



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, January 10<sup>th</sup>, 2018  
Drury Extension on C-Street  
233 E. Commercial St.**

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

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) [6/7]

**Absent:**

Gregg Johnson (President) (Non-Profit) [5/7]  
Robin Gilmore (Property Owner/Business Owner) [6/7]

**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 December board meeting as presented by Andy Walls.

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

**Moved:** Mary Collette

**Second:** Ryan Baker

**Approved**

**III. Financial Report**

Jamie Evans presents Financial Report from December.  
Revenues for December totaled \$2,167.39

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

**Moved:** Mary Collette

**Second:** Ryan Baker

**Approved**

**IV. Old Business**

**a. CID Renewal Process**

- i. Meeting notice for Wednesday the 17<sup>th</sup> to approve final format of the draft and the 5 year budget to be presented to the City for the next step of the renewal petition process. Andy will send out an email to confirm that a quorum of board members can attend to finalize the vote for this stage of the renewal petition.

**b. Advertising Committee**

**i. Discussion of holiday advertising efforts for the district**

**Motion:** To approve \$3,000 budget for January and February to continue advertising efforts; Advertising committee to work out details for inclusion of Footbridge fundraising PSA as well as plan for moving forward.

**Moved:** Mary Collette

**Second:** Andy Walls

**Approved** (Approve: Mary, Andy; Against: Ryan)

**c. Waste Collection Proposal**

i. Discussion of concerns and needs for waste collection along Frisco Lane.

**d. Great Place Award**

i. Discussion of possibly renting a van or shuttle to take a group to the State Capital for the award ceremony.

**Motion:** Approve up to \$500 budget for day trip to Capital for the Great Place Award

**Moved:** Mary Collette

**Second:** Andy Walls

**Approved**

**e. Officer Elections**

i. Andy will look into bylaws to see what our current requirement is on our current status of officer positions

**f. Board Seat Vacancy**

i. Need to seek candidates that qualify for the open seat.

**g. Administration**

i. Discussion of bookkeeping services. Currently, Gregg has been keeping the checkbook and taking care of monthly check writing tasks. The monthly check writing tasks will be added to Jamie's responsibilities. Discussion of time Jamie has invested each month over the past year versus the cost and the impact of the additional time invested in paying monthly bills and other check writing tasks.

**Motion:** Effective January, to increase Jamie's fee to \$250/month for bookkeeping services.

**Moved:** Mary Collette

**Second:** Ryan Baker

**Approved**

**V. Public Comment**

Jeff Barber presents the books that were produced by the Drury project.

**VI. Next Meeting**

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

**VII. Adjourn**

Lyle moves to adjourn meeting at 11:16am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, January 17<sup>th</sup>, 2018  
Savoy Ballroom  
224 E. Commercial St.**

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

Gregg Johnson (President) (Non-Profit) [6/8]  
Lyle Foster (Vice-President) (Property Owner/Business Owner) [8/8]  
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [8/8]  
Mary Collette (Property Owner/Business Owner) [8/8]  
Ryan Baker (Business Owner) [7/8]

**Absent:**

Robin Gilmore (Property Owner/Business Owner) [6/8]

**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 12:39 pm.

**II. CID Renewal Petition**

- a. Discussion on the Petition; final look at the 5 year projection and charts.
- b. Legal advice in petition renewal process, City Attorney recommended Howard Wright of Carnahan Evans Cantwell Brown.
- c. Title Search requirement for petition: Sarah Kerner stated that we can utilize public records instead of hiring a title company. May consider hiring a title company because will still need to hire someone to accomplish this task, whether it is a title company or not.

**Motion:** To accept modified Exhibit C1 and C2

**Moved:** Mary Collette

**Second:** Lyle Foster

**Approved**

**Motion:** To adjust the east boundary to include less property past Washington Avenue, rather only the newly renovated property on the southeast corner of the intersection.

**Moved:** Mary Collette

**Second:** Andy Walls

**Failed** (For: Mary, Andy; Against: Lyle, Ryan, Gregg tie-breaking-vote)

**III. Next Meeting**

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

**IV. Adjourn**

Gregg adjourns meeting at 1:43pm



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, February 14<sup>th</sup>, 2018  
Drury Extension on C-Street  
233 E. Commercial St.**

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

Gregg Johnson (President) (Non-Profit) [7/9]  
Lyle Foster (Vice-President) (Property Owner/Business Owner) [9/9]  
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [9/9]  
Ryan Baker (Business Owner) [8/9]  
Robin Gilmore (Property Owner/Business Owner) [7/9]

**Absent:**

Mary Collette (Property Owner/Business Owner) [8/9]

**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 of January 10th board meeting as presented by Andy Walls.

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

**Moved:** Lyle Foster

**Second:** Robin Gilmore

**Approved**

Review of minutes of January 17th board meeting as presented by Andy Walls.

**Motion:** Approve minutes from January special CID renewal meeting.

**Moved:** Lyle Foster

**Second:** Robin Gilmore

**Approved**

**III. Financial Report**

Jamie Evans presents Financial Report from January.  
Revenues for January totaled \$3,584.33

**Motion:** Approve February financial report.

**Moved:** Andy Walls

**Second:** Ryan Baker

**Approved**

#### IV. Old Business

##### a. CID Renewal Process

- i. Discussion on options for title company report of property assessments for the district.
- ii. Petition needs to be finished by the end of March.
- iii. Gregg will meet with City Staff to figure out next steps to take in the process.

##### b. Officer Elections

- i. Discussion of Officer roles and the need for a new signer for the checks as we only have two people who are able to sign our checks. Discussed having Andy serve as treasurer in addition to secretary, since treasurer's tasks are being filled by Jamie, the main benefit would be the third person able to sign the CID checks. It was the consensus of the board that Andy could be added to the signature card to serve as the third signor until the officer's election.

##### c. Board Seat Vacancy

- i. Discussion of potential candidates. Need a candidate who owns a business operating in the district but does not own property within the district.

#### V. New Business

##### a. C-Street City Market

- i. Amy was not in attendance, so held for next meeting.

##### b. Great Place Award

- i. Gregg represented the District in receiving the Great Place Award on the 31<sup>st</sup>.

##### c. Air BnB

- i. Air BnB's are technically illegal in the city, so the city is requiring them to become licensed as well as collect tax as a business. Lyle shares information he learned about the new city requirements.

##### d. Advertising Committee

- i. St. Pat's Parade Booklet ad
- ii. Media Campaign
  1. Radio Ad Campaign

**Motion:** Approve a budget of up to \$4,000 and authorize Lyle to negotiate with radio station to launch spring radio ad campaign.

**Moved:** Andy Walls

**Second:** Lyle Foster

**Approved**

2. Mighty Sharp digital marketing proposal.

**Motion:** Approve option B (initial cost of \$500 and \$700/month) for 3 months to be revisited in May for continuation or modification.

**Moved:** Andy Walls

**Second:** Lyle Foster

**Approved** (Ryan abstained)

- iii. Entrance Banners
  - 1. New banners to help draw attention at the entrances to the district. Continuation of previous discussion that we should do regular additions to our district supply of banners, not only to freshen the look, but continuously replenish our supply of banners to utilize.
  - 2. Lyle will have quotes for 12 new banners by next meeting.
- iv. Sports Commission Homeschool Basketball Advertising renewal.
  - 1. Sports Commission needs to know if we plan to continue advertising with them for the Homeschool Basketball Tournament.

**Motion:** Approve continuing same advertising effort as in previous years concerning the Sports Commission Homeschool Basketball Tournament.

**Moved:** Lyle Foster

**Second:** Andy Walls

**Approved**

**VI. Public Comment**

No additional comments.

**VII. Next Meeting**

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

**VIII. Adjourn**

Gregg moves to adjourn meeting at 11:32am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, March 14<sup>th</sup>, 2018  
Drury Extension on C-Street  
233 E. Commercial St.**

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

Gregg Johnson (President) (Non-Profit) [8/10]  
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [10/10]  
Ryan Baker (Business Owner) [9/10]  
Mary Collette (Property Owner/Business Owner) [9/10]  
Robin Gilmore (Property Owner/Business Owner) [8/10]

**Absent:**

Lyle Foster (Vice-President) (Property Owner/Business Owner) [9/10]

**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 10:06 am.

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

Review of minutes of February board meeting as presented by Andy Walls.

**Motion:** Approve minutes from February monthly meeting.  
**Moved:** Robin Gilmore  
**Second:** Ryan Baker  
**Approved** (Mary Abstained)

**III. Financial Report**

Jamie Evans presents Financial Report from February.  
Revenues for February totaled \$3,907.35

**Motion:** Approve February financial report.  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

**IV. Old Business**

**a. Chamber Membership Renewal**

**Motion:** Renew Chamber Membership.  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

**b. CID Renewal Process**

i. Discussion on remarks and adjustments City made to draft we submitted.  
Modifications will be made and draft resubmitted.

**c. Officer Elections**

**Motion:** Maintain current slate of officers with the addition of Andy serving as secretary/treasurer.

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Approved**

**d. Board Seat Vacancy**

- i. Review application submitted by Cathy Rippee. Tabled until next meeting so she can be present.

**V. New Business**

**a. Advertising Committee**

- i. Welcome to Springfield Magazine.
- ii. KSMU Contract
- iii. Banners cost of \$52 each. Advertising committee will meet and discuss these as well as the coordination of other marketing efforts

**b. Pedicabs**

**Motion:** Approve contracting 3 months of pedicab service on Thursdays and Saturdays (\$900)

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Approved**

**c. Frisco Lane**

- i. Mary shares information from City on plans for flow of traffic and parking plans for Frisco Lane

**VI. Public Comment**

No additional comments.

**VII. Next Meeting**

Wednesday, April 11<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

**VIII. Adjourn**

Mary Collette moves to adjourn meeting.

Second: Robin Gilmore

Meeting adjourns at 11:32am





**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, April 11<sup>th</sup>, 2018  
Drury Extension on C-Street  
233 E. Commercial St.**

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

Lyle Foster (Vice-President) (Property Owner/Business Owner) [10/11]  
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [11/11]  
Ryan Baker (Business Owner) [10/11]  
Mary Collette (Property Owner/Business Owner) [10/11]  
Robin Gilmore (Property Owner/Business Owner) [9/11]

**Absent:**

Gregg Johnson (President) (Non-Profit) [8/11]

**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 10:06 am.

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

Review of minutes of March board meeting as presented by Andy Walls.

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

**III. Financial Report**

Jamie Evans presents Financial Report from March.  
Revenues for March totaled \$3,116.76

**Motion:** Approve March financial report.  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

**IV. Old Business**

**a. CID Petition Renewal**

**b. Board Seat Vacancy**

i. Two Applications have been received. Will hold decision until next month so that everyone has a chance to review both applications.

**c. Advertising Committee**

i. Digital Advertising Campaign bid process.

**Motion:** To submit bid request to the city.  
**Moved:** Ryan Baker  
**Second:** Robin Gilmore  
**Approved**

- ii. Advertising Committee and Radio Advertising discussion
- iii. New Entryway banners final cost is around \$65 each utilizing the same company that prints the banners for Downtown.

**Motion:** Approve up to \$1,000 for banners.

**Moved:** Andy Walls

**Second:** Robin Gilmore

**Approved**

**V. New Business**

**a. Financial Planning**

- i. After tax season, Jamie will adjust the draft budget from last year and share via email so that next meeting we will be in a position to approve the draft budget for submission to the city.

**VI. Public Comment**

- o Discussion on salt for next winter and looking for better options.
- o Discussion on challenges in acquiring snow blower from Chem Dry building.
- o Discussion on parking issues along Frisco Lane.
- o Announcement of public meeting with the City concerning modifications to the current process of approving street closures within the district.

**VII. Next Meeting**

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

**VIII. Adjourn**

**Motion to adjourn meeting.**

**Moved:** Mary Collette

**Second:** Robin Gilmore

Meeting adjourns at 10:57am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, May 9<sup>th</sup>, 2018  
Drury Extension on C-Street  
233 E. Commercial St.**

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

Gregg Johnson (President) (Non-Profit) [9/12]  
Lyle Foster (Vice-President) (Property Owner/Business Owner) [11/12]  
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [12/12]  
Ryan Baker (Business Owner) [11/12]  
Mary Collette (Property Owner/Business Owner) [11/12]  
Robin Gilmore (Property Owner/Business Owner) [10/12]

**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 10:06 am.

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

Review of minutes of April board meeting as presented by Andy Walls.

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

**III. Financial Report**

Jamie Evans presents Financial Report from April.  
Revenues for April totaled \$4,179.43

**Motion:** Approve April financial report.  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

**IV. Old Business**

**a. CID Petition Renewal**

i. Modifications made to draft petition as recommended by the city. New draft has been submitted and currently pending feedback from the city.

**b. Board Seat Vacancy**

i. Discussion on current applicant, Hailey Paige.

**Motion:** Nominate Hailey Paige for vacant board seat.  
**Moved:** Lyle Foster  
**Second:** Mary Collette  
**Approved**

**c. Advertising Committee**

- i. Car show for the Kilties update.

**Motion:** Support the Car Show for the Kilties with a \$200  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

- ii. New Welcome to Springfield Magazine
- iii. Digital Advertising Campaign bid progress
  - 1. Advertising Committee will review bids and make recommendations to the board at the next meeting
- iv. Banners
  - 1. Lyle gives an update on Banners for the district. Have received bids and now ready to move forward with selection and production.

**V. New Business**

**a. Frisco Lane**

**i. Springnet Fiber Optic Installation**

- 1. DJ with SpringNet shares information on bringing Fiber Optic service to our area. Need to get easements signed to run cable across the buildings along Frisco Lane before they can offer service. DJ is offering to waive the typical installation charge (\$299) for businesses in the district for assistance with getting the signed easements enabling them to run the cable they need to provide service.

**ii. Trash Collection**

- 1. Trash Collection discussion. Republic Services is presenting a challenge with the consolidation of trash collection service. Once this gets resolved, consolidation efforts can continue.

**b. Financial Planning**

- i. Tentative Draft Budget for 2018-2019
  - 1. Discussion on budget projection for next fiscal year.
  - 2. Modification of budget to round total amount to \$45,000 and add \$2,200 item under District Promotion for Consultant Fees

**Motion:** Approve amended budget for submission to City  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

**VI. Public Comment**

- o Discussion of public safety in our area.
- o Discussion of need to keep improving the district and drawing attention amid the many other areas of the city that keep changing and adding new attractions.

- Buzz shares White River's annual event now moving to the summer, SummerFest, June 23<sup>rd</sup>. Planning to change to evening, 5pm to 9pm.

**Motion:** Offer a letter of support for White River's annual event.

**Moved:** Mary Collette

**Second:** Lyle Foster

**Approved**

**VII. Next Meeting**

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

**VIII. Adjourn**

**Motion to adjourn meeting.**

**Moved:** Mary Collette

Meeting adjourns at 11:10am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, June 13<sup>th</sup>, 2018  
Drury Extension on C-Street  
233 E. Commercial St.**

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

Gregg Johnson (President) (Non-Profit) [10/13]  
Lyle Foster (Vice-President) (Property Owner/Business Owner) [12/13]  
Andy Walls (Secretary) (Registered Voter/Property Owner/Business Owner) [13/13]  
Ryan Baker (Business Owner) [12/13]  
Mary Collette (Property Owner/Business Owner) [12/13]

**Absent:**

Robin Gilmore (Property Owner/Business Owner) [10/13]

**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 10:03 am.

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

Review of minutes of May board meeting as presented by Andy Walls.

**Motion:** Approve minutes from May monthly meeting.  
**Moved:** Mary Collette  
**Second:** Ryan Baker  
**Approved**

**III. Financial Report**

Jamie Evans presents Financial Report from May.  
Revenues for May totaled \$5,172.15

**Motion:** Approve May financial report.  
**Moved:** Mary Collette  
**Second:** Andy Walls  
**Approved**

**IV. New Business (announcements/additions)**

- a. Ryan Baker will be moving his business off the street. He will be stepping down from the board at the end of the month.
- b. Cody Stringer shares information about Bike Share program looking to launch. This would provide connection by bicycle to downtown, MSU campus, etc...

**V. Old Business**

**a. CID Petition Renewal**

- i. Gregg received finalized version of the CID petition for seeking signatures from property owners.

**b. Advertising Committee**

- i. Ryan gives a report on digital marketing efforts.
- ii. Cardinals contacted us about resale of tickets for fundraising.
- iii. Parking lot signage incorporating C-Street logo onto the public parking signs. Paul Hall gave an estimate for the 8 parking signs with installation around \$450.

**Motion:** Approve up to \$500 for updating parking signage.  
**Moved:** Lyle Foster  
**Second:** Mary Collette  
**Approved**

- iv. Ryan asked about supplemental donations to events to complement advertising efforts.

**c. Frisco Lane Trash Collection**

- i. Discussion of logistics and additional needs for consolidation efforts.

**Motion:** To approve additional \$200  
**Moved:** Mary Collette  
**Second:** Lyle Foster  
**Approved**

**d. Pedi Cabs**

- i. Pedicabs – have not been paid, not seeing them much, not understanding traffic patterns, maybe give them pedicab stops/routes, better times, Springfield Pedicabs/Tim Nelson, wants more exposure for his business, on FB, communiqué, needs to be more mobile/visible.
- ii. Discussion of how best to utilize pedi cabs and how best to schedule the time we are subsidizing to facilitate pedestrian traffic in the district on times when the district is busy and parking becomes a challenge for visitors to our district.

**VI. New Business**

**a. Event Funding Request**

- i. Request for funds to support White River's annual event.

**Motion:** To approve \$1,000 for White River with request for a reporting of event expenditures.  
**Moved:** Mary Collette  
**Second:** Lyle Foster  
**Approved**

**b. District Litter Removal**

- i. Gary Tate, new trash picker upper, been paying Adolfo \$200/month 2X week, discussion about how many hours this person works, pay hourly? Mary thinks it all evens out over time. Make it clear about what he's being paid for, max hours, decided to pay hourly directly monthly to Jamie. \$10/hr, up to 20 hours.

**VII. Public Comment**

- a. New trashcans and bike racks all installed. Trash seems better.

**VIII. Next Meeting**

Wednesday, July 11<sup>th</sup>, 10:00AM  
at Drury on C-Street – 233 E. Commercial

**IX. Adjourn**

**Motion to adjourn meeting.**

Gregg adjourns meeting at 11:15 am





**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, July 18<sup>th</sup>, 2018  
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]  
Mary Collette (Property Owner/Business Owner) [1/1]  
Robin Gilmore (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 10:03 am.

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

Review of minutes of June board meeting as presented by Andy Walls.

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

**III. Financial Report**

Jamie Evans presents Financial Report from June and end of fiscal year.  
Revenues for June totaled \$4,812.37

**Motion:** Approve June financial report.  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

**IV. Old Business**

- a. CID Petition Renewal
  - i. Seeking notarized signatures for petition. Trying to contact as many people in person as possible before resorting to mailing petition to property owners.
- b. Board Seat Vacancy
  - i. The seat previously filled by Ryan Baker currently requires a business owner and not a property owner.
- c. Advertising Committee
  - i. Ryan Baker gives a report of current advertising efforts.
  - ii. Discussion of ongoing internet advertising.

**Motion:** To continue/extend current media advertising with Wake Creative (formerly Mighty Sharp) until end of year (final period: December 15 to January 15)  
**Moved:** Mary Collette  
**Second:** Lyle Foster  
**Approved**

- d. Frisco Lane Trash Collection
  - i. Mary gives an update of efforts to consolidate trash. Locks are getting lost and have already needed replacement.
- e. District Litter Removal
  - i. New Litter collection person, Gary Tate.
- f. Pedi Cabs
  - i. Have not seen pedi cabs. Gregg will contact him to provide direction.

**V. New Business**

**a. Queen City Shout**

**i. Lyle shares information**

**Motion:** To support Queen City Shout with \$500  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

- ii. Mary wants to make sure that we are included in future marketing materials.
- iii. Lyle will get a funds request form from them and bring to next meeting.

**b. Website Maintenance**

- i. Discussion of Website maintenance and division of costs between CID and Commercial Club. After renewal will revisit; for now CID will continue paying the \$100/month maintenance and Commercial Club will continue paying registration and hosting fees.

**VI. Public Comment**

- a. No additional comments.

**VII. Next Meeting**

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

**VIII. Adjourn**

**Motion to adjourn meeting.**

**Moved:** Mary Collette  
**Second:** Robin Gilmore  
Gregg adjourns meeting at 11:00 am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, August 8<sup>th</sup>, 2018  
Drury Extension on C-Street  
233 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]  
Mary Collette (Property Owner/Business Owner) [2/2]

**Absent:**

Robin Gilmore (Property Owner/Business Owner) [1/2]

**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 10:04 am.

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

Review of minutes of July board meeting as presented by Andy Walls.

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

**III. Financial Report**

Jamie Evans presents Financial Report from July.  
Revenues for July totaled \$2,731.40

**Motion:** Approve July financial report.  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

**IV. Old Business**

**a. CID Petition Renewal**

- i. Currently \$2.4 million in property value signed, or 37% / 31 signed owners, or 28% of owner groups. Both need to be at least 51%
- ii. Springfield News-Leader published an article concerning the renewal, however they posted that we are seeking a 1%, instead of the .5% that we are actually pursuing; an increase from the current .375%

**b. Board Seat Vacancy**

- i. Hailey has withdrawn from her appointment to serve on the CID, leaving another vacancy.
- ii. The seat previously filled by Ryan Baker currently requires a business owner and not a property owner.

c. Advertising Committee

- i. Mary Collette shares a report of the digital marketing campaign from Wake Creative.
- ii. Plans to call an advertising committee meeting, time/date to be announced.
- iii. Site for Soirees: Commercial Club is organizing a community wide open house to coincide with Savoy's open house that occurs bi-annually. The Savoy Ballroom currently hosts their open house in relation to the Met Bride bridal trade show that occurs bi-annually and brings engaged couples shopping for wedding venues and related services to the district.

**Motion:** To support Site for Soirees with up to \$500  
**Moved:** Mary Collette  
**Second:** Andy Walls  
**Approved**

- iv. Discussion of ongoing internet advertising.

**Motion:** To continue/extend current media advertising with Wake Creative (formerly Mighty Sharp) until end of year (final period: December 15 to January 15)  
**Moved:** Mary Collette  
**Second:** Lyle Foster  
**Approved**

d. Frisco Lane Trash Collection

- i. Consolidation of trash collection underway on Frisco Lane. Locks have been disappearing and Mary has been purchasing replacements.
- ii. Lyle expressed concern with the process and announced that he will be opting out of participating in the trash collection consolidation on Frisco Lane.

e. Pedit Cabs

- i. Robin was not present to share whether or not she was successful in contacting the pedit cabs.

V. **New Business**

a. **Thriller on C-Street**

- i. Held for next month's agenda.

VI. **Public Comment**

- a. No additional comments.

VII. **Next Meeting**

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

VIII. **Adjourn**

**Motion to adjourn meeting.**

**Moved:** Mary Collette  
Gregg adjourns meeting at 10:44 am



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, September 12<sup>th</sup>, 2018  
Drury Extension on C-Street  
233 E. Commercial St.**

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

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:**

Gregg Johnson (President) (Non-Profit) [2/3]

**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 of August board meeting as presented by Andy Walls.

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

**III. Financial Report**

Jamie Evans presents Financial Report from August.  
Revenues for August totaled \$5,357.93

**Motion:** Approve August financial report.  
**Moved:** Robin Gilmore  
**Second:** Mary Collette  
**Approved**

**IV. Old Business**

- a. CID Petition Renewal
  - i. Not at 51% yet, but we're getting closer. Still need about 8 petitions signed and around \$97,000 in assessed property value.
- b. Board Seat Vacancy
  - i. Discussion of potential candidates who may be interested in serving as a member of the board of directors.
- c. Advertising Committee
  - i. Mary gave an update on website meeting with Justin at Prixel.
  - ii. CVB visitor's guide publication – discussion of updating current ad.
  - iii. Discussion of airport advertising.

- iv. Discussion on how to utilize Instagram in addition to Facebook, website, and email newsletter: C-Street Communique.
- v. Andy will create a group email forward for the CID Advertising Committee.
- vi. Ryan gives report on marketing efforts and leads discussion on fall marketing efforts.
- vii. Discussion of additional marketing specifically for fall events. Plus, looking specifically at ways to advertise to groups attending other events in the area.

**Motion:** To commit \$500 to begin website updating efforts with a bid of expected costs from Prixel to be looked at for completing an update of the website.

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Approved**

- viii. Lyle brings up discussion on holiday marketing campaign.

**d. Frisco Lane Trash Collection**

- i. Lori Loveday from WCA came to answer any questions on issues with the trash pickup initiative. Lori will contact Lyle outside of the meeting to discuss any issues/concerns.

**e. Pedi Cabs**

- i. Pedi Cab representative not present. Robin will try to contact and see if we can get the Pedi Cab service for fall activities.

**V. New Business**

**a. Thriller on C-Street**

- i. Anne Walls presents request for funds for Thriller on C-Street.
- ii. Same closure and timeframe as before and as before, no increase in timespan or additional blockage of streets or building access.

**Motion:** Approve funding request of \$1,000 to support Thriller on C-Street.

**Moved:** Mary Collette

**Second:** Robin Gilmore

**Approved** (Abstain: Andy Walls)

**VI. Public Comment**

- a. Lyle has heard concerns on the petition renewal. Discussion ensues on community concerns and perceptions of improvements that are funded by the CID.
- b. General discussion on visibility of the budget and what is funded by the CID.

**VII. Next Meeting**

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

**VIII. Adjourn**

**Motion to adjourn meeting.**

Lyle adjourns meeting at 11:05 am



11/13/18  
Accrual Basis

**C-STREET CID**  
**Balance Sheet**  
As of October 31, 2018

	<u>Oct 31, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Checking - Great Southern	
10101 · Operating	39,957.99
10105 · Board Designated - Renewal	1,965.58
Total 10100 · Checking - Great Southern	<u>41,923.57</u>
Total Checking/Savings	41,923.57
Accounts Receivable	
11000 · Accounts Receivable	2,639.97
Total Accounts Receivable	<u>2,639.97</u>
Total Current Assets	<u>44,563.54</u>
<b>TOTAL ASSETS</b>	<b><u>44,563.54</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
23000 · Accounts Payable	3,845.54
Total Accounts Payable	<u>3,845.54</u>
Total Current Liabilities	<u>3,845.54</u>
Total Liabilities	3,845.54
Equity	
31105 · Renewal Reserve - Designated	1,965.58
32000 · Unrestricted Net Assets	43,598.74
Net Income	-4,846.32
Total Equity	<u>40,718.00</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>44,563.54</u></b>



11/13/18  
 Accrual Basis

**C-STREET CID**  
**Profit & Loss YTD Comparison**  
 October 2018

	Oct 18	Jul - Oct 18
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
43400 · Direct Public Support		
43410 · Sales Tax Receipts	2,639.97	13,913.01
<b>Total 43400 · Direct Public Support</b>	<u>2,639.97</u>	<u>13,913.01</u>
<b>Total Income</b>	2,639.97	13,913.01
<b>Expense</b>		
62800 · District Maintenance		
62801 · Snow & Trash Removal	115.00	2,016.38
62803 · Landscaping	962.50	2,645.50
62805 · General Maintenance	0.00	685.25
62870 · Maintenance Supplies	123.32	1,128.17
62880 · Maintenance Equipment	0.00	325.81
<b>Total 62800 · District Maintenance</b>	<u>1,200.82</u>	<u>6,801.11</u>
64000 · District Promotion		
64100 · District Advertising		
64110 · CVB Advertising	2,700.00	2,700.00
64190 · Other Advertising	1,192.00	4,242.00
<b>Total 64100 · District Advertising</b>	<u>3,892.00</u>	<u>6,942.00</u>
64500 · Event Support		
64520 · Thriller on C-Street	1,000.00	1,000.00
64525 · City Market	1,000.00	1,000.00
64590 · Other Events	0.00	500.00
<b>Total 64500 · Event Support</b>	<u>2,000.00</u>	<u>2,500.00</u>
64910 · Website	600.00	1,400.00
<b>Total 64000 · District Promotion</b>	<u>6,492.00</u>	<u>10,842.00</u>
65000 · Operations		
65005 · Accounting Fees	250.00	1,000.00
<b>Total 65000 · Operations</b>	<u>250.00</u>	<u>1,000.00</u>
65100 · Other Expenses		
65175 · CID RENEWAL COSTS	116.22	116.22
<b>Total 65100 · Other Expenses</b>	<u>116.22</u>	<u>116.22</u>
<b>Total Expense</b>	<u>8,059.04</u>	<u>18,759.33</u>
<b>Net Ordinary Income</b>	-5,419.07	-4,846.32
<b>Net Income</b>	<u><u>-5,419.07</u></u>	<u><u>-4,846.32</u></u>

**C-STREET CID**  
**Profit & Loss Budget Performance**  
**October 2018**

11/13/18

Accrual Basis

	Oct 18	Budget	\$ Over Budget	Jul - Oct 18	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
43400 · Direct Public Support	2,639.97	2,500.00	139.97	13,913.01	11,600.00	2,313.01	45,200.00
43410 · Sales Tax Receipts							
<b>Total 43400 · Direct Public Support</b>	<b>2,639.97</b>	<b>2,500.00</b>	<b>139.97</b>	<b>13,913.01</b>	<b>11,600.00</b>	<b>2,313.01</b>	<b>45,200.00</b>
<b>Total Income</b>	<b>2,639.97</b>	<b>2,500.00</b>	<b>139.97</b>	<b>13,913.01</b>	<b>11,600.00</b>	<b>2,313.01</b>	<b>45,200.00</b>
<b>Expense</b>							
62800 · District Maintenance							
62801 · Snow & Trash Removal	115.00	350.00	-235.00	2,016.38	1,400.00	616.38	4,200.00
62803 · Landscaping	962.50	750.00	212.50	2,645.50	3,000.00	-354.50	9,000.00
62805 · General Maintenance	0.00			685.25			
62870 · Maintenance Supplies	123.32	100.00	23.32	1,128.17	400.00	728.17	1,200.00
62880 · Maintenance Equipment	0.00	0.00	0.00	325.81	0.00	325.81	0.00
<b>Total 62800 · District Maintenance</b>	<b>1,200.82</b>	<b>1,200.00</b>	<b>0.82</b>	<b>6,801.11</b>	<b>4,800.00</b>	<b>2,001.11</b>	<b>14,400.00</b>
64000 · District Promotion							
64100 · District Advertising							
64110 · CVB Advertising	2,700.00	0.00	2,700.00	2,700.00	0.00	2,700.00	3,000.00
64120 · Consultant Fees	0.00	200.00	-200.00	0.00	800.00	-800.00	2,400.00
64190 · Other Advertising	1,192.00	800.00	392.00	4,242.00	3,200.00	1,042.00	9,600.00
<b>Total 64100 · District Advertising</b>	<b>3,892.00</b>	<b>1,000.00</b>	<b>2,892.00</b>	<b>6,942.00</b>	<b>4,000.00</b>	<b>2,942.00</b>	<b>15,000.00</b>
64500 · Event Support							
64515 · Pets & Pumpkins	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	1,000.00
64520 · Thriller on C-Street	1,000.00	0.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00
64525 · City Market	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
64590 · Other Events	0.00	200.00	-200.00	500.00	800.00	-300.00	2,400.00
<b>Total 64500 · Event Support</b>	<b>2,000.00</b>	<b>200.00</b>	<b>1,800.00</b>	<b>2,500.00</b>	<b>2,800.00</b>	<b>-300.00</b>	<b>4,400.00</b>
64610 · Holiday Decorations	0.00	50.00	-50.00	0.00	200.00	-200.00	600.00
64810 · Signage	0.00	350.00	-350.00	0.00	1,400.00	-1,400.00	4,200.00
64910 · Website	600.00	100.00	500.00	1,400.00	400.00	1,000.00	1,200.00
<b>Total 64000 · District Promotion</b>	<b>6,492.00</b>	<b>1,700.00</b>	<b>4,792.00</b>	<b>10,842.00</b>	<b>8,800.00</b>	<b>2,042.00</b>	<b>25,400.00</b>
65000 · Operations							
65005 · Accounting Fees	250.00	250.00	0.00	1,000.00	1,000.00	0.00	3,000.00
65015 · Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	800.00
65025 · Licenses & Fees	0.00	0.00	0.00	0.00	0.00	0.00	100.00
65040 · Office Expense	0.00	0.00	0.00	0.00	0.00	0.00	100.00
<b>Total 65000 · Operations</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>4,000.00</b>

**C-STREET CID**  
**Profit & Loss Budget Performance**  
**October 2018**

11/13/18

Accrual Basis

	Oct 18	Budget	\$ Over Budget	Jul - Oct 18	YTD Budget	\$ Over Budget	Annual Budget
65100 · Other Expenses							
65120 · Insurance - Liability, D and O	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
65175 · CID RENEWAL COSTS	116.22			116.22			
<b>Total 65100 · Other Expenses</b>	<b>116.22</b>	<b>0.00</b>	<b>116.22</b>	<b>116.22</b>	<b>0.00</b>	<b>116.22</b>	<b>1,400.00</b>
<b>Total Expense</b>	<b>8,059.04</b>	<b>3,150.00</b>	<b>4,909.04</b>	<b>18,759.33</b>	<b>14,600.00</b>	<b>4,159.33</b>	<b>45,200.00</b>
<b>Net Ordinary Income</b>	<b>-5,419.07</b>	<b>-650.00</b>	<b>-4,769.07</b>	<b>-4,846.32</b>	<b>-3,000.00</b>	<b>-1,846.32</b>	<b>0.00</b>
<b>Net Income</b>	<b>-5,419.07</b>	<b>-650.00</b>	<b>-4,769.07</b>	<b>-4,846.32</b>	<b>-3,000.00</b>	<b>-1,846.32</b>	<b>0.00</b>



**Commercial Street Community Improvement District  
Board of Directors Meeting Minutes  
10:00am, October 10<sup>th</sup>, 2018  
Drury Extension on C-Street  
233 E. Commercial St.**

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

Gregg Johnson (President) (Non-Profit) [3/4]  
Lyle Foster (Vice-President) (Property Owner/Business Owner) [4/4]  
Andy Walls (Sec./Treas.) (Registered Voter/Property Owner/Business Owner) [4/4]  
Mary Collette (Property Owner/Business Owner) [4/4]  
Robin Gilmore (Property Owner/Business Owner) [3/4]

**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 10:02 am.

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

Review of minutes of 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**

Jamie Evans presents Financial Report from September.  
Revenues for September totaled \$3,183.71

**Motion:** Approve September financial report.  
**Moved:** Lyle Foster  
**Second:** Mary Collette  
**Approved**

**IV. Old Business**

**a. CID Petition Renewal**

i. Not at 51% yet, but very close with 51% of property value achieved. Still need 1 more signature. Gregg is going to send out letters to the remaining property owners.

**b. Board Seat Vacancy**

i. Discussion of potential candidates who may be interested in serving as a member of the board of directors.

**c. Advertising Committee**

i. I-Heart Media Holiday Advertising  
1. Lyle shares a couple of radio ad spots that will begin in November and run until Christmas, on KGBX.

**Motion:** Approve up to \$2,500 to commit to holiday radio advertising  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

- ii. KSMU Advertising
  - 1. Revisiting costs.
- iii. Lyle recommends establishing focus groups to discuss demographic

**Motion:** Approve same holiday budget for PBS advertising.  
**Moved:** Mary Collette  
**Second:** Robin Gilmore  
**Approved**

- iv. Justin shares some of the changes he's made on the website and upcoming plans for changes like new photographs and drone footage to add to the website.

**Motion:** Approve additional \$500 for changes to website, to be finished by November 1<sup>st</sup>.  
**Moved:** Mary Collette  
**Second:** Lyle Foster  
**Approved**

**d. Frisco Lane Trash Collection**

- i. Mary presents information on cardboard recycling containers. A single container is \$40/month, rates improve with multiple containers. Mary recommends 4 containers at \$120/month and \$100 to purchase 10 box cutters and blades to give to businesses to encourage utilizing the cardboard recycling.

**Motion:** Approve budget to establish cardboard recycling with the recommended 4 containers at \$120/month with \$100 to purchase 10 box knives to encourage local businesses to utilize the cardboard recycling.

**Moved:** Mary Collette  
**Second:** Robin Gilmore

**Discussion:** Concerns are expressed by board members about approving expenditures without any documentation.

**Approved** (Yes: Mary, Robin, Andy; No: Lyle)

**e. Pedi Cabs**

- i. Not utilized as much in our district, possibly because of the limited size of our district compared to the availability of nearby parking. No definitive plan for continued utilization.

**V. New Business**

**a. Fund Request: "C-Street City Market" and "Heroes and Holidays"**

- i. Amy presents request for funds for C-Street City Market, specifically to support the event: Heroes and Holidays

**Motion:** Approve \$1,000 to support C-Street City Market's "Heroes and Holidays"  
**Moved:** Lyle Foster  
**Second:** Robin Gilmore  
**Approved**

**b. Presentation by Marty Cooper**

- i. Marty presents an advertising proposal for advertising with a printed wedding book, White Lace and Promises. There have been books printed in the past, however no books have been printed in the past couple of years. Website is under construction but their goal is to launch at the beginning of the year.

**c. Street Closures: "Thriller on C-Street" and "Heroes and Holidays"**

- i. Discussion on street closures and the city has contacted both the Commercial Club board of directors as well as the Cstreet CID board of directors to make sure there are no concerns in the community on current street closure requests.

**d. Halloween**

- i. Posters have been printed and online advertising has begun. Discussion of having a CID table that hands out an alternative to candy. Discussion of Kiwanis volunteers to help
- ii. Discussion of keeping to a budget of up to \$500 for the Halloween Trick-Or-Treat event and organizing it similar to previous years.

**e. Graffiti Removal**

- i. Held for discussion at next meeting.

**f. Correspondence**

- i. Lyle shares a letter that was sent to him for the purpose of sharing it with the board of directors. A copy of this letter will be emailed to the board.
- ii. The concerns were listed as follows:
  - 1. The current needs of the district do not justify doubling the CID tax for the district because of the amount of money in the bank account already. (incorrectly informed that the CID renewal will double the CID tax, possibly because of the News-Leader misreporting the renewal tax amount in a recent article. The actual increase is by 1/8<sup>th</sup> of a cent.)
  - 2. They list the main areas of concern as landscaping, snow removal, and banners. (they are apparently not aware of all the other endeavors and financial expenditures made on behalf of the district, yet because they claim to know we have money in the bank for the district, it is assumed they have seen one of the monthly financial reports showing the annual budget and other expenditure areas such as advertising, event support, etc.)
  - 3. They ask specifically "when was the last time we were given a report on what the board was working on..." (if they are aware of the bank account, it stands to reason that they have attended a monthly meeting and seen a monthly financial report and annual budget)
  - 4. Accusation of the board not following our own policies. (Assuming this is related to the concern Lyle shared earlier about approving expenditures without documentation.)

5. Website not current and needs updating. (website is in process of being updated)
  6. Feels there is a conflict of interest with members serving on both boards for Commercial Club and the CID. Seems as though half of the members are on both boards. (Currently, two out of seven members serve on both the Commercial Club and on the C-Street CID and nothing in either organization's bylaws states this as a conflict of interest. Plus, the C-Street CID currently has 2 open seats and a lack of qualified applicants to consider for filling these vacancies.)
  7. Upset and blames both the Commercial Club and CID for the loss of Pets and Pumpkins. (The C-Street CID has a long history of not only approving requests for Pets and Pumpkins, but has also financially supported Pets and Pumpkins every time a request was submitted.)
- iii. Response will be drafted later to address this letter of concern.

**VI. Public Comment**

- a. No additional comments

**VII. Next Meeting**

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

**VIII. Adjourn**

**Motion to adjourn meeting.**

Gregg adjourns meeting at 11:34 am