



Commercial Club
Board of Directors Meeting
January 5th, 2016
Commercial Club Building
299 East Commercial Street

Board Members Present:

Mary Collette, President
Marty Cooper, Vice President
Anne Walls, Treasurer
Andy Walls, Secretary
Mona Pieron
Christine Schilling
Joe Gidman

Invitee: Jeff Barber, MU Extension Housing Specialist

I. Call to Order

Mary Collette, President, called the meeting to order at 5:09pm.

II. Review Agenda for Membership Meeting & Club Business

III. Standing Issues in Process:

- a. **C-Street Parking Enforcement, Public Meeting for Angled Parking**
- b. **Market Pavilion & Footbridge Plaza Smoke Free Zone / Rental Policies**
- c. **City Projects: Streetscape, Benton to Washington & Roundabout this spring**
- d. **Ellen seeking grant application opportunities... market structure?**
- e. **Events:**
 - i. C-Street Winter Stroll
 - ii. St. Pat's Parade/Joe Gidman
 - iii. Spring Loftwalk & Market Season Opener, April 23

IV. New Business

- a. Market Budget & contract signing with Rebekah
- b. Hammons School of Architecture Community Studies Project for MoHo Campus, presentation by Jeff Barber, approve funding?
 - i. Discussion of Community Studies Project
 1. Class of 15 students developing this project at a fraction of what it would cost hiring a firm or even architecture students.
 2. Looking at past projects in similar scope in looking at the scope of MoHo redevelopment project
 - ii. Discussion of funding sources to help fund the project.
 - iii. Discussion of Neighborhood Advisory Council involvement.

Motion: Reallocate the funds originally approved (\$500) for the Kitchen Campus building inventory toward this more extensive revitalization plan, "MoHo Community Reactivation Vision". Plus, reserve \$500 in the possibility of future investment after other funding sources have been determined.

Motion by: Mona Pieron

Second: Joe Gidman

Approved

V. Adjourn to General Membership Meeting

Mary Collette adjourns Board Meeting at 5:56pm



Commercial Club
General Membership Meeting
January 5th, 2016
Commercial Club Building
299 East Commercial Street

Board Members Present:

Mary Collette, President
Marty Cooper, Vice President
Anne Walls, Treasurer
Andy Walls, Secretary
Mona Pieron
Christine Schilling
Joe Gidman

Invitees:

Rebekah Batson, Manager, C-Street City Market
David Eslick and Jack Stinson, Car Show on C-Street for the Kilties

I. Call to Order

Mary Collette, President, called the meeting to order at 6:00pm.

II. Introductions & Successes

8 people were present in addition to board.

Successes:

- o Joe Gidman is soon to become a property owner!
- o Winter Walk partnership with Midtown Victorian Homes tour led to a wonderful event.

III. Old Business (Item moved forward for special guests)

- a. Car Show on C-Street for the Kilties, Saturday, May 14, 2016
- b. May 14th is the Saturday before Mother's Day. It precedes other car shows, so it would be the first car show for many car show enthusiasts for the year.
- c. Discussion of concerns
 - i. Parking Issues
 - ii. Interruption of Regular Business
 - iii. Vehicle and Foot traffic issues... possibility of using shuttles...
- d. David will prepare more information and look into ways to address neighborhood concerns and present them.

IV. Secretary's Report

Review minutes from December.

Motion: Approve Minutes from board meeting and general membership meetings.

Motion by: Anne Walls

Second: Joe Gidman

Approved

V. Treasurer's Report

Financial Report for December presented by Anne Walls.

Ending Balance for December: \$15,970.27

Numbers are looking strong in spite of lack of Loft Walk income due to change of schedule from fall to spring.

Motion: Approve December Financial Report.
Motion by: Joe Gidman
Second: Marty Cooper
Approved

VI. Club Business

a. Police Report/Clean Safe & Friendly

- i. Discussion of recent car break-ins.
- ii. Discussion of other issues and the important of calling 911 for all issues so that police can accurately track and deal with problems.

b. Neighborhood Teams

- i. Paul Parker presents recent issues that will be presented at the next Neighborhood teams meeting.
- ii. Discussion of rust on the footbridge and discussion of neighborhood
- iii. Issue of broken glass along Blaine coming from the two Hossmer buildings that are still waiting to begin renovation.

c. Market Report (Rebekah) and approve next year's budget

- i. Rebekah presented Market Budget, both existing and proposed budget for 2016. Discussion Ensues.

Motion: Accept proposed 2016 market budget.
Motion by: Joe Gidman
Second: Marty Cooper
Approved

d. CID Report

- i. Jennifer Sinn officially gave notice of resignation from the Community Development Coordinator position.
- ii. Holiday décor will be taken down over the next two days.

e. Parking: New Conservators, Club & CID public meetings for angled parking

- i. New parking conservators instated.

f. Events:

i. C-Street Winter Stroll Report

1. Event went really well for the district. Turnout and participation in punch cards were small, but partnership with the Midtown Victorian Homes Tour seemed to bring a lot of good business to the district.
2. Discussion on maybe reducing the number of strolls each year as well as redeveloping the punch cards and maybe requiring purchase to earn punch.

ii. St. Pat's Parade report (Joe)

1. Joe has been in discussion with the St. Pat's committee.
2. Discussion of issues including sponsorships from Commercial Street businesses.
3. Discussion of having C-Street CID fund a single Commercial Street ad and maybe upgrade to the larger ad sponsorship.

iii. Spring Loftwalk & Market Season Opener, April 23, 2016

1. Discussion of including non-typical vendors to help fill the City Market. Such as direct-sale vendor.

iv. Pets & Pumpkins location, ongoing discussion

VII. Old Business

- a. Route 66 Car Show, benefit Kilties by David Eslick (moved up in agenda?)
- b. CDBG Request/restrooms for market?
 - i. Something that Ellen might be able to help with once she returns.

VIII. **New Business**

- a. Hammons School of Architecture MoHo Project
 - i. Recap of earlier discussion on Community Studies class project.
- b. CVB rack cards
 - i. Preparing to print updated rack cards.

IX. **Next Meeting**

Board Meeting (Commercial Club Members Only)
Tuesday, February 2nd, at 5:30pm

General Membership Meeting (Open to Public)
Tuesday, February 2nd, at 6:00pm

X. **Adjournment**

Motion: Adjourn meeting at 7:40 pm
Motion by: Mona Pieron
Second: Anne Walls
Approved



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, January 13th, 2016
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

Gregg Johnson (President) (Non-Profit) [5/6]
Lyle Foster (Vice-President) (Property Owner/Business Owner) [6/6]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [6/6]
Mary Collette (Property Owner/Business Owner) [1/1]

Absent:

Robin Gilmore (Property Owner/Business Owner) [5/6]
Jina Gorham (Business Owner/Non-Property Owner) [3/6]
Kailey York (Treasurer) (Business Owner/Non-Property Owner) [3/6]

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: Mary Collette

Approved

III. Financial Report

Kailey is absent and will present December and January financials at the February meeting.

IV. Old Business

a. Board training session

- i. Discussion concerning waiting for spring or later both for potential weather as well as having a replacement Community Development Coordinator in place before the training session

b. Snow Removal

- i. John Carlson contracted for snow removal tasks.

c. Holiday decorations

- i. Wreaths have been removed

- ii. Jennifer has attempted but has not yet been able to contact Creason about removing the remaining swags. Some concern is expressed over the fact that he was paid in advance of performing service.

d. Information Kiosks

- i. No update as of yet. B&G, who did the original covers, will look at them, as well as public works will look at them to see to maintenance needs.

e. Safety and security

- i. New C.O.P. officer assigned to our district.

V. New Business

a. Save-a-Lot opening

- i. Progress being made

b. Litter concerns

- i. Cigarette butts an issue; possibly consider additional butt cans in strategic locations near Savoy and Cook's Kettle.

c. Advertising options

- i. Pricing for several advertising options discussed
- ii. Discussion of Mary convening with advertising committee to go over advertising options and collect costs and recommendations
- iii. Rack cards are in need of replenishing primarily for CVB circulation. Discussion of advertising committee modifying current design.

d. (additional item of discussion)Staffing Concerns

- i. Discussion of staffing needs with Jennifer resigning the Community Development Coordinator position. Discussion specifically of a primary contact person for the district, especially the challenges of using an employee that could change as the district spokesperson. Discussion specifically of utilizing an existing entity like the Commercial Club to manage the specific tasks like the contracted services for the district, and not rely on an employee to manage the ongoing details of maintenance or related services for the district.
- ii. Discussion of business retention and support and the importance of the CID in supporting the existing businesses in our district, and not trying to over extend the board's efforts.
- iii. Discussion that in lieu of additional meeting concerning replacement employee, that each board member create a list of priorities/tasks that need to be filled so that we can better get an idea of what we need as far as either an employee, or possibly tasks that can be reserved for contract basis and only sought and engaged when needed.

e. C-Street Loftwalk and City Market Season Opener

- i. Commercial Club annual request for CID support.
Motion: Support funding request of \$1,000 for Commercial Club funding request form to be submitted before receipt of check.

Moved: Mary Collette

Second: Andy Walls

Approved

- f. (additional item for discussion)**Bill Payment**
 - i. Discussion continues into vendors needing checks that wait longer than would be reasonable for any business or other person contracting similar services, as well as the expectations of a volunteer board.

Motion: CID will provide checks due for vendors on the 15th and 30th of each month.

Moved: Lyle Foster

Second: Mary Collette

Approved

Add agenda item for the next meeting:

Jeff Barber Hammons School of Architecture community project

- g. **Graphic design options**
 - i. Discussed along with staffing needs and the utilization of the advertising committee.
- h. **Disaster Preparedness**
 - i. Held for future discussion
- i. **Street Maintenance worker vests**
 - i. Discussion concerning district vests for workers, mainly John Carlson. Decision was for John Carlson to utilize his existing vest for now.
- j. **St. Patrick's Day Parade – Saturday, March 19th**
 - i. Discussion held.

VI. CID Coordinator Report

- a. Discussion of tasks that will need to be taken care of for upcoming meetings as far as posting meetings and filing reports, etc.
- b. Utilizing more volunteer effort for the time consuming tasks like distributing posters and similar tasks that don't need to be done by employee.
- c. Discussion of employee reporting to either a single person or committee instead of entire board.

VII. Public Comment

- a. No additional public comments

VIII. Next Meeting Date and Time

Wednesday, February 10th, 10:00AM at Drury on C-Street – 233 E. Commercial

IX. Adjournment

Gregg adjourns meeting at 11:43AM.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, February 10th, 2016
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

Gregg Johnson (President) (Non-Profit) [6/7]
Lyle Foster (Vice-President) (Property Owner/Business Owner) [7/7]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [7/7]
Robin Gilmore (Property Owner/Business Owner) [6/7]
Jina Gorham (Business Owner/Non-Property Owner) [4/7]

Absent:

Mary Collette (Property Owner/Business Owner) [1/2]
Kailey York (Treasurer) (Business Owner/Non-Property Owner) [3/7]

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 10:08 am.

II. Review and Approval of Previous Minutes

Review of minutes as presented by Secretary, Andy Walls.

Motion: Approve minutes from previous meeting.

Moved: Lyle Foster

Second: Robin Gilmore

Approved

III. Financial Report

Gregg Johnson, President, presented financial reports from both December and January on behalf of Treasurer.

December's Sales Tax Revenue: \$2,759.87

January's Sales Tax Revenue: \$2,050.04

Motion: Approve December and January Financials.

Moved: Lyle Foster

Second: Robin Gilmore

Approved

IV. New Business

a. Jeff Barber – Hammons School of Architecture Community Project

- i. Jeff Barber presents information on community project concerning the revisioning and development of the Missouri Hotel as well as the entirety of the entire block surrounding it comprised of Kitchen Inc. property
- ii. Joe Gidman (area property and business owner, Café Cusco & Chabom) offers that if the CID supports this project with \$750, he'll offer \$250 in support to total \$1,000 of support.

Motion: To approve \$750 support to the Hammons School of Architecture Community Project

Moved: Andy Walls

Second: Robin Gilmore

Approved

b. Rebekah Batson – Annual C-Street City Market Funding Request

- i. Rebekah Batson (C-Street City Market Manager) presents Market Funding request for the 2016 market season, giving an overview of additional efforts and expenditures this year.

Motion: Approve \$750 support for C-Street City Market

Moved: Robin Gilmore

Second: Andy Walls

Approved

c. 25th Annual National Christian Homeschool Basketball Championships

- i. Recap of advertising efforts with the Sports Commission and CVB. Discussion of continuing this efforts as well as possibility of looking at other similar opportunities with groups visiting Springfield.

Motion: Approve \$250 advertising with Sports Commission

Moved: Jina Gorham

Second: Lyle Foster

Approved

d. Bylaws – Attendance Requirement for Board of Directors

- i. Discussion on bylaws and modification - No Action

V. Old Business

a. Staffing Needs

- i. Discussion of staffing needs
- ii. Central point of contact for the district
- iii. Creation of CID@historicCstreet.com that forwards to entire district, and discussion of access to existing cstreetsgf@gmail.com as well as the existing google phone number.
- iv. Each board member will look at staffing needs and collect their thoughts on refining the job needs/expectations and priorities for staffing needs for the district

b. Board Training Session

- i. Held until staffing needs are resolved

c. St. Patrick's Day Parade – March 19th

Motion: Approve St. Pat's ad

Moved: Robin Gilmore

Second: Andy Walls

Approved

d. Holiday Decorations

- i. Will consult Kailey to confirm that no one is still waiting for a payment on holiday decorating services.

e. Information Kiosks

f. Safety and Security

g. Disaster Preparedness

h. Advertising Committee

- i. St. Pat's ad, revised rack cards, CVB visitor's guides and recent ad in "Welcome to Springfield" magazine shared to show some of the recent advertising efforts.

VI. Public Comment

- a. No Additional Public Comments

VII. Next Meeting

Wednesday, April 13th, 10:00AM at Drury on C-Street – 233 E. Commercial

VIII. Adjourn

Motion: Adjourn at 11:35am

Moved: Jina Gorham

Second: Robin Gilmore

Approved



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, April 13th, 2016
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

Gregg Johnson (President) (Non-Profit) [7/8]
Lyle Foster (Vice-President) (Property Owner/Business Owner) [8/8]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [8/8]
Robin Gilmore (Property Owner/Business Owner) [7/8]
Mary Collette (Property Owner/Business Owner) [2/3]
Kailey York (Treasurer) (Business Owner/Non-Property Owner) [4/8]

Absent:

Jina Gorham (Business Owner/Non-Property Owner) [4/8]

City of Springfield Representative: not present

I. Call to Order

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:08 am.

II. Review and Approval of Previous Minutes

Review of minutes as presented by Secretary, Andy Walls.

Motion: Approve minutes from previous meeting.

Moved: Kailey York

Second: Robin Gilmore

Approved

III. Financial Report

Kailey York presented the financial report from February and March.

February Sales Tax Revenue: \$3,402.81

March Sales Tax Revenue: \$2,841.64

Motion: Approve March Financials.

Moved: Mary Collette

Second: Lyle Foster

Approved

Motion: Approve February Financials (there was no meeting in March).

Moved: Kailey York

Second: Andy Walls

Approved

IV. New Business

a. Leslie Forrester – Dr. Tickle Memorial Sculpture Funding Request

- i. Leslie presents information on the Dr. Tickle Memorial Sculpture project.
- ii. Major remaining obstacles include both remaining funding needs of nearly \$3,000, plus the issue of liability insurance required by the City.
- iii. Discussion of using the \$1,000 to support the project, plus researching how we can help with the insurance for this and other future art projects.

Motion: To approve \$1,000 to support the cost of the sculpture
Moved: Mary Collette
Second: Kailey York
Approved

b. 2016-2017 Annual Budget (To Submit to City by May 31st)

- i. Discussion of budget for the next year.

Motion: Allocate \$1,500 from our existing surplus into our renewal reserve.
Moved: Mary Collette
Second: Kailey York
Approved

Adjustments discussed and Kailey will bring redrafted budget for approval next month.

V. Old Business

a. Staffing Needs

- i. Discussion of staffing needs
- ii. Discussion of hiring professional service provider like UDA or another entity to handle administration tasks like minutes, meeting preparation, reports, etc.

VI. Public Comment

- a. No Additional Public Comments

VII. Next Meeting

Wednesday, May 11th, 10:00AM at Drury on C-Street – 233 E. Commercial

VIII. Adjourn

Gregg Johnson adjourns meeting at 11:46am



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, May 11th, 2016
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

Gregg Johnson (President) (Non-Profit) [8/9]
Lyle Foster (Vice-President) (Property Owner/Business Owner) [9/9]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [9/9]
Robin Gilmore (Property Owner/Business Owner) [8/9]
Mary Collette (Property Owner/Business Owner) [3/4]
Kailey York (Treasurer) (Business Owner/Non-Property Owner) [5/9]

Absent:

Jina Gorham (Business Owner/Non-Property Owner) [4/9]

City of Springfield Representative: not present

I. Call to Order

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:15 am.

II. Review and Approval of Previous Minutes

Review of minutes as presented by Andy Walls.

Motion: Approve minutes from previous meeting.

Moved: Kailey York

Second: Robin Gilmore

Approved

III. Financial Report

Kailey York presented the financial report from April.

April Sales Tax Revenue: \$2,239.09

Motion: Approve April Financials.

Moved: Mary Collette

Second: Robin Gilmore

Approved

IV. New Business

a. Update on Dr. Tickle Memorial Sculpture

i. Discussion on Dr. Tickle Memorial Project

b. Holiday Décor

i. Discussion on holiday décor for the district, buildings, streetlamps, as well as the buildings facing Blaine Street.

- c. **Advertising Committee – Gathering Bids for New C-Street Banners**
 - i. Advertising Committee will work on design and gathering quotes for new district banners.
- d. **Footbridge Update**
 - i. Discussion on the closed footbridge
- e. **2016-2017 Annual Budget (To Submit to City by May 31st)**
 - i. Discussion on budget for submission to the City
 - ii. Lyle suggests a cover letter to explain the budget as submitted, since the deficit may raise some question.

Motion: Add a cover letter to the budget as submitted to the City to explain the budget, specifically to address the deficit.

Moved: Mary Collette

Second: Robin Gilmore

Approved

V. Old Business

a. Protocol/Bylaws – Board Member Attendance Policy

Motion: Contact Jina and see if she wishes to resign from the CID as a board member, as she has been absent to a majority of the meetings over the past year with no communication with the board concerning these absences.

Moved: Kailey York

Second: Lyle Foster

Approved

b. Staffing Needs

- i. Discussion of needs for staff person.
- ii. Robin will see if Kyle (one of her employees) will be willing to take on the Litter removal contract for weekly litter removal in the district, since we just lost our litter removal person.

VI. Public Comment

- a. No Additional Public Comments

VII. Next Meeting

Wednesday, June 8th, 10:00AM at Drury on C-Street – 233 E. Commercial

VIII. Adjourn

Gregg Johnson adjourns meeting at 11:23am



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, July 15th, 2016
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

Gregg Johnson (President) (Non-Profit) [1/1]
Lyle Foster (Vice-President) (Property Owner/Business Owner) [1/1]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [1/1]
Kailey York (Treasurer) (Business Owner/Non-Property Owner) [1/1]
Mary Collette (Property Owner/Business Owner) [1/1]

Absent:

Robin Gilmore (Property Owner/Business Owner) [0/1]
Jina Gorham (Business Owner/Non-Property Owner) [0/1]

City of Springfield Representative: not present

I. Call to Order

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:15 am.

II. Review and Approval of Previous Minutes

Review of minutes as presented by Andy Walls.

Motion: Approve minutes from previous meeting.

Moved: Kailey York

Second: Mary Collette

Approved

III. Financial Report

Kailey York presented the financial report from May and June.

May Sales Tax Revenue: \$5,251.41

June Sales Tax Revenue: \$3,024.18

Motion: Approve both May and June Financials.

Moved: Mary Collette

Second: Lyle Foster

Approved

IV. New Business

a. Grant Proposal

- i. Mary gives an update on community effort to seek grant funding for improving the footbridge as a tourist destination. The grant application needs to indicate other funding sources and showing a financial commitment is required for application to proceed.

Motion to: Approve \$5,000 support to grant request so application process can move forward.
Moved: Kailey York
Second: Lyle Foster
Approved

b. Trash Collection

- i. Sarah Byrd will not be continuing litter removal contract. She recommended an employee from Big Momma's as a replacement, plus Robin has mentioned that her employee, Kyle, would be able to utilize to fulfill the litter removal tasks for the district.

c. Landscaping (added topic)

- i. Discussion of next years landscaping budget as well as plans for expanding our landscaping efforts throughout the district.

d. Advertising Committee – Gathering Bids for New C-Street Banners

- i. Advertising Committee will work on design and gathering quotes for new district banners.
- ii. Mary Collette showed the new designs for replacement banners as well as additional banners to include the new streetscape on the east end of the district. She will bring a lifesize print of a few examples of the banner for approval next month.
- iii. Plus, Mary presents the new CID logos for use anytime we need a logo to identify the Commercial Street CID.

e. Street Closures

- i. Discussion of issues concerning street closures in the district.

f. Upcoming Officer Election

- i. Officer elections are expected to happen next month.

V. Old Business

a. Protocol/Bylaws – Board Member Attendance Policy

- i. Still no success in contacting Jina about her intentions concerning her position on the CID board of directors.
- ii. Gregg will send a letter asking for her to make a decision concerning her board seat in light of the fact that she's been too busy to stay in contact with the board. The purpose is to confirm her intentions concerning her seat on the CID Board of Directors.

b. Staffing Needs

- i. Discussion concerning idea of paying someone ala carte for running a specific event like the neighborhood garage sale event.
- ii. Mary wants to approach Ryan Villapiano about running this event to test this out.

Motion to: Offer Ryan up to \$400 to manage neighborhood garage sale.
Moved: Mary Collette
Second: Lyle Foster
Approved

VI. Public Comment

- a. No Additional Public Comments

VII. Next Meeting

Wednesday, August 10th, 10:00AM at
Drury on C-Street – 233 E. Commercial

VIII. Adjourn

Gregg Johnson adjourns meeting at 11:19am



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, August 10th, 2016
Drury Extension on C-Street**

Board Members Present [Attendance/Meetings]:

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

Absent:

Jina Gorham (Business Owner/Non-Property Owner) [0/2]

City of Springfield Representative: not present

I. Call to Order

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:01 am.

II. Review and Approval of Previous Minutes

Review of minutes as presented by Andy Walls.

Motion: Approve minutes from previous meeting.

Moved: Kailey York

Second: Lyle Foster

Approved

III. Financial Report

Kailey York presented the financial report from July.

July Sales Tax Revenue: \$1,440.88

Motion: Approve July Financials.

Moved: Lyle Foster

Second: Mary Collette

Approved

IV. New Business

a. Advertising Committee

i. New Banners

Motion: To approve \$5,000 expenditure on the 50 new banners designed by Imagination for the district.

Moved: Mary Collette

Second: Robin Gilmore

Approved

b. Trash

- i. Haley at Big Momma's is interested in taking over the litter removal contract that Sarah will no longer be fulfilling.

Motion: Switch litter removal contract to Haley, for her to remove litter from the district at least once a week for \$200/month, checking in with Deena Jones as her primary contact.

Moved: Kailey York

Second: Robin Gilmore

Approved

c. Holiday Decorations

- i. Discussion of holiday decorating efforts. Robin has been looking at her various suppliers for district holiday decorations for the district.
- ii. Deena will purchase and distribute mums through the district. Will coordinate with Robin as far as the budget.

d. First Annual C-Street Swap Meet

- i. Saturday, September 17, 2016
- ii. Booths throughout the district in parking lots and on sidewalks hopefully involving not only people in our own neighborhood but in surrounding communities.
- iii. Lyle will discuss prior conversations with the City concerning hosting this event in our district.

e. CVB Advertising

- i. CVB has upgraded the visitor's guide and has different options available. Mary presents an option to upgrade our ad to a larger size at a cost of \$1,400.

Motion: Approve \$1,400 to upgrade the CVB ad for the district.

Moved: Kailey York

Second: Mary Collette

Approved – Lyle abstained

f. Halloween

- i. Robin discussed starting a neighborhood Halloween event that would involve a parade, candy, costume contests. Roundtree neighborhood has a widely successful Halloween parade event that has grown in size so much that Robin feels that they won't be able to continue and we should be the first to establish a parade to pull some of the same demographic into our district.
- ii. Discussion on allocating funds for the Halloween trick or treat event with the intent of growing the event into a neighborhood parade with costume contests.

Motion: To allocate \$400 for Ryan to plan and manage Halloween event.

Moved: Lyle Foster

Second: Kailey York

Approved

g. Grant Application for Footbridge Improvements

- i. Mary gives an update on the grant application. The grant requires a financial match and there's still a question of whether or not TIF funds could be utilized.

h. Seat Vacancy

- i. Jina Gorham is still out of contact and has not been in attendance. Discussion continues over how to deal with her absence and filling her vacant seat.

Motion to: Declare Jina's vacant and seek a replacement.

Moved: Lyle Foster

Second: Mary Collette

Approved

Board will utilize the previous nominating committee (Andy Walls, Robin Gilmore, and Christine Schilling) to seek a replacement.

i. Officer Election

- i. Discussion of officer positions.

j. Security Cameras

- i. Recent vandalism brings to light the benefit of providing security cameras for especially our parking areas. Discussion continues into costs of implementation in the district.

k. Paypal Account

- i. To facilitate funds management for events like the neighborhood swap meet, Kailey will look into the possibility of setting up a paypal account for the CID.

V. Old Business

a. Protocol/Bylaws – Board Member Attendance Policy

- i. No Discussion.

VI. Public Comment

- a. No Additional Public Comments

VII. Next Meeting

Wednesday, September 14th, 10:00AM
at Drury on C-Street – 233 E. Commercial

VIII. Adjourn

Gregg Johnson adjourns meeting at 11:16am



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, September 14th, 2016
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]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [3/3]
Mary Collette (Property Owner/Business Owner) [3/3]
Robin Gilmore (Property Owner/Business Owner) [2/3]

Absent:

Kailey York (Treasurer) (Business Owner/Non-Property Owner) [2/2]

City of Springfield Representative: not present

I. Call to Order

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:06 am.

II. Review and Approval of Previous Minutes

Review of minutes from August as presented by Andy Walls.

Motion: Approve minutes from previous meeting.
Moved: Lyle Foster
Second: Robin Gilmore
Approved

III. Financial Report

Kailey York is closing her business and has submitted her resignation from the C-Street CID Board of Directors.

No financial report other than Sales Tax Revenue.

August Sales Tax Revenue: \$5,351.78

IV. New Business

a. Event Funding Request

i. Pets and Pumpkins – October 15th

1. Request for \$1,000 to support event request for cleaning, security, and restroom facilities.

Motion to: Approve \$1,000 request for event support for Pets and Pumpkins.
Moved: Mary Collette
Second: Robin Gilmore
Approved

ii. Thriller on C-Street – October 22nd

- 1. Request for \$1,000 to support event request for lighting, security, and restroom facilities.**

Motion to: Approve \$1,000 request for event support for Thriller on C-Street.

Moved: Lyle Foster

Second: Robin Gilmore

Approved – Andy Abstained

iii. White River Brewing Event

- 1. Hailey with White River presents information on the October 1st celebration of White River’s first anniversary. This will be the first street closure to utilize the public liquor sales/consumption allowance that was recently passed by City Council for our district.**

Motion to: Support White River’s Street Closure and first use of the Liquor License allowance for public event.

Moved: Mary Collette

Second: Robin Gilmore

Approved

b. Board Seat Vacancy

- i. Nominating Committee recommends Rebekah Polly with Activities as interim director for the seat previously filled by Jina Gorham, term expiring in 2019.**

Motion to: Accept Rebekah Polly as interim director.

Moved: Mary Collette

Second: Lyle Foster

Approved

ii. New Vacancy

- 1. Kailey York has resigned from the board of directors, so the Nominating Committee will seek another candidate. This seat requires a business owner and not an owner of property within the district. This seat has a term that expires in 2019.**

c. Officer Election

- i. Discussion on officer positions.**

Motion to: Table until October meeting.

Moved: Mary Collette

Second: Robin Gilmore

Approved

V. Old Business

a. Trash Collection

- i. Haley has started but had questions on boundaries of the area she should be working within as far as the district and its main accesses.**

b. Advertising Committee

- i. Mary shares the Welcome to Springfield Magazine ad in the Sept/Oct edition.

c. Bylaws

- i. Discussion of bylaw revisions that need to be made. Andy will send out an electronic version of the bylaws. Main concerns will hinge on the possibility of merging the secretary and treasurer position, attendance requirement

d. Holiday Decorating

- i. Discussion of adjusting the holiday décor budget.
- ii. Deena will put a bid together for handling the labor of assembling, installing, and removing the holiday décor. We will also look into utilizing volunteer effort to help offset some of the labor costs.

VI. Public Comment

- a. No Additional Public Comments

VII. Next Meeting

Wednesday, October 12th, 10:00AM
at Drury on C-Street – 233 E. Commercial

VIII. Adjourn

Gregg Johnson adjourns meeting at 11:01am



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, October 12th, 2016
Drury Extension on C-Street
233 E. Commercial St.**

Board Members Present [Attendance/Meetings]:

Gregg Johnson (President) (Non-Profit) [4/4]
Lyle Foster (Vice-President) (Property Owner/Business Owner) [4/4]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [4/4]
Mary Collette (Property Owner/Business Owner) [4/4]

Absent:

Robin Gilmore (Property Owner/Business Owner) [3/4]

City of Springfield Representative: not present

I. Call to Order

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:12 am.

II. Review and Approval of Previous Minutes

Review of minutes from September as presented by Andy Walls.

Motion: Approve minutes from previous meeting.
Moved: Mary Collette
Second: Lyle Foster
Approved

III. Financial Report

Treasurer office is still vacant. No financial report other than Sales Tax Revenue.

September Sales Tax Revenue: \$2852.47

Discussion of utilizing 3rd party to maintain financial records and handle reporting. Mary will collect bids so that we can make a decision next month.

IV. New Business

a. Snow Removal/Ice Melt

- i. Discussion of snow removal needs and current contract.
- ii. Discussion on distributing ice melt to businesses in the district

b. Board Seat Vacancy

- i. Discussion of Nominating Committee seeking additional candidates for seat previously filled by Kailey. Requirements: Business Owner and Non-property Owner. Seat term expires in 2019.

c. Officer Election

- i. Discussion of delaying officer election until decision can be made on what financial services will be secured via 3rd party and what the treasurer's job will include.

V. Old Business

a. Trash Collection

- i. Discussion on trash collection tasks as well as area to be covered. Now that the east end of the street is open for pedestrian and vehicular traffic, it will need more attention.

b. Advertising Committee

- i. Banners are finished and ready to be hung. Mary is coordinating with Public Works to get the banners up before the holidays.

c. Bylaws

- i. Discussion of differences between bylaws and petition. Andy will look over the two and include missing elements from petition into the bylaws.

d. Holiday Decorations

- i. Mary will coordinate volunteer efforts for the holiday decorating tasks. Deena and Mary will meet with Robin to set up a timeline for decorating as well as timeline for removing holiday décor after the holidays.
- ii. Mum distribution went well and everyone seemed appreciative.

VI. Public Comment

- a. No Additional Public Comments

VII. Next Meeting

Wednesday, November 9th, 10:00AM
at Drury on C-Street – 233 E. Commercial

VIII. Adjourn

Gregg Johnson adjourns meeting at 11:00 am



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, November 9th, 2016
Drury Extension on C-Street
233 E. Commercial St.**

Board Members Present [Attendance/Meetings]:

- Gregg Johnson (President) (Non-Profit) [5/5]
- Lyle Foster (Vice-President) (Property Owner/Business Owner) [5/5]
- Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [5/5]
- Mary Collette (Property Owner/Business Owner) [5/5]
- Robin Gilmore (Property Owner/Business Owner) [4/5]
- Rebekah Polly (Business Owner) [1/1]

City of Springfield Representative: Matt Schaefer

I. Call to Order

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:04 am.

II. Review and Approval of Previous Minutes

Review of minutes from October as presented by Andy Walls.

Motion: Approve minutes from previous meeting.
Moved: Mary Collette
Second: Robin Gilmore
Approved

III. Financial Report

Treasurer office is still vacant. No financial report other than Sales Tax Revenue.

October Sales Tax Revenue: \$1,379.85

IV. Old Business

a. Trash Collection – Weekly Litter Cleanup

- i. Discussion of how to better manage weekly litter removal.

b. Snow Removal/Ice Melt

- i. Discussion of best way to manage distribution of ice melt.
- ii. Discussed a couple of options:
 - 1. Adding onto the existing snow removal contract to include spreading ice melt as needed in the district.
 - 2. Adding onto the existing landscaping contract to include spreading ice melt as needed in the district.

c. Staffing Needs

- i. Accountant Jamie Evans is willing to attend monthly meetings and handle bookkeeping and accounting tasks needed by the CID.

Motion to: Contract Jamie Evans for bookkeeping and accounting services at a minimum of \$150/month.

Moved: Mary Collette

Second: Lyle Foster

Approved

- ii. Lyle expresses concern about the void of a coordinator or staff person to help with the general tasks and coordination of district efforts in advertising, public relations, etc. Discussion of general staffing needs and concerns ensues.

d. Board Seat Vacancy

Motion to: Nominate Ryan Baker to serve as interim director for seat expiring in 2019.

Moved: Mary Collette

Second: Robin Gilmore

Approved

e. Officer Election

- i. Gregg turns over chair to VP, Lyle Foster, for purposes of election.

Motion to: Retain current roster of officer positions.

Moved: Mary Collette

Second: Gregg Johnson

Approved

President: Gregg Johnson

Vice President: Lyle Foster

Secretary: Andrew Walls

- ii. Discussion of vacant Treasurer position.

Motion to: Nominate Rebekah Polly for Treasurer

Moved: Mary Collette

Second: Robin Gilmore

Approved

Rebekah Polly is accepted as treasurer

f. Advertising Committee

- i. Banners ready to be hung. Holiday decorating crew has distributed wreaths throughout the district and candy cane striping on the light poles.

g. Bylaws – Review and Revision

- i. Andy will send a digital copy to the entire board for review so that everyone gets a chance to look over the bylaws for discussion at next meeting.

V. New Business

a. First Friday Art Walk

- i. First Friday Art Walk is considering adding the Commercial Street Historic District. Discussion of using CID funds to help subsidize costs to make it viable for businesses to join First Friday Artwalk and facilitate the addition of Commercial Street as a district.

VI. Public Comment

- a. No Additional Public Comments

VII. Next Meeting

Wednesday, December 14th, 10:00AM
at Drury on C-Street – 233 E. Commercial

VIII. Adjourn

Gregg Johnson adjourns meeting at 11:03 am



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
10:00am, December 14th, 2016
Drury Extension on C-Street
233 E. Commercial St.**

Board Members Present [Attendance/Meetings]:

Lyle Foster (Vice-President) (Property Owner/Business Owner) [6/6]
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [6/6]
Mary Collette (Property Owner/Business Owner) [6/6]
Robin Gilmore (Property Owner/Business Owner) [5/6]
Ryan Baker (Business Owner) [1/1]

Absent:

Gregg Johnson (President) (Non-Profit) [5/6]
Rebekah Polly (Business Owner) [1/2]

City of Springfield Representative: Matt Schaefer (not present)

I. Call to Order

Vice President, Lyle Foster, called the Commercial Street Community Improvement District Meeting to order at 10:02 am.

II. Review and Approval of Previous Minutes

Review of minutes from November as presented by Andy Walls. Typo correction on previous financial report in section III.

Motion: Approve minutes from previous meeting.

Moved: Mary Collette

Second: Robin Gilmore

Approved

III. Financial Report

Jamie Evans gives her first financial report for the CID. Preliminary report still needs some adjustment. Jamie was able to speak with the previous treasurer, but there are still some things that need to be fixed like the current mailing address.

November Sales Tax Revenue: \$4,381.32.

Motion: Approve financial report for November.

Moved: Robin Gilmore

Second: Mary Collette

Approved

IV. Old Business

a. Trash Collection – Weekly Litter Cleanup

- i. Courageous Church has been leaving jackets, scarves, etc. around the street. Mary is going to call them to ask them to stop since the items they are leaving are not being taken and are becoming litter in the district.
- ii. Discussion about leaf removal in the district.

b. Snow Removal/Ice Melt

- i. Discussion of best way to manage distribution of ice melt. Current plan is to contact Deena and either she or one of her staff will come spread ice melt. Won't have an idea of cost until after she's done it the first time and has an idea of the time investment.

c. Staffing Needs

- i. No discussion.

d. Advertising Committee

- i. Mary shares the new ad created for the CVB as well as the current "Welcome to Springfield" magazine with the ad for the district as well as the various other ads for businesses in the district.
- ii. Discussion of the Luminaries and specifically how they might not have been as effective as planned.
- iii. Ryan will be joining Anne and Mary on the Advertising Committee.

e. Bylaws – Review and Revision

- i. Digital copy was emailed. Everyone will gather their thoughts for discussion at the beginning of the year.

f. First Friday Art Walk

- i. No Discussion.

V. New Business

a. Update on Footbridge

- i. Mary gives an update on the hotel/motel sales tax request to help with the Footbridge project.

VI. Public Comment

- a. Discussion about Alleyway Art Parties that will be starting up in the spring at the same time as C-Street City Market.
- b. Lyle mentioned distributing an annual report at the beginning of 2017.

VII. Next Meeting

Wednesday, January 11th, 10:00AM
at Drury on C-Street – 233 E. Commercial

VIII. Adjourn

Lyle Foster adjourns meeting at 10:51am