space in Drury on C-Street Center

Discussion ensues concerning the establishment of regular office space for Jennifer to utilize on Commercial Street. Concerns on amount of commitment as well as term of commitment are brought up, but we agree we need to offer something to move forward.

Motion: Offer \$100/month to Drury for sharing office space

Moved: Erin Frerking

Second: Andy Walls

Approved

e. Website and Social Media – Formation of Web Site Committee

Discussion held for next month's meeting.

f. Tandems of the Ozarks Event, June 5-7

Discussion ensues concerning length of time participants will be in our district, plus discussion includes their potential needs in storage and security of their bikes while they are visiting our district.

Jennifer will add to her upcoming tasks: To reach out and see if they might need anything from us concerning needs while visiting our district.

VII. New Business

a. Assign Officers and Authorized Signors

Discussion ensues concerning vacant officer positions. Kailey indicated that she was interested in serving as Treasurer when she stepped down from her position

as President. Erin Frerking announces that she will be stepping down from her position on the CID Board of Directors. Her seat will be vacant at the close of this meeting and we'll need to begin efforts to seek a replacement to fill her seat as a property owner in the district.

Motion: To accept Kailey York as Treasurer
Moved: Erin Frerking
Second: Lyle Foster
Approved

Because Erin will be stepping down from her position on the board, concerns are to fill the seat as soon as possible.

Motion: Begin the process to seek new prospects for the board.
Moved: Lyle Foster
Second: Erin Frerking
Approved

Discussion on signors on the account will be held for next month's meeting.

b. New Business Recruitment

Discussion held for next month's meeting.

c. New Business Welcome Packet

Discussion of information and materials we think should be included in a welcome packet.

d. Formation of Advertising Committee

Discussion held for next month's meeting.

VIII. Close public portion of meeting and moved to closed session at 10:35am

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: Erin Frerking
Second: Andy Walls
Approved

Discussion ensues on employee concerning tasks, goals, communication, and management. Need for review of both employee performance as well as assessment of requirements and expectations of both employee and of the CID as the employer.

Decision is to establish an open meeting next week to discuss goals, priorities and then establish a second closed meeting to handle the actual performance review.

Schedule open meeting for public discussion on tasks and priorities for Jennifer Sinn as CDC. Meeting to be held at Big Momma's after the weekly merchant meeting, this coming Wednesday, March 25th, at 10:00am.

IX. Establish Next Meeting

**Public meeting concerning Community Development Coordinator tasks and priorities to be on Wednesday, March 25th, 2015 at 10:00am.
Meeting to take place at Big Momma's.**

**The next public meeting to be on Friday, April 17th, 2015 at 9:00am.
Meeting to take place at the Drury Extension on C-Street
Closed-Session immediately after to review employee tasks and achievements.**

X. Adjournment

Motion: To adjourn the meeting. (11:11am)
Moved: Lyle Foster
Second: Erin Frerking
Approved



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, March 25, 2015
Big Momma's**

Board Members Present [Attendance/Meetings]:

Andy Walls (Secretary)(Registered Voter/Property Owner/Business Owner) [11/11]
Lyle Foster (Property Owner/Business Owner) [12/13]

Absent:

Jina Gorham (Vice President) (Business Owner/Non-Property Owner) [12/13]
Kailey York (Business Owner/Non-Property Owner) [11/13]
Ryan Dock (Property Owner/Business Owner) [10/13]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

Meeting began at 10:00am without quorum.

II. Open Discussion

Discussion begins with process of Gregg's addition as new board member.

Discussion continues with new businesses and the idea of setting up a ribbon cutting for the new businesses, and how we might establish and continue this process for new businesses in our district in the future.

Discussion continues on vacant properties and development efforts.

Discussion on new business welcome packet.

III. Next Meeting

**The next public meeting to be on Friday, April 17th, 2015 at 9:00am.
Meeting to take place at the Drury Extension on C-Street
Closed-Session immediately after to review employee tasks and achievements.**

IV. Adjournment

Meeting adjourned at 11:20am



Commercial Street Community Improvement District Board of Directors Meeting Minutes 9:00am, April 17, 2015 Drury on C-Street Extension

Board Members Present [Attendance/Meetings]:

Jina Gorham (Vice President) (Business Owner/Non-Property Owner) [13/14]
Kailey York (Treasurer (Business Owner/Non-Property Owner) [12/14]
Andy Walls (Secretary)(Registered Voter/Property Owner/Business Owner) [12/12]
Lyle Foster (Property Owner/Business Owner) [13/14]
Ryan Dock (Property Owner/Business Owner) [11/14]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

Vice-President Jina Gorham called the Commercial Street Community Improvement District Meeting to order at 9:08 am.

II. Review and Approval of Previous Minutes

Discussion of March's Meeting Minutes.

Motion: To Approve previous minutes.

Moved: Lyle Foster

Second: Ryan Dock

Approved

Discussion brought up concerning financial discrepancies with possible consideration for an audit and a request by the Secretary (Andy Walls) that we seek some kind of regular training with an organization like Drury's Center for Non-Profit Communication that specializes in training boards to function more effectively.

Motion: To table discussion until after meeting with UDA and Treasurer (Kailey) to look at discrepancies and determine need for audit.

Moved: Ryan Dock

Second: Lyle Foster

Approved (2-1)

Yes: Ryan, Lyle

No: Andy

III. Financial Report

Provided by Jennifer Sinn; Treasurer was not in attendance. Recap of monthly income and expenditures was presented. Detailed report is available to the public upon request.

Monthly Income for March: \$2,478.06

IV. Old Business

a. Seat vacancy

Applicants, not all have been found. Still unsure where active applications are for filling vacant board seat.

Questions from the public express concern for the process in seeking potential board candidates as well as the process for replacing board vacancies.

In response to questions from the public:

Lyle responds with the board's intent to fulfill requirements (property owner, business owner, district resident, or non-profit representative) of the board seat vacancy

Jina responds that the board maintains no standard process for seeking replacements for board vacancies.

Motion: Add to bylaws: "Upon notification of board seat resignation, the active board will replace the board member in no more than 60-days, as long as there is interest from a qualified person in the community."

Moved: Andy Walls

Second: Lyle Foster

Approved

Deadline of applications for vacant seat to be set for one week prior to may meeting: May 1st.

Motion: Form nominating committee as required by CID petition for the purpose of selecting candidates for upcoming board seats whose terms are expiring this July.

Moved: Andy Walls

Fails due to lack of second.

b. Landscaping Contract

Motion: To approve the proposed landscaping contract

Moved: Lyle Foster

Second: Ryan Dock

Approved

c. Litter and snow removal

Greg Jones offered a bid to handle litter removal in the district starting May 1st until the end of October at a rate of \$75 per occurrence and service to be rendered twice monthly.

Look for other bids before next meeting, and decision to select litter removal service will be made at that the May Meeting.

d. Office Space Options

Robin Gilmore wishes to provide an office for our CDC, Jennifer Sinn, at no cost.

Motion: To accept Robin Gilmore's offer for office space in her building.

Moved: Andy Walls

Second: Ryan Dock

Approved

e. Safety and Security

Few minor concerns, but no major incidents recently. Upcoming meeting with Public Works at the next Commercial Club meeting concerning parking, streetscape enhancement project on the east end of the street.

f. Parking Enforcement

Discussion of parking needs as the community continues to grow.

Discussion of parking enforcement needs.

g. Website/Website Committee

Tabled for next month

h. Tandems of the Ozarks Event June 5-7

Jennifer gives update on event.

V. New Business

a. Assign Officers and Authorized Signors

Tabled for next month

b. New business welcome packet

Development of welcome packet to begin distributing to the new businesses in our district.

c. Street Party/District-Wide Open House: Saturday, May 30

Tabled for next month

d. Advertising Plan/Advertising Committee

Tabled for next month

VI. Employee recap

Mulch was delivered by public works for landscaping.
Jennifer will email remainder of board member applications.

VII. Public Comment Section:

Additional comments received. Public concerns include parking concerns with City and upcoming changes to our district with growing parking needs, as well as concerns on the process and timeline for replacing existing and expiring board seats.

VIII. Close public portion of meeting and moved to closed session at 10:15am

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: Ryan Dock

Approved

Discussion concerning review of employee tasks, goals, and priorities.

IX. Next Meeting

Next meeting is scheduled for Friday, May 8th, at 9:00am, to be held at the Drury Extension on C-Street.

X. Adjournment

Motion: To adjourn meeting at 10:35

Motion: Ryan Dock

Second: Lyle Foster

Approved



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
8:30am, May 15, 2015
Drury on C-Street Extension**

Board Members Present [Attendance/Meetings]:

Jina Gorham (Vice President) (Business Owner/Non-Property Owner) [14/15]
Kailey York (Treasurer (Business Owner/Non-Property Owner) [13/15]
Andy Walls (Secretary)(Registered Voter/Property Owner/Business Owner) [13/13]
Lyle Foster (Property Owner/Business Owner) [14/15]
Ryan Dock (Property Owner/Business Owner) [12/15]
Gregg Johnson (Non-Profit) [1/1]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

Vice-President Jina Gorham called the Commercial Street Community Improvement District Meeting to order at 8:32 am.

II. Welcome new board member Gregg Johnson

III. Review and Approval of Previous Minutes

Discussion of April's Meeting Minutes.

Correct Kailey's attendance record, she was in attendance for part of the meeting.
Correct the word Applicants to Applications

Motion: To approve previous minutes with corrections as noted above.

Moved: Lyle Foster

Second: Kailey York

Approved

IV. Financial Report

Presented by Kailey. Recap of monthly income and expenditures was presented.
Detailed report is available to the public upon request.

Monthly Income for April: \$1,648.50

Motion: To approve financial report.

Moved: Gregg Johnson

Second: Ryan Dock

Approved

V. Old Business

a. Board Vacancy

Moved up from New Business, Schedule Nominating Committee meeting

Nominating committee meeting to be scheduled for Wednesday, May 27, at 10am at Big Momma's.

Motion: Invite Brittany Hopp to serve on the nominating committee

Moved: Lyle Foster

Second: Gregg Johnson

Approved

b. C-Street Saturday Stroll, May 30, 1-3pm

Jennifer provides update on C-Street Saturday Stroll

c. Office Space Contract

Motion: To accept contract offered by Robin Gilmore

Moved: Kailey York

Second: Lyle Foster

Approved

d. Litter and Snow Removal

No decision or action.

e. Safety and Security

No decision or action.

f. Parking Enforcement

Robin Gilmore has been deputized. So far has only distributed warnings, however actual ticketing will begin soon!

Recap of Commercial Club meeting where City officials and Public Works presented information concerning district parking issues as well as information on the TIF funds, and upcoming meeting, tentatively on June 1st, to finalize decisions and move forward with the east end streetscape project.

g. Tandems of the Ozarks event, June 5-7

Jennifer gives an update of Tandems of the Ozarks event.

h. Meeting Recap of Meeting with Rusty (UDA), Kailey

Kailey provides recap of UDA meeting concerning discrepancies in financial information.

VI. New Business

a. Final 2015-2016 budget due May 29

Motion: Adjust previous budget and submit to the city

Moved: Kailey York

Second: Ryan Dock

Approved

b. New Board Member Orientation

Discussion of establishing training orientation for the existing and new board members.

c. Elect Officers and Assign Authorized Signors

Table until vacant board position is filled

d. New Business Welcome Packet

Gathering information for district welcome packet. Upcoming meeting scheduled to gather community input for the welcome packet.

e. Advertising Plan/Advertising Committee

The board has intended to create an advertising committee to create an overall plan for advertising efforts.

Board decides that no action or plan is necessary.

VII. Employee Recap

11 new businesses have opened or will be opening in the period between November of 2014 and July of 2015.

Discussion of new businesses in the district.

VIII. Public Comment

No additional comments at this time

IX. Closed Session for Employee Performance Discussion 9:52am

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: Kailey York

Second: Ryan Dock

Approved

Discussion of Employee tasks and performance.

X. Next meeting

June 12 at 9am at Drury on C-Street

XI. Adjournment

Motion: To close at 10:01am

Moved: Kailey York

Second: Ryan Dock

Approved



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, June 3, 2015
Big Momma's Coffee and Espresso Bar**

Board Members Present [Attendance/Meetings]:

Jina Gorham (Vice President) (Business Owner/Non-Property Owner) [15/16]
Kailey York (Treasurer (Business Owner/Non-Property Owner) [14/16]
Andy Walls (Secretary)(Registered Voter/Property Owner/Business Owner) [14/14]
Lyle Foster (Property Owner/Business Owner) [15/16]
Ryan Dock (Property Owner/Business Owner) [13/16]
Gregg Johnson (Non-Profit) [2/2]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

Vice-President Jina Gorham called the Commercial Street Community Improvement District Meeting to order at 10:12 am.

II. Nominating Committee

Nominating Committee:

Jina Gorham, Kailey York, Lyle Foster, Gregg Johnson, Ryan Dock, Brittany Hopp.

Discussion of candidates for the open board seat requiring a district property owner.

Motion: To nominate Stacy Jurado-Miller for board seat vacated by Erin Frerking.
Moved: Kailey York
Second: Gregg Johnson
Approved

Board seats expiring in July:

Business Owner / Non-Property Owner – Jina Gorham

Business Owner / Non-Property Owner – Kailey York

Property Owner – Ryan Dock

Jina Gorham and Kailey York express interest in continuing to serve additional terms.

Motion: To accept Jina and Kailey for continued service as board members for additional 4-year terms.
Moved: Gregg Johnson
Second: Brittany Hopp
Approved

Discussion of eligible candidates for upcoming seat vacancy.

Motion: To nominate Robin Gilmore for open board seat requiring a property owner beginning 4-year term in July 2015, expiring in July 2019..

Moved: Ryan Dock

Second: Kailey York

Approved

Discussion of professional brought in for board member orientation and training.
Establishing professional development for the board.

III. Adjournment

Motion: To adjourn meeting at 10:38am

Motion: Kailey York

Second: Lyle Foster

Approved



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, June 17, 2015
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

Kailey York (Treasurer (Business Owner/Non-Property Owner) [15/17]
Andy Walls (Secretary)(Registered Voter/Property Owner/Business Owner) [15/15]
Lyle Foster (Property Owner/Business Owner) [16/17]
Ryan Dock (Property Owner/Business Owner) [14/17]
Gregg Johnson (Non-Profit) [3/3]

Absent:

Jina Gorham (Vice President) (Business Owner/Non-Property Owner) [15/17]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

Secretary, Andy Walls, called the Commercial Street Community Improvement District Meeting to order at 10:03 am.

Andy Walls appoints Kailey York to chairperson for this meeting.

II. Review and Approval of Previous Minutes

Review of minutes as presented by Secretary, Andy Walls.

Motion: Approve minutes from previous meeting.

Moved by: Ryan Dock

Second: Gregg Johnson

Approved

III. Financial Report

Presented by Treasurer, Kailey York. Recap of monthly income and expenditures was presented. Detailed report is available to the public upon request.

Income for May totaled \$3,622.85, ahead of the projected \$3,000.

Expenses for May totaled \$1,804.18.

Motion: Approve financial report from previous month.

Moved by: Ryan Dock

Second: Gregg Johnson

Approved

IV. Old Business

a. Board Vacancy

- i. Board seat previously filled by Erin Frerking became vacant as of March 20, 2015. This seat is set to expire 7/13/17.
- ii. Recommendation of nomination committee to appoint Stacy Miller to the board of directors.

Motion: To appoint Stacy Miller to fill the vacant board seat.
Moved: Gregg Johnson
Second: Andy Walls
Approved

b. Litter and snow removal

- i. Review of quotes/bids for litter removal in the district

Motion: To approve the bid presented by Sarah Byrd from July to end of October
Moved: Gregg Johnson
Second: Andy Walls
Approved

- ii. Snow removal

Motion: To table until next meeting in order to give time to request more bids
Moved: Gregg Johnson

c. Safety and Security

- i. District needs a greater number of trash cans
- ii. Doggie Pot bags are out and in need of replenishment
Discussion of costs and maintenance

d. C-Street Saturday Stroll recap

- i. About 150 filled punch cards were turned in.
- ii. Good weather and attendance
- iii. Lots of positive feedback
- iv. Midwest Family Media discussed partnership possibilities

e. Tandems of the Ozarks recap

- i. Lots of great feedback
- ii. Planning on returning next year

V. New Business

a. Landscaping budget and schedule

- i. Discussion of current landscaping budget/schedule
Motion: To approve the expenditure for landscaping needs that exceed the original budgeted amount
Moved: Andy Walls
Second: Lyle Foster
Approved

b. Volunteer street clean-up Thursday, June 18th

- i. Discussion of volunteer street clean-up scheduled for the morning of Thursday, June 18.

c. Upcoming Board Vacancy

- i. Board seat currently filled by Ryan Dock is expiring on July 17.
Motion: To accept Robin Gilmore into seat that will become vacant on July 17th, to expire in 4 years.
Moved: Gregg Johnson
Second: Ryan Dock
Approved

Lyle mentions giving a certificate and/or a gift of appreciation to both Erin Frenking and Ryan Dock for the time dedicated to the service of the Commercial Street CID district.

d. New board member orientation

- i. Discussion of seeking training/orientation for the entire board

e. CID website

- i. Jennifer met with Kailey and Lyle on Monday to discuss setting up a CID website for the purposes of housing our documentation and district business information on cstreetcid.com
- ii. Jennifer shows the different options and domains she recommends for creating a CID specific website. The domain we already own is cstreetsgf.com and suggests utilizing cstreetcid.com either instead of or in addition to cstreetsgf.com.
- iii. Because funds are already approved up to \$500 for website expenses, we're ready to move forward with Jennifer's recommendations.

f. New business welcome packet

- i. Jennifer shows welcome packet for the board members to see how it's coming along.

g. Payroll processing fee

- i. Discussion concerning costs surrounding payroll processing.
Motion: To establish line item for Payroll Processing, not to exceed \$350 annually.
Moved: Lyle Foster
Second: Ryan Dock
Approved

h. Footbridge kiosks

- i. Discussion of the kiosks and updating outdated information as well as maintenance and improving the general appearance.

i. Advertising Plan / Advertising Committee

- i. Discussion of developing the advertising plan as well as any need for developing a committee.

VI. Employee Recap

- a. Seeking additional snow removal bids
- b. Approach Jans Lumber about contribution to the CID budget.

VII. Public Comment

No additional public comments

VIII. Closed Meeting 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: Kailey York

Second: Ryan Dock

Approved

- a. Discussion of meeting with Jina and Jennifer's concerns about how she's being treated
- b. Board's concerns with recent activity and successful accomplishments by Jennifer.

IX. Next Meeting

Next meeting to be held on Thursday, July 9, at 9am at Drury on C-Street.

X. Adjournment

Motion: To adjourn meeting at 11:20am

Moved: Ryan Dock

Second: Gregg Johnson

Approved



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
9:00am, July 9, 2015
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

Andy Walls (Secretary)(Registered Voter/Property Owner/Business Owner) [1/1]
Lyle Foster (Property Owner/Business Owner) [1/1]
Ryan Dock (Property Owner/Business Owner) [1/1]
Gregg Johnson (Non-Profit) [1/1]

Absent:

Kailey York (Treasurer (Business Owner/Non-Property Owner) [0/1]
Jina Gorham (Vice President) (Business Owner/Non-Property Owner) [0/1]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

Secretary, Andy Walls, called the Commercial Street Community Improvement District Meeting to order at 9:08 am.

Andy Walls appoints Gregg Johnson to chairperson for this meeting.

II. Review and Approval of Previous Minutes

Review of minutes as presented by Secretary, Andy Walls.

Motion: Approve minutes from previous meeting.
Moved by: Lyle Foster
Second: Ryan Dock
Approved

III. Financial Report

Treasurer absent; presented by Jennifer. Recap of monthly income and expenditures was presented. Detailed report is available to the public upon request.

Income for June totaled \$5,705.90, ahead of the projected \$4,000.00.
Expenses for June totaled \$2,222.34.

Motion: Approve financial report from previous month.
Moved by: Ryan Dock
Second: Andy Walls
Approved

IV. Old Business

a. Board Member Orientation

- i. Brian Fogle, President and CEO, Community Foundation of the Ozarks
 1. Concerns were brought up about their experience and knowledge specifically relating to the CID.
- ii. Gayla Roten, State Director, Missouri Main Street Connection
 1. Not located in Springfield and did not quote a price, which may include travel expenses.
- iii. Dan Prater, Director, Drury Center for Nonprofit Communication
 1. Recommends 2 separate 3-hour training sessions. Jennifer will find out more about timeframe and options for training.
- iv. Discussion of contacting City Attorney's office for training concerning sunshine law compliance, which may save us time/money in training from other sources.
- v. Discussion concerning the difference CID's in Springfield and the different types of CID's in general.
- vi. Tabled until more information can be gathered, and training set for possibly as early as September.

b. New Business Welcome Packet

- i. Jennifer presents the Welcome packet
- ii. Lyle mentions idea of including an FAQ to help navigate the materials in the packet

c. Snow Removal

- i. Wear Handy quote presented

d. CID web site

- i. Jennifer created a placeholder site
- ii. Published as cstrectcid.com

e. June 18th street clean-up recap

- i. The volunteers filled 3 bags of trash in about an hour. It rained most of the day, but they still collected early in the morning before the heavy rain came in.

f. Landscaping budget and schedule

- i. Discussion of Deena coordinating efforts with the new Center City Street Maintenance Crew
- ii. Discussion of the replacement pet waste bags in the

Motion: To approve funds for replacing Bag Dispensers and Bag Refills (estimated \$145.90)

Moved by: Ryan Dock

Second: Lyle Foster

Approved

g. Safety and Security

- i. Discussion held for next meeting

h. Footbridge Kiosks

- i. Public Works was responsible for initial install, however Jennifer has not been able to get in touch with Martin to see about the specifics of maintaining them and updating their appearance.

V. New Business

a. New Board Member Appointment Process

- i. Existing vacant seat to be filled by Stacy Jurado-Miller. City Council will be able to approve the nomination on July 27th.
- ii. Upcoming board vacancy to be filled by Robin Gilmore. City Council will also be approving the nomination on July 27th.
- iii. We anticipate that they will be sworn in and active prior to the August meeting.

b. Center City street maintenance crew

- i. Center City Street Maintenance Crew
 - 1. Newly budgeted with the city to allow for 8 hours of weekly landscaping and litter removal tasks in our district.
- ii. Jennifer has met with them as well as Deena to help coordinate efforts

c. Litter removal

- i. Board decided to move ahead with previous motion to contract Sarah Byrd for litter removal in the district. Decision to hire her was put on hold after last meeting upon learning of the city's new center city street maintenance crew that would be working our district.

d. Internet banking forms

- i. This expenditure is to allow Kailey to handle certain tasks online.

e. Office supply budget deadline

- i. Kailey wants the board to set a deadline for spending the office supplies funds. Jennifer has not spent all of the funds allocated for her office supplies. While funds were approved when the decision was to offer the CDC position to Jennifer, however the funds were for office supplies for an office that the CID board failed to provide for nearly 8 months. Jennifer is now moving into and setting up an office on the second floor of 211 E. Commercial.

f. Crinklelove opening soon, 326 E. Commercial

- i. Offers quilting services as well as selling quilting supplies.
- ii. Plans to open by the end of July

g. Holiday lighting/decorations

- i. Discussion of ideas for decorating as well as what items we currently have in storage.

VI. CID Coordinator Report

- a. Jennifer presents her task summary from the past month

VII. Public Comment

- a. Compliments for the packet created by Jennifer

VIII. Closed Meeting Session

- a. Lyle had to leave the meeting early, leaving only 3 board members present. Due to lack of quorum, no motion could be made to continue into closed session.

IX. Establish Next Meeting

Discussion to move the August meeting to the third Friday instead of the second. Jennifer will check with the board members who are not present to make sure new meeting time will work.

**The next public meeting to be on Friday, August 21, 2015 at 9:00am
Meeting to take place at the Drury Extension on C-Street**

X. Adjournment

Motion: To adjourn meeting at 10:08am
Moved: Ryan Dock
Second: Andy Walls
Approved



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
9:00am, August 28, 2015
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

Kailey York (Treasurer (Business Owner/Non-Property Owner) [1/2]
Jina Gorham (Vice President) (Business Owner/Non-Property Owner) [1/2]
Andy Walls (Secretary)(Registered Voter/Property Owner/Business Owner) [2/2]
Lyle Foster (Property Owner/Business Owner) [2/2]
Gregg Johnson (Non-Profit) [2/2]
Robin Gilmore (Property Owner/Business Owner) [1/1]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

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

II. Review and Approval of Previous Minutes

Review of minutes as presented by Secretary, Andy Walls.

Motion: Approve minutes from previous meeting.
Moved by: Gregg Johnson
Second: Robin Gilmore
Approved

III. Financial Report

Kailey York presents the financial report for July.

Income for July totaled \$2,655.84, behind the projected \$5,750.00. This Projection actually included \$1,750 from sales tax and \$4,000 contribution from Assemblies of God. Considering this, our sales tax revenues are still significantly higher than in previous years, following the trend of increasing tax revenues from our district this year.

Kailey mentioned contacting Assemblies of God directly about ongoing contribution to the district.

Expenses for July totaled \$1,727.61.

Motion: Approve financial report from previous month.
Moved by: Kailey York
Second: Robin Gilmore
Approved

IV. Old Business

a. Board Member Orientation

Motion: To approach Drury's Center for Non-Profit Education to schedule board training

Moved by: Andy Walls

Second: Robin Gilmore

Failed by vote: 2-3

Yes: Robin, Andy

No: Gregg, Kailey, Lyle

Motion: To approach Main Street Association to schedule board training

Moved by: Kailey York

Second: Lyle Foster

Passed by vote: 3-2

Yes: Kailey, Gregg, Lyle

No: Robin, Andy

Motion: To approve up to \$750 for Main Street Association board training.

Moved by: Kailey York

Second: Lyle Foster

Approved

b. Center City street maintenance crew update

- i. Public Works employees are coming to the district on Thursdays and their focus is weed removal in flower beds and sidewalks

c. Litter removal contract

- i. Jennifer will get Sarah's signature and contract will start in September

d. Snow removal

- i. Discussion of Snow removal bids, still collecting information on prices

Motion: To table until next month

Moved by: Gregg Johnson

Second: Kailey York

Approved

e. C-Street Saturday Stroll Expenses

Report of expenses for the Saturday Stroll. The CID did not contribute financially, rather all expenses were covered personally by Lyle Foster.

Motion: To reimburse Lyle for the \$157.68 spent personally on C-Street Saturday Stroll Expenses

Moved by: Kailey York
Second: Gregg Johnson
Approved
Abstain: Lyle

Motion: To approve up to \$200/quarter for future C-Street Stroll events

Moved by: Kailey York
Second: Robin Gilmore
Approved

f. Crinklelove opened July 23rd

- i. Discussion on Crinklelove as well as other news in the district, including Creative Escape Glass, Lindberg's recent addition food

g. Holiday Decorations/lighting

Discussion on holiday decorating and the CID's history of not contributing to any holiday decorating costs or efforts.

Motion: For Jennifer to contact businesses in the district to see how many businesses will pledge contributions to help pay for decorations in the district.

Moved by: Kailey York
Second: Gregg Johnson

Additional Discussion included specifying on the pledge solicitation that CID would be contributing at least 50% of the total costs of the décor, we're asking businesses to help us accomplish more for the district than our budget can handle.

Approved

h. Footbridge kiosks

Jennifer spoke with Public Works concerning the district kiosks

i. Safety and Security

- i. Discussion concerning the Victory Mission's evening meals at the Cook's Kettle. Victory Mission is looking into relocating the evening meal for those in need to a location off of C-Street.
- ii. Bill's Place will be moving to the former Alternative School.

V. New Business

a. Officer Elections

Motion: To create a nominating committee with only 2 board members and one non-board member

Moved by: Gregg Johnson
Second: Andy Walls
Approved

Nominating Committee will be Robin, Andy, and Christine Schilling.
Nominations to be given at next meeting.

Discussion of issues concerning board interactions with the community,
specifically the recent loss of a board member due to negative
experiences with the board, but broader issues of general negative
perceptions of the board by members of the community.

**Nomination for Gregg Johnson for president by Andy Walls
Robin Gilmore seconds nomination**

Gregg Johnson elected for president

**Robin Gilmore nominates Andy Walls for vice president
Jina Gorham nominates Lyle Foster for vice president**

Lyle Foster elected for vice president

**Robin Gilmore nominates Andy Walls for secretary
Lyle Foster seconds nomination**

Andy Walls elected for secretary

**Robin Gilmore nominates Kailey York for Treasurer
Lyle Foster seconds nomination**

Kailey York elected for Treasurer

- b. Landscaping budget and schedule for 2015-2016 fiscal year**
Held for discussion at next meeting
- c. Discover Vintage America ad**
Held for discussion at next meeting
- d. CVB ad**
Held for discussion at next meeting
- e. Annual Marketing/Advertising plan**
Held for discussion at next meeting
- f. Recurring meeting date and time**
 - i. Discussion of moving the regular meeting time**
 - 1. Discussion of regular meeting dates will continue at the next meeting**
 - ii. Next Meeting**
 - 1. Wednesday September 9th at 10am**
- g. NSBA Presentation on September 10th**
 - i. Jennifer will present information that she'll be presenting at the NSBA**

h. Request for funding

Pets & Pumpkins requests \$750 to help cover additional costs of hosting event in the Commercial Street District.

Motion: To approve \$600 event support for Pets & Pumpkins
Moved by: Kailey York
Second: Lyle Foster
Approved

VI. Employee Recap

Jennifer has already presented most of her ongoing tasks.

VII. Public Comment

No additional comments at this time

VIII. Closed Session for Employee Performance Discussion 10:59am

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: Kailey York
Second: Jina Gorham
Approved

Discussion of Employee tasks and performance. Discussion includes concerns of accountability both by employee and by board members.

IX. Next meeting

September 9th at 10am at Drury on C-Street

X. Adjournment

Motion: To close at 10:01am
Moved: Kailey York
Second: Andy Walls
Approved



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, September 9th, 2015
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

Gregg Johnson (President) (Non-Profit) [3/3]
Lyle Foster (Vice-President) (Property Owner/Business Owner) [3/3]
Kailey York (Treasurer) (Business Owner/Non-Property Owner) [2/3]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [3/3]
Robin Gilmore (Property Owner/Business Owner) [2/2]

Absent:

Jina Gorham (Business Owner/Non-Property Owner) [1/3]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:07 am.

II. Review and Approval of Previous Minutes

Review of minutes as presented by Secretary, Andy Walls.

Motion: Approve minutes from previous meeting.
Moved by: Lyle Foster
Second: Kailey York
Approved

III. Financial Report

Kailey York presents the financial report for August.

Income for August totaled \$3,027.71, behind the projected \$3,750.00.

Expenses for August totaled \$967.21.

Motion: Approve financial report from previous month.
Moved by: Robin Gilmore
Second: Andy Walls
Approved

Office Expenses: overview of the finances that were budgeted for Jennifer's office needs.

IV. Old Business

a. Board Member Orientation

- i. Jennifer will see what Gayla Roten’s availability is for possible training dates.
- ii. Discussion later in the meeting included adding/modifying bylaws, as well as including specifics on nominating committee and process, plus adding an attendance requirement, as most other boards have an attendance requirement in their bylaws. Discussion includes looking at lack of established procedures and developing the bylaws further.

b. Litter Removal

- i. Sarah Byrd has begun litter removal.

c. Snow removal

- i. Discussion of Snow removal bids. Close to a decision to utilize Ron Sartin, pending a last decision concerning salt.

d. Holiday Decorations/Lighting

- i. Discussion of community concerns on holiday decorating efforts, especially concerning the pledge request forms.
- ii. Board decides to not continue seeking pledges and fund this year’s holiday décor with CID funds.

Motion: Approve a budget of up to \$1,400 for holiday decorations.

Moved by: Andy Walls

Second: Kailey York

Approved

e. Recurring meeting date and time

- i. **Monthly meeting time starting in October will be the second Wednesday at 10am. Location will remain the Drury Extension on C-Street.**

f. Footbridge Kiosks

- i. No update. Jennifer is working on details.

g. Safety and Security

- i. Issues have been occurring at the footbridge, however police have been aware and contacted several times to deal with the issue.

V. New Business

a. Open Board Seat

i. Pending a callout for applications

In spite of an ongoing callout for applications, the board agrees to wait for another callout.

The current seat vacancy is for a district property owner. The seat was vacated by Erin Frerking on March 20th, 2015. We had elected a replacement who declined the seat on August 20th, 2015, prior to being sworn in. By the October 14th meeting, the seat will have been vacant 159 days, however only 55 days since the elected replacement declined the seat. The CID amended the bylaws on April 17, 2015 to require the board of directors to fill vacancies within 60 days.

b. Annual Report

- i. Discussion on past reports and format for next report. No prior example of an annual report has been found, so this will most likely be the first actual annual report.

c. Landscaping budget and schedule

- i. Jennifer will have proposed budget and schedule for the next year from Deena for review at the October meeting.

d. Funding request for Thriller on C-Street, October 24th.

i. Thriller on C-Street

Motion: To Approve \$1,000 funding request for Thriller on C-Street.

Moved by: Lyle Foster

Second: Robin Gilmore

Approved

Abstain: Andy Walls

e. Discover Vintage America Ad

- i. Board decided to not consider this ad this year.

f. CVB ad

- i. Upcoming video CVB is creating to promote international tourism in our area. Discussion of the different options to continue advertising with the CVB. The budget we committed last year was \$1,295.

Motion: To Approve \$1,200 ad (same ad size as previous year) with the additional \$100/month electronic display at airport welcome area (for 2 months: November and May)

Moved by: Kailey York

Second: Robin Gilmore

Approved

Abstain: Lyle Foster

g. Annual Marketing/Advertising Plan

- i. Discussion of general marketing ideas for the district as a whole.

- h. **NSBA Presentation on September 10th**
 - i. Discussion on things to include in the presentation Jennifer is giving tomorrow for the NSBA (North-Side Betterment Association)
 - ii. Discussion of Parking issues.
 - iii. TLC shooting teaser for potential show focused on Ink Ink, specifically an all-girl tattoo parlor operating in a downtown area in the Midwest.
- i. **District-wide Trick-or-Treat Saturday, October 31st**
 - i. Discussion of making a fun zone at the footbridge for that day.
 - ii. Outreach to the schools, printing will mainly be lots of b&w quarter page flyers to get as many out as possible.
- j. **Winter Walk Saturday, November 14th**
 - i. Discussion concerning small business Saturday for the winter stroll
 - ii. December 4th and 5th is Victorian Midtown Homes tour, so we will coincide the Winter Stroll with the 5th to take advantage of the extra people that will be shuttled to our district on the tour.

VI. CID Coordinator Report

- a. Coordinator recap of any topics not already addressed.

VII. Public Comment

- a. Sending a letter to Randal Whitman concerning the sidewalk clearance issue. Gregg will work with Mary so that the letter compliments the letter that Commercial Club is sending to the city on the issue.

VIII. Closed Meeting 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: Kailey York

Second: Andy Walls

Approved

Discussion of employee related concerns.

IX. Next Meeting

- a. **Next meeting will be October 14th at 10am at Drury on C-Street**

X. Adjournment

Gregg adjourns meeting at 11:42am



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, October 14th, 2015
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

Gregg Johnson (President) (Non-Profit) [4/4]
Lyle Foster (Vice-President) (Property Owner/Business Owner) [4/4]
Kailey York (Treasurer) (Business Owner/Non-Property Owner) [3/4]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [4/4]
Robin Gilmore (Property Owner/Business Owner) [3/3]
Jina Gorham (Business Owner/Non-Property Owner) [2/4]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:02 am.

II. Review and Approval of Previous Minutes

Review of minutes as presented by Secretary, Andy Walls.

Motion: Approve minutes from previous meeting.
Moved by: Kailey York
Second: Lyle Foster
Approved

III. Financial Report

Kailey York presents the financial report for September.

UDA cleared out the account for Mardis Gras on C-Street and the past organizers wanted the funds to go to the Commercial Street CID to be earmarked for event support.

Income for September totaled \$3,959.29, including Mardis Gras funds of \$2,347.49. Our projected budget was \$2,750.00.

Expenses for September totaled \$5,261.08.

Motion: Approve financial report from previous month.
Moved by: Andy Walls
Second: Robin Gilmore
Approved

IV. Old Business

a. Open Board Seat

- i. Discussion of Vacancy and eligible candidates from the district. Nominating Committee recommends Mary Collette as strongest eligible candidate for the vacancy.

Motion: To Accept Nomination of Mary Collette for open board seat.

Moved by: Andy Walls

Second: Robin Gilmore

Approved

Yes – Andy, Robin, Lyle No – Jina

b. Board Member Orientation

- i. Jennifer presents information from Gayla Roten on dates for board training.
- ii. Looking at Wednesday, December 9th. Looking at possibly doing 2 hour session instead of 3, and scheduling a followup session if needed.

c. Annual Report

- i. Financial report compiled by Jennifer
- ii. Lyle opens discussion for expanding the report into a more comprehensive report to show how the CID uses the district's funds and the impact we have on the community.

d. CVB Ads – Print and Digital

- i. Discussion on advertising ideas and goals in general

e. Litter removal contract

- i. Sarah said the cigarette butts would be easier to clean up with sweeping. She offered to add sweeping to her cleanup tasks for an additional \$25/month. We discussed asking her to also sweep out the vacant store fronts.

Motion: To increase the litter removal contract by \$25 to a total of \$200/month and include sweeping up cigarette butts and vacant store fronts.

Moved by: Andy Walls

Second: Robin Gilmore

Approved

Yes – Andy, Robin, Lyle No – Jina

f. Snow Removal Contract

- i. Jennifer received further details on costs concerning salting and snow removal

Motion: Approve up to \$500 budget for salt

Motion by: Jina Gorham

Second: Lyle Foster

Approved

g. Holiday Decorations/Lighting

- i. Robin showed a piece she has materials to replicate for 10 poles on the side streets
- ii. Discussion for Jina, Robin, and Jennifer to meet to hash out specifics of decoration efforts.

h. Trick-or-Treat event update

- i. Jennifer gives an update on the Trick-or-Treat event on the 31st.

i. Winter Walk Saturday

- i. Update on Winter Walk Saturday on the same weekend as the Mid-Town Victorian Homes Tour.

j. Footbridge Kiosks

- i. No Update

k. Safety and Security

- i. Neighborhood concerns and discussion of increased police presence to help deter negative issues.

V. New Business

a. Landscaping budget and schedule for 2015-2016 fiscal year

- i. Discussion of landscaping needs and requests from the area.
- ii. Decision to invite Deena to attend a CID meeting during the winter to answer any questions the board has on landscaping goals for the district.

b. Annual marketing/advertising plan

- i. Jennifer has been collecting/researching costs for digital marketing options.

c. Branding strategy for quarterly Stroll events

- i. Jennifer presents information on branding efforts for the stroll events

d. Supplemental police patrols

- i. Discussion of needs for additional patrols as well as issue of workman's compensation insurance requirement for hiring off-duty springfield police officers.

VI. CID Coordinator Report

- a. Additional updates from Jennifer.

VII. Public Comment

- a. Jim Butler an individual with the community shared an effort he's involved in to prevent the Springfield School Board from donating Bailey Educational Center to be used for homeless services.

VIII. Closed Meeting 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.

Gregg moves the board meeting into closed session

Discussion of tasks and priorities for Jennifer. Discussion about her time spent more toward coordination tasks and utilize people in our community for tasks they are willing and able to do to supplement her efforts or accomplish goals.

IX. Next Meeting Date and Time

10:00am Wednesday, November 11th, at Drury on C-Street

X. Adjournment

Gregg adjourns meeting at 11:55am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, November 11th, 2015
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

Lyle Foster (Vice-President) (Property Owner/Business Owner) [5/5]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [5/5]
Robin Gilmore (Property Owner/Business Owner) [5/5]
Jina Gorham (Business Owner/Non-Property Owner) [3/5]

Absent:

Gregg Johnson (President) (Non-Profit) [4/5]
Kailey York (Treasurer) (Business Owner/Non-Property Owner) [3/5]

CID Staff: Jennifer Sinn

City of Springfield Representative: not present

I. Call to Order

Vice President, Lyle Foster, called the Commercial Street Community Improvement District Meeting to order at 10:03 am.

II. Review and Approval of Previous Minutes

Review of minutes as presented by Secretary, Andy Walls.

Snow Removal Contract: \$500 for salt plus \$325 for labor. Andy will double check previous notes to see if amount was recorded and just missed adding them to minutes.

Leave description of closed session out in future minutes.

Motion: Approve minutes from previous meeting.

Moved by: Jina Gorham

Second: Robin Gilmore

Approved

III. Financial Report

Jennifer Sinn presents the financial report for October.

Income for October totaled \$5,244.80, with \$1,244.80 in tax revenue and \$4,000 annual contribution from Assemblies of God. Our budgeted amount was \$750, so our revenue was well above expected.

Expenses for October totaled \$2,044.31.

Motion: Approve financial report from previous month.
Moved by: Jina Gorham
Second: Robin Gilmore
Approved

IV. Old Business

a. Board training session

- i. Scheduled for Wednesday December 9th, at 9am for two hours at the GLO Center

b. Landscaping schedule

- i. Plans and upcoming schedule for district landscaping
- ii. Streetscaping project supposed to happen early next year and putting Deena in touch with Public Works to coordinate landscaping efforts as that project approaches fruition.

Motion: To Approve additional landscaping efforts/budget
Moved by: Robin Gilmore
Second: Jina Gorham
Approved

c. Snow removal

- i. No action.

d. Holiday decorations

- i. Holiday wreaths and lights are installed and there are a few solar lights that are not working and will need adjusting.
- ii. Robin is donating red ribbon to add contrast to the poles with wreaths.

e. Trick-or-Treat event recap

- i. Lots of positive feedback and several people want to see it become an annual event.
- ii. Discussion on whether or not it should occur on last Saturday of the month or if it should occur on Halloween itself.
- iii. Issues of Trick-or-Treat guests similar to the issues with Pets and Pumpkins, with such a strong number of kids in the district, resulted in poor sales for our retail shops.

f. Winter Walk Saturday

- i. Still looking for carolers for Winter Walk. Discussion of groups that would be willing to come for free or for low cost.
- ii. Discussion of punch card utilization like with previous stroll events.

g. Footbridge kiosks

- i. Discussion included other kiosks on the street with outdated information.
- ii. Discussion of adding wayfinding signs to parking lots as well as the addition of trash cans and cigarette butt cans to the district.

h. Safety and security

- i. Discussion of supplemental patrols needs.

V. New Business

a. Parking Study

- i. Parking discussion recap. Discussion of contacting lot owners to see how they felt about leasing arrangement of private lots to the city for development as public lots.
- ii. Diagonal parking discussion will continue with one or two more public meetings before it happens.

b. City meeting recap

- i. Jennifer met with Tim Smith, Rusty Worley, and Cora Scott and provided a brief summary.

c. Advertising pricing

- i. No action.

d. Sunshine Law/ethics training session

- i. Discussion of possibly utilizing 30-minutes sunshine law/ethics training session that the City provides.

e. Marketing intern

- i. Kelley Still with Drury has inquired about the possibility of utilizing an undergraduate student with Drury during the Spring semester.

VI. CID Coordinator Report

- a. Additional updates from Jennifer. Annual report finished and submitted. Jennifer will work on a version to share with the general public that is a little more appealing and gives an idea of the scope of accomplishment instead of just numbers.

VII. Public Comment

- a. No additional public comments

VIII. Closed Meeting Session

No closed session discussion.

IX. Next Meeting Date and Time

9:00am Wednesday, December 9th, at GLO Center
2-hour board training session

X. Adjournment

Lyle adjourns meeting at 11:21am.