



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, January 11<sup>th</sup>, 2017  
Drury Extension on C-Street  
233 E. Commercial St.**

**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]  
Mary Collette (Property Owner/Business Owner) [7/7]  
Ryan Baker (Business Owner) [2/2]  
Rebekah Polly (Business Owner) [2/3]

**Absent:**

Robin Gilmore (Property Owner/Business Owner) [5/7]

**City of Springfield Representative:** Matt Schaefer (not present)

**I. Call to Order**

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:05 am.

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

Review of minutes from December as presented by Andy Walls.  
Correction to be made to attendance record.

**Motion:** Approve minutes from previous meeting.

**Moved:** Mary Collette

**Second:** Lyle Foster

**Approved**

**III. Financial Report**

Currently, we will have to establish a static mailing address. Gregg will look into utilizing 299 E. Commercial (The Commercial Club building) as our physical address, plus securing a post office box for receiving mail.

December Sales Tax Revenue: \$2,823.59.

Due to virus, Jamie's computer was not working and she was unable to bring a financial report. Will be presented by email and looked at next month.

**IV. Old Business**

**a. Trash Collection – Weekly Litter Cleanup**

- i. Discussion of having Hailey report to Deena for litter pickup. Plus, discussion of scheduling litter pickup at least a couple of times a week as we get into the spring and nicer weather.

**b. Snow Removal/Ice Melt**

- i. Arrangement with John Carlson is re-established. Ice melt is being moved to the Commercial Club building. The Snow blower is being relocated to Rick Gilmore's storage building on the west end of the street for easier access. We still have a pallet of ice melt in storage at Springfield Paper that is being stored at no cost.

**c. Staffing Needs**

- i. Discussion of part time employee.  
**Motion:** To create an executive committee to refine the job description to enable us to seek a new part time employee.  
**Moved:** Mary Collette  
**Second:** Rebekah Polly  
**Approved**

**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. Xmas décor has been removed and will need to be boxed up for storage.

**e. Bylaws – Review and Revision**

- i. Digital copy will be emailed again to entire board for discussion at next meeting.

**f. First Friday Art Walk**

- i. Lyle is looking to have some updated information after their upcoming board meeting on the 17<sup>th</sup>.

**g. Update on Footbridge**

- i. Mary gives an update. City Council has an upcoming luncheon for discussion with the community, plus petition effort underway to gather support for renovating the footbridge. Digital petition online at [change.org](http://change.org) in addition to the printed petition sheets that are circulating through the businesses.

**V. New Business**

- a. Discussion of recent property sales in the district.
- b. Discussion of Street Closures, their impact on the district, as well as concerns about the process with the city granting street closures.

**VI. Public Comment**

- a. Upcoming meeting for the Alleyway Art Party. Creation of Facebook page specifically for art parties and other art and creative activities in the district.

**VII. Next Meeting**

Wednesday, February 8<sup>th</sup>, 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, February 8<sup>th</sup>, 2017  
Drury Extension on C-Street  
233 E. Commercial St.**

**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]  
Rebekah Polly (Business Owner) [3/4]  
Robin Gilmore (Property Owner/Business Owner) [6/8]  
Ryan Baker (Business Owner) [3/3]

**Absent:**

Mary Collette (Property Owner/Business Owner) [7/8]

**City of Springfield Representative:** Matt Schaefer (not present)

**I. Call to Order**

President, Gregg, called the Commercial Street Community Improvement District Meeting to order at 10:05 am.

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

Review of minutes from January as presented by Andy Walls.

**Motion:** Approve minutes from previous meeting.

**Moved:** Lyle Foster

**Approved**

**III. Financial Report**

January Sales Tax Revenue: \$2,134.99

**Motion:** Accept January Financial Report

**Moved:** Robin Gilmore

**Second:** Lyle Foster

**Approved**

**IV. Old Business**

**a. Staffing Needs**

i. Executive Committee will work on refining job description to share with board for review before prospective candidates are interviewed.

**b. Bylaws – Review and Revision**

i. Everyone confirmed receipt of electronic file that Andy prepared to show differences between petition and current bylaws. Everyone will email thoughts and recommendations to Andy so that he can revise document for everyone's review.

**c. First Friday Artwalk**

- i. No update yet.

**d. Update on Footbridge**

- i. City Council announced decision to restore footbridge as historic landmark. Next step is to seek funding sources. City already has money earmarked that will cover design costs.

**V. New Business**

**a. C-Street City Market Funding Request**

- i. Amy Truitt, C-Street City Market Manager, presents request for funds.
- ii. Discussion on request and review of Market requests from last year.

**Motion:** To approve \$1,750, the same amount as last year between the combined market request and Loftwalk and Market Season Opener

**Moved:** Robin Gilmore

**Second:** Andy Walls

**b. Advertising Committee**

- i. Move forward with submitting revised ad.

**c. Northside Betterment**

- i. Has a lot of participation already from the area neighborhoods and may be a good organization with whom to consider more active participation.

**d. Chamber of Commerce**

- i. Discussion of potential benefits in joining as a district

**Motion:** To investigate gaining membership for district

**Moved:** Robin Gilmore

**Second:** Rebekah Polly

**Approved**

**e. Alleyway Art Party (Additional Item)**

- i. Rebekah gives an update from the last Alleyway Art Party meeting. Looking for fresh new ideas.

**VI. Public Comment**

- a. Upcoming meeting for the Alleyway Art Party. Creation of Facebook page specifically for art parties and other art and creative activities in the district.

**VII. Next Meeting**

Wednesday, March 8<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

**VIII. Adjourn**

Gregg Johnson adjourns meeting at 11:22am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, March 8<sup>th</sup>, 2017  
Drury Extension on C-Street  
233 E. Commercial St.**

**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) [7/9]  
Ryan Baker (Business Owner) [4/4]

**Absent:**

Mary Collette (Property Owner/Business Owner) [7/9]

**City of Springfield Representative:** Matt Schaefer (not present)

**I. Call to Order**

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

**II. New Business**

**a. Chamber of Commerce**

i. Presentation by Dori Grinder and Kiley Haynes with the Springfield Area Chamber of Commerce

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

Review of minutes from February as presented by Andy Walls. Indication of approval missing from the item V.a: Market Funding Request

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

**IV. Financial Report**

February Sales Tax Revenue: \$4,602.99

**Motion:** Accept February Financial Report  
**Moved:** Andy Walls  
**Second:** Robin Gilmore  
**Approved**

**V. Old Business**

**a. First Friday Art Walk**  
**b. Update on Footbridge**

**VI. New Business**

**a. Northside Betterment Association**

**b. Chamber of Commerce membership**

- i. Discussion of Benefits to Members of our District

**Motion:** To join Chamber of Commerce, at \$500/year.

**Moved:** Robin Gilmore

**Second:** Lyle Foster

**Approved**

**c. Commercial Street Criterium**

- i. Shawn Hayden presents proposal for bringing back the Criterium, previously held in the district in 2010. This is a Sunday event that would close streets toward the west end of the district for bike racing.

**Motion:** To support street closure request

**Moved:** Ryan Baker

**Second:** Lyle Foster

**Approved**

**d. Landscaping**

- i. Discussion on East-End Streetscape and landscaping concerns.

**VII. Public Comment**

**VIII. Next Meeting**

Wednesday, April 11<sup>th</sup>, 10:00AM

at Drury on C-Street – 233 E. Commercial

**IX. Adjourn**

Gregg Johnson adjourns meeting at 10:51am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, April 12<sup>th</sup>, 2017  
Drury Extension on C-Street  
233 E. Commercial St.**

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

Lyle Foster (Vice-President) (Property Owner/Business Owner) [10/10]  
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [10/10]  
Robin Gilmore (Property Owner/Business Owner) [8/10]  
Ryan Baker (Business Owner) [5/5]  
Mary Collette (Property Owner/Business Owner) [8/10]

**Absent:**

Gregg Johnson (President) (Non-Profit) [8/10]

**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 10:08 am.

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

Review of minutes from March as presented by Andy Walls.

**Motion:** Approve minutes from previous meeting.

**Moved:** Robin Gilmore

**Second:** Ryan Baker

**Approved**

**III. Financial Report**

March Sales Tax Revenue: \$3,868.33

**Motion:** Accept March Financial Report

**Moved:** Robin Gilmore

**Second:** Ryan Baker

**Approved**

**IV. Old Business**

**a. Update on Footbridge**

- i. A second engineering firm, VS Engineering, has been engaged to give an assessment on the footbridge.
- ii. Discussion on development of Frisco Lane.

**b. Staffing Needs**

- i. Discussion of needs concerning renewal of the district and CID tax. Issues concerning process as well as expansion of the district.

**V. New Business**

**a. Welcoming New Businesses to the District**

- i. Also related to staff needs, but we need to look at efforts in welcoming new businesses into our district.
- ii. Looking for the packets that Jennifer put together so we can update and circulate those to the new businesses.

**b. Landscaping – East-End Streetscape**

- i. Discussion of the new landscaping and how it will work into our existing landscaping efforts since the City will be using their own landscaping service.

**c. Advertising Committee – Street Banners**

**i. Additional Banners**

1. New Streetscaping will require 6 additional banners.

**ii. New Streetlights on Boonville, Campbell and Benton**

1. Mary has already contacted Public Works and they are willing to add our banners to the similar light poles that were used on Boonville and Campbell leading into the district.

**Motion:** To move forward with Imaginational and see if we can get 24 banners for \$770. Alternatively, see if we can get 20 banners at \$700, if 24 is not viable, and just plan on doing all the poles except the southernmost poles on Boonville and Campbell.

**Moved:** Mary Collette

**Second:** Andy Walls

**Approved**

**iii. Updating the Kiosks**

1. Using a regular printing schedule to keep the kiosks updated

**d. Financial Planning**

**i. 2017-2018 Annual Budget (Due to City by May 31<sup>st</sup>)**

1. Next meeting we'll need to approve our annual budget.
2. Discussion of ideas that we may like to see addressed in the new budget.

**ii. 2016-2017 Annual Report**

1. A way to inform the public of the efforts and accomplishments of the CID so the public has an opportunity to see the value in the CID tax generated by our district.

**VI. Public Comment**

- a. Buzz with White River Brewing presents information on the upcoming anniversary event which currently is our only annual event utilizing the open-container liquor allowance permitted by the city for our district. Street closure on October 7th will start around 9am for setup. The event runs from 2pm – 6pm. Discussion of negative impact street closures have on businesses. Discussion of signage to help traffic disruption and help encourage people to still visit the rest of the district.



**Motion:** To support street closure request for White River's upcoming anniversary event.  
**Moved:** Mary Collette  
**Second:** Ryan Baker  
**Approved**

**VII. Next Meeting**

Wednesday, May 10<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

**VIII. Adjourn**

Andy Walls adjourns meeting at 11:02am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, May 10<sup>th</sup>, 2017  
Drury Extension on C-Street  
233 E. Commercial St.**

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

- Gregg Johnson (President) (Non-Profit) [9/11]
- Lyle Foster (Vice-President) (Property Owner/Business Owner) [11/11]
- Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [11/11]
- Robin Gilmore (Property Owner/Business Owner) [9/11]
- Ryan Baker (Business Owner) [6/6]
- Mary Collette (Property Owner/Business Owner) [9/11]

**City of Springfield Representative:** Matt Schaefer (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 from April as presented by Andy Walls.

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

**III. Financial Report**

April Sales Tax Revenue: \$1,464.15

**Motion:** Accept April Financial Report  
**Moved:** Mary Collette  
**Second:** Andy Walls  
**Approved**

**IV. Old Business**

**a. Update on Footbridge**

- i. Mary gives an update from presentation given by the City, Great River Engineering, and VS Engineering, concerning the footbridge project.

**Motion:** To Authorize up to \$1,000 to support expenses in the Footbridge renovation.  
**Moved:** Andy Walls  
**Second:** Robin Gilmore  
**Approved**

**b. Landscaping**

- i. Discussion on landscaping efforts in the new streetscape on the east end of the district.

**c. Staffing Needs**

- i. Still developing a job description.
- ii. Looking at needs for additional litter pickup as we head into warmer months.

**V. New Business**

**a. Advertising Committee**

i. Kiosk Update

1. Ryan presents information on updating the kiosks. Proposed costs and discussion on modifications or future updates.

**Motion:** To Approve funding the update and install of the district map and maintenance for the first year, reprinting as needed.

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Approved**

ii. Website Maintenance

1. Discussion of allocating funds to help pay for regular monthly maintenance for [www.historiccstreet.com](http://www.historiccstreet.com) by Pritel.

**Motion:** To allocate \$100/month for Pritel for website updates/maintenance.

**Moved:** Lyle Foster

**Second:** Ryan Baker

**Approved**

iii. District Ribbon Cutting

1. Discussion of setting up district ribbon cutting for all the new businesses in the district.

**b. CID Meeting Location**

- i. Gregg will find out if/when Drury will no longer lease the gallery space on C-Street and thus create the need for a new meeting location.

**c. (Added item) Presentation by Steven Faler of Best Version Media**

- i. Springfield Living magazine, distributed specifically to residents in south side neighborhoods.

**Motion to Table**

Gregg Moves to Table until August meeting.

**d. Financial Planning**

**i. 2017-2018 Annual Budget (Due to City by May 31<sup>st</sup>)**

1. Discussion on budget items going into the next fiscal year.

**Motion:** To allow Jamie to unclutter our accounts and simplify our budget for submission to the City.

**Moved:** Andy Walls

**Second:** Ryan Baker

**Approved**

**ii. 2016-2017 Annual Report**

1. Discussion of Annual Report.

**VI. Public Comment**

Discussion of utilizing excess funds toward additional advertising like billboard options. Ryan is already looking at ways to make billboard advertising more affordable for multiple businesses and sharing a digital billboard to reduce costs for individual businesses.

**VII. Next Meeting**

Wednesday, June 14<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

**VIII. Adjourn**

Gregg adjourns meeting at 11:30am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, June 14<sup>th</sup>, 2017  
Drury Extension on C-Street  
233 E. Commercial St.**

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

Gregg Johnson (President) (Non-Profit) [10/12]  
Lyle Foster (Vice-President) (Property Owner/Business Owner) [12/12]  
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [12/12]  
Robin Gilmore (Property Owner/Business Owner) [10/12]  
Ryan Baker (Business Owner) [7/7]  
Mary Collette (Property Owner/Business Owner) [10/12]

**City of Springfield Representative:** Matt Schaefer (not present); Tim Smith; Sarah Kerner

**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 May as presented by Andy Walls.

Addition/Correction:

Item V.a.i: Add amount of "up to \$500" on the motion to approve funding the kiosk update.

**Motion:** Approve minutes from previous meeting as amended.

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Approved**

**III. Financial Report**

May Sales Tax Revenue: \$4,001.94

**Motion:** Accept May Financial Report

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Approved**

**IV. Old Business**

**a. Follow-up on Footbridge Renovation Funding Request**

**V. New Business**

**a. CID Renewal Process**

- i. Sarah Kerner presents information and answers questions concerning the timeline and requirements for renewing both the District and the sales tax.

- ii. Discussion of the Downtown CID's experience renewing their CID district and tax.
  - iii. New/Modified petition will need to be created and presented to the public. We'll need signatures from properties owners, then the vote for the tax will be presented to registered voters in the district.
  - iv. Sarah, Director of Economic Development with the City of Springfield, will provide us more detailed information and a timeline concerning when different steps within the process of renewing our CID district should be accomplished.
- b. Additional Topic**
- i. Safety and Security
    - 1. Discussion on Lighting and security surveillance concerns. Lyle brought up an initiative the City is working on for mobile surveillance in our district and requesting funds or assistance for video surveillance for our parking areas.
- c. Advertising Committee – District Ribbon Cutting**
- i. Chamber of Commerce hosting ribbon cutting on June 28 at 4:30pm, corner of Lyon and Commercial, social gathering to follow at White River Brewing Co. with refreshments.
  - ii. Discussion of refreshments and the exclusion of utilizing CID funds toward alcoholic beverages.

**VI. Public Comment**

Discussion on the upcoming Paint the Town event.

**VII. Next Meeting**

Wednesday, July 12<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

**VIII. Adjourn**

Gregg adjourns meeting at 11:36am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, July 19<sup>th</sup>, 2017  
Drury Extension on C-Street  
233 E. Commercial St.**

**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]  
Robin Gilmore (Property Owner/Business Owner) [1/1]  
Ryan Baker (Business Owner) [1/1]  
Mary Collette (Property Owner/Business Owner) [1/1]

**City of Springfield Representative:** Matt Schaefer (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 from June as presented by Andy Walls.

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

**III. Financial Report**

June Sales Tax Revenue: \$5,994.48

**Motion:** Accept June Financial Report  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

**IV. Old Business**

**a. CID Renewal Process**

- i. Timeline provided by the City spans about a year and a half, so process should begin soon.
- ii. Discussion of additional meeting or ongoing email discussion to look at redefining the purposes of the district as well as adjusting the boundaries.
- iii. Meeting Tuesday August 8<sup>th</sup>, at 5:30pm as a committee to discuss renewal.

**b. Advertising Committee**

- i. Friday August 25<sup>th</sup> and Saturday 26<sup>th</sup>: Art Show at Drury on C-Street to raise awareness and funds for footbridge expenses.

- ii. CVB Advertising discussion, looking at print and the digital display boards at the airport.

**Motion:** To continue CVB advertising the same as last year.  
**Moved:** Mary Collette  
**Second:** Lyle Foster  
**Approved**

- iii. Ryan gives a presentation of advertising ideas for our district.
  - 1. Discussion of advertising methods, especially options on billboards.

**V. New Business**

**a. Upcoming Officer Elections**

- i. Expected to happen in August. So far, only one application received for vacant board seat.

**b. Drury's Center for Community Studies with Hammons School of Architecture**

- i. Drury proposed a vision update project that would cost the community up to \$3,855. Like the previous community project, it would involve students interacting with the community

**Motion:** To approve \$2,500 to support the Drury project  
**Moved:** Mary Collette  
**Second:** Andy Walls  
**Failed** (For: Mary, Andy; Against: Robin, Lyle, Ryan)

**VI. Public Comment**

Discussion on Pets and Pumpkins.

**VII. Next Meeting**

Wednesday, August 9<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

**VIII. Adjourn**

Gregg adjourns meeting at 11:26am





**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, September 6<sup>th</sup>, 2017  
GLO Center  
518 E. Commercial St.**

**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]
- Robin Gilmore (Property Owner/Business Owner) [2/2]
- Ryan Baker (Business Owner) [2/2]
- Mary Collette (Property Owner/Business Owner) [2/2]

**City of Springfield Representative:** Matt Schaefer (not present)

**I. Call to Order**

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:00 am.

**II. CID Renewal**

Discussion of current petition and modifications for renewal.

**Motion:** Extend the CID District border on the north to include the “Frisco Lane” area.

**Moved:** Mary Collette

**Second:** Lyle Foster

**Approved**

Discussion about modifying purposes as follows:

1. The creation of information and image enhancement, such as maintaining a website, publishing visitor guides and maps, installing and maintaining banners on public ways, as well as additional marketing services by the board.
2. The recruitment of new businesses to the District and the support in the retention of existing businesses in the District and activities that support the district and the mission of the district.
3. Install and maintain public fixtures such as street furniture, supplemental signage and lighting.
4. The installation and maintenance of temporary holiday or special event lighting, decorations and signage.
5. Maintain district landscaping.
6. Snow removal as needed from public sidewalks, alleys and parking lots.
7. Trash and litter removal from public areas.
8. The provision for district security as necessary to enhance safety and security of the district.

9. The administrative services and personnel (contracted and/or hired employees) necessary to manage the District as approved by the Board.

**Motion:** Extend the CID District border on the south to include the public parking lot on the southwest corner of Robberson and Pacific.

**Moved:** Lyle Foster

**Second:** Mary Collette

**Approved**

**Motion:** Increase the CID duration for the renewal petition to 15 years from the previous 10 year duration.

**Moved:** Mary Collette

**Second:** Lyle Foster

**Approved**

Discussion continues and includes board composition and simplifying the requirements as currently set in current petition. Discussion also includes increasing the amount of the CID District tax from 3/8ths cent to 1/2, 3/4, or even a full 1 cent CID District sales tax.

### III. Additional Topic

Discussion ensues on expanding 2-hour parking restrictions in the district to include Saturday, instead of just Monday through Friday, from 8am until 5pm each day.

**Motion:** Support Monday through Saturday 2-hour parking restriction from 8am until 5pm.

**Moved:** Robin Gilmore

**Second:** Mary Collette

**Approved**

### IV. Next Meeting

Wednesday, September 13<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

### V. Adjourn

Gregg adjourns meeting at 12:00pm



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, September 13<sup>th</sup>, 2017  
Drury Extension on C-Street  
233 E. Commercial St.**

**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]
- Robin Gilmore (Property Owner/Business Owner) [3/3]
- Ryan Baker (Business Owner) [3/3]
- Mary Collette (Property Owner/Business Owner) [3/3]

**City of Springfield Representative:** Matt Schaefer (not present)

**I. Call to Order**

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:24 am.

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

Review of minutes from July and September special planning meeting as presented by Andy Walls.

**Motion:** Approve minutes from July monthly meeting.

**Moved:** Mary Collette

**Second:** Lyle Foster

**Approved**

**Motion:** Approve minutes from September monthly meeting.

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Approved**

**III. Financial Report**

July Sales Tax Revenue: \$1,181.75

August Sales Tax Revenue: \$3,717.30

**Motion:** Accept July and August Financial Report

**Moved:** Lyle Foster

**Second:** Mary Collette

**Approved**

**IV. Old Business**

**a. Board Seat Vacancy**

- i. Tom Muetzel, owner of Ophelia's nominated for open seat.

**Motion:** Nominate Tom Muetzel for Board of Directors.  
**Moved:** Mary Collette  
**Second:** Lyle Foster  
**Approved**

**b. CID Renewal Process**

- i. Discussion on differing sales tax rates throughout the city.
- ii. Another workshop style meeting will be called in the next couple of weeks to further refine the renewal petition.

**c. Advertising Committee**

- i. Post cards and fundraising for the Footbridge.
- ii. Recap from first public meeting by Drury Architecture students held at the Historic Firehouse.

**Motion:** To contribute \$1,000 to support Drury School of Architecture's community project.

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Approved** (For: Mary, Robin, Ryan, Andy; Against: Lyle)

**V. New Business**

**a. DSA Representative**

- i. Rusty Worley, Downtown Springfield Association, presents request to City Council concerning center city requirements concerning Projecting Signs, Insurance Requirements, and Sidewalk Presence.

**Motion:** To join DSA's request for modifying the City Ordinances concerning Center City and Historic Commercial Street.

**Moved:** Andy Walls

**Second:** Robin Gilmore

**Approved**

**b. Street Closure Requests**

- i. Revisiting Street Closure Request for White River

**c. Funding Request: Thriller on C-Street**

- i. Discussion of Thriller on C-Street and impact to the district

**Motion:** To contribute \$1,000 to support Thriller on C-Street

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Approved** (abstain: Andy)

**d. Paint the Town Event**

- i. Discussion of upcoming activities with Delilah's Paint the Town event on the weekend of September 22-24.
- ii. Event Coordinator, Jeff Payne (314-486-3909)
- iii. Looking for locals to help as "block captains"
  - 1. Contact Event Coordinator, Jeff Payne (314-486-3909)

- e. Modifying Street Parking Limits**
  - i. Recap of motion from previous meeting of approving modification
- f. Halloween Trick or Treat**
  - i. Utilizing same budget as last year.
- g. Upcoming Officer Elections**
  - i. Will hold election until next month after the addition of our newest board member.

**VI. Public Comment**  
Discussion on litter pickup in the district.

**VII. Next Meeting**  
Wednesday, November 8<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

**VIII. Adjourn**  
Gregg adjourns meeting at 11:31am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, October 11<sup>th</sup>, 2017  
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]  
Robin Gilmore (Property Owner/Business Owner) [4/4]  
Ryan Baker (Business Owner) [4/4]  
Mary Collette (Property Owner/Business Owner) [4/4]

**City of Springfield Representative:** Matt Schaefer (not present)

**I. Call to Order**

President, Gregg Johnson, called the Commercial Street Community Improvement District Meeting to order at 10:24 am.

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

Review of minutes from September board meeting as presented by Andy Walls.

**Motion:** Approve minutes from September monthly meeting.  
**Moved:** Mary Collette  
**Second:** Lyle Foster  
**Approved**

**III. Financial Report**

September Sales Tax Revenue: \$3,472.34

**Motion:** Accept September Financial Report  
**Moved:** Lyle Foster  
**Second:** Robin Gilmore  
**Approved**

**IV. Old Business**

**a. CID Renewal Process**

i. Next meeting will occur in the next couple of weeks.

**b. Advertising Committee**

i. Springfield Visitor's Guide and Welcome to Springfield magazine ads.  
ii. Trash cans and Bike Racks for the district. May need a budget around \$15,000. City will provide installation if we purchase the fixtures. Will gather more specific information including price quote for next meeting.

**c. Holiday Decorating**

i. Discussion on scheduling holiday decorating tasks.

**V. New Business**

**a. Request for Funding – Pets and Pumpkins**

- i. Discussion on adjusting street closure to better accommodate businesses in the district. Discussion concerning specific examples of negative impact to businesses in the district as well as requests by business owners in the district to modify the event to minimize the negative impact on area businesses. The representative for Pets and Pumpkins said they are willing to discuss changes to the event earlier in the year for next year's event.

**Motion:** Support funding request for Pets and Pumpkins

**Moved:** Lyle Foster

**Second:** Ryan Baker

**Approved** (For: Lyle, Ryan, Andy; Against: Mary, Robin)

**b. Chamber of Commerce Expo**

- i. Gregg is planning on manning booth and invites anyone to join him.

**c. Upcoming Officer Elections**

- i. Hold until November for Tom Muetzel appointment after being sworn in by the City Clerk.

**VI. Public Comment**

General discussion about the district.

**VII. Next Meeting**

Wednesday, November 8<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

**VIII. Adjourn**

Mary moves to adjourn meeting at 11:05am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, November 8<sup>th</sup>, 2017  
Drury Extension on C-Street  
233 E. Commercial St.**

**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]  
Ryan Baker (Business Owner) [5/5]  
Mary Collette (Property Owner/Business Owner) [5/5]  
Tom Muetzel (Business Owner) [1/1]

**Absent:**

Gregg Johnson (President) (Non-Profit) [4/5]

**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 10:24 am.

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

Review of minutes from October board meeting as presented by Andy Walls.

**Motion:** Approve minutes from September monthly meeting.  
**Moved:** Ryan Baker  
**Second:** Robin Gilmore  
**Approved**

**III. Financial Report**

Due to a timing issue of deposits, we don't have a financial report yet for October.

Discussion on employee status and whether we should pay Adolfo directly as a contracted employee or require billing through Gardens2Envy.

**Motion:** To approve contracting and paying Adolfo directly  
**Moved:** Mary Collette  
**Second:** Andy Walls  
**Approved**

**IV. Old Business**

**a. CID Renewal Process**

i. Sales Tax increase just passed with Greene County that may affect our renewal process.



- ii. Next meeting will occur in the next couple of weeks. Possible dates Tuesday the 14<sup>th</sup> or 21<sup>st</sup> at 9am, or Wednesday 22<sup>nd</sup> at 10am. Will confirm by email.

**b. District Furnishings**

- i. Mary brought cost estimates for additional trash cans and bike racks for the district.

**Motion:** Create a line item for street furniture of \$15,000  
**Moved:** Mary Collette  
**Second:** Tom Muetzel  
**Approved**

**c. Advertising Committee**

- i. Holiday Decorations were prepared and installed throughout the district.
- ii. Discussion of spending advertising dollars.
- iii. Discussion of Ryan coordinating a regular workshop for training or offering advice to area businesses on social media and/or other advertising mediums.

**Motion:** To allocate \$2,500 to use for holiday advertising campaign.  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

**V. New Business**

**a. Officer Elections**

- i. Held for next month for full board to be in attendance.

**b. Public Liquor Allowance – Event Endorsement**

- i. City Council is about to look at approving the public event allowance for liquor sales and consumption in public space. We're looking at adding a request for an additional allowance

**Motion:** To submit request for an additional event allowance for a total of 2 events annually allowed to have public liquor allowance.  
**Moved:** Mary Collette  
**Second:** Tom Muetzel  
**Approved**

**VI. Public Comment**

Discussion on litter

**VII. Next Meeting**

Wednesday, December 13<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

**VIII. Adjourn**

Mary moves to adjourn meeting at 11:14am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, December 13<sup>th</sup>, 2017  
Drury Extension on C-Street  
233 E. Commercial St.**

**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]  
Robin Gilmore (Property Owner/Business Owner) [6/6]  
Mary Collette (Property Owner/Business Owner) [6/6]  
Tom Muetzel (Business Owner) [2/2]

**Absent:**

Ryan Baker (Business Owner) [5/6]

**City of Springfield Representative:** Matt Schaefer (not present)

**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 November board meeting as presented by Andy Walls.

**Motion:** Approve minutes from September monthly meeting.  
**Moved:** Ryan Baker  
**Second:** Robin Gilmore  
**Approved**

**III. Financial Report**

Jamie Evans presents Financial Report from November.  
Revenues for November totaled \$2,958.85

**Motion:** To approve contracting and paying Adolfo directly  
**Moved:** Mary Collette  
**Second:** Andy Walls  
**Approved**

**IV. Old Business**

**a. CID Renewal Process**

**Motion to Table** until January Monthly Meeting  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

**b. Advertising Committee**

**Motion:** To approve map with graphic history pictures and information integrated onto the map.

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Failed** (Approve: Mary, Robin; Against: Tom, Lyle, Andy)

**Motion:** Approve map without additional history/graphics, but add a semi-permanent piece to the kiosk as part of the frame as a header or some kind of secondary piece that would not change as often as the map and display images/history on the kiosk.

**Moved:** **Andy Walls**

**Second:** **Robin Gilmore**

**Approved** (Approve: Mary, Robin, Andy; Against: Tom, Lyle)

**Motion:** Create a line item for street furniture of \$15,000

**Moved:** Mary Collette

**Second:** Tom Muetzel

**Approved**

**c. Waste Collection Proposal**

i. Discussion of trash collection concerns in the district.

**Motion:** To approve budget of up to \$3,000 for the 6 month plan to consolidate trash collection services along Frisco Lane pending details for a plan that may eventually include the entire district.

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Approved** (Abstain: Lyle)

**V. Public Comment**

Discussion on footbridge rehabilitation funding.

**VI. Next Meeting**

Wednesday, January 10<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

**VII. Adjourn**

Gregg moves to adjourn meeting at 11:16am