



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, December 13th 2023, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Irene Schaefer, President
Travis Tindall, Vice-President & Treasurer
Amanda Ohlensehlen
Christine Schilling
Cindy Ussery
Lyle Foster

Members of the Public: Justin Beiler, Ron Bradshaw, Mary Collette, Jamie Evans, Jina Gorham, Connie Rhoades Hinds, Teresa Emerson, Shelby Wood, Viviana Writer, Chad Mellentine, Freda Roussell

- I. **Call to Order/Welcome.** Irene Schaefer called the meeting to order at 12:00 pm.
- II. **Review and Approval of Previous Minutes.** Amanda presented the November meeting minutes.
Amanda Ohlensehlen motioned to approve November meeting minutes as presented. Seconded by Travis Tindall. Passed unanimously
- III. **Financial Report:** Travis presented that Financial Report. \$7,411 in revenue in November. Down around \$1,100 from the previous year, approx 13%. Overall up 22% for the year. Travis stated that our CID district is still receiving funds from businesses that don't reside in our district, those funds will later be deducted from our account. \$47,455 in assets. Expense from district maintenance, promotion, security cameras, and holiday lighting. \$14,454 expense in November. District maintenance \$5,738 in holiday decor. \$2543 for the security cameras, which the City of Springfield will reimburse. There were more expenses than typical this month compared to others. Mary Collette asked if the CID could put some of the CID funds into high interest rate accounts. Shelby stated that we would have to look into this due to the use of public funds. Irene stated that there are still issues with the DOR reporting in our district. She stated that we have lost five businesses over the last five months that contribute to the CID.
Christine Schilling motioned to approve the November financial report as presented. Seconded by Amanda Ohlensehlen. Passed unanimously
- IV. **New Business**
 - a. **Open Board Seat** Irene stated that there were five applicants, one applicant did not meet the requirements. The four applicants were Viviana Writer, Chad Mellentine, Jina Gorham, and Teresa Emerson. Each applicant introduced themselves and explained their interest in the CID board. The Board of Directors voted via secret ballot. The vote was received and counted by Shelby Wood (legal counsel) and Angela Duran (staff). Teresa Emerson won by majority vote (Teresa Emerson (4 votes), Jina Gorham (2 votes), Chad Mellentine (0 votes), Viviana Writer (0 votes).
 - b. **Post event report: Sip and Shop** Connie Rhoades Hinds stated that the best she can tell that the event was very successful. Merchants were pleased with the attendance of the event. She thanked the CID Board for their support. The promotional cups made for the event were gone within an hour.
 - c. **Post event report: Tree Lighting Ceremony** Cindy Ussery stated that the committee met post ceremony. The group unanimously voted to continue having the event. Cindy thanked Angela for working on the event and making sure it was properly advertised, the event grew exponentially this year. Cindy stated that the committee did ask for input and is learning from all input received. She believes it was a good ceremony. Angela stated that it was a lot of fun for everyone involved. She stated that overall it was

a great event, KOLR10 and KY3 both covered the event. Christine stated that she saw lots of different ages of people participating and thought it was a great event.

V. Existing Business

- a. **Street Safety - Officer Ben Wilson** Not in attendance, no update.
- b. **Parking Lots - Security Camera Update** Irene stated that Blaine and Robberson have security cameras installed. There is now signage posted in all parking lots stating that there are security cameras being used in the area. The Campbell Street parking lot is still being worked on.
- c. **Trash Can Project Update** Still moving along. Trash cans have C painted on the top. Paint has been updated to more durable, rust resistant paint. They hope to have 3-5 trash cans done each week.
- d. **CID Staff Report** Angela stated that she is continuing to sit on all committees and take notes. She still does posting of the meeting minutes and financials each month. She is still coordinating the trash can project. This past month they ordered signs and got them put up in the parking lot. She is also keeping tabs on all holiday decorations that are up, lights and wreaths. She presented a document that she has put together and is giving to new businesses detailing what the CID is and all information they may need for the DOR.
- e. **City Funds Report** Irene stated that the contract has been signed and returned to the City. The CID has submitted the first two receipts for reimbursement, for the security cameras and the trash can project expenses.

VI. Committee Reports

- a. **Holiday Lighting Committee Report** - Cindy covered most in the Tree Lighting Event update. Cindy stated that the committee began talking about spring decor for the street. She would like to have pops of color throughout the district to keep merchants encouraged during the slow season.
- b. **Advertising Committee Report** - Irene stated that the committee did not meet this month. Irene stated that Connie Rhoades Hinds stepped down as the chair of the committee. Irene thanks Connie for her service and professionalism she dedicated to her role as the committee chair.
- c. **General Maintenance Committee Report** - The committee had their first committee meeting. The committee is co-chaired by Irene Schaefer and Travis Tindall, Justin Beiler, Teresa Emerson, Bruce Adib-Yazdi, Mary Collette, and Angela Duran. This committee will manage winter maintenance, street assets, dumpsters, landscaping, parking, safety and security. Travis stated that they have made progress with the City of Springfield. Irene and Angela have been meeting with trash providers on the dumpsters. He stated that locations have been identified. The City of Springfield has to approve the dumpster locations and sizes.
Lyle stated that he has heard some concerns from Merchants and would like to hear about the CID's communications with the public on this. He stated that merchants are concerned about pick up, losing parking spaces, etc. Irene stated that everything is in preliminary planning stages, at this time, no decisions have been made. She agreed that it is to the point of communicating with the dumpster providers and the public. Irene Schaefer stated that Gabris has been used for the past two years for winter maintenance. This year they have increased their costs by 297%. Last year the CID roughly spent \$3k, this year it would be \$10k according to their new rates. Irene stated that she has contacted multiple companies and none have shown any interest in working on sidewalks.. The City of Springfield does not clear sidewalks in the City, except for City buildings. The CID does not have anyone to shovel snow and spread ice melt in the event of snow or ice. Irene stated that last year the snow blower was maintained by Stewart's Automotive. Jina and Mary Collette volunteered to take a look at the snow blower. Christine stated that she has space on ground level that we would be able to store the snow blower. Lyle encourages the CID to let the merchants know that the CID will not be providing this service to merchants this year. There was discussion on the type of volunteer or worker needed for this job, in regard to qualifications and CID requirements.

VII. **Public Comment** Mary stated that it would be nice to have a time for Merchants Association and the Commercial Club to report to the CID during each meeting. Amanda reminded that there is a TIF update meeting. She stated that she will be sending out an invitation to each of the groups to identify representatives to participate in a working group to work on city projects related to C-Street.

VIII. **Next Meeting Date and Time.** Wednesday, January 10th, 2024, 10AM at the Victory Mission Administrative Building, 1st floor.

IX. Adjournment

Amanda Ohlensehlen motioned to adjourn the meeting. Seconded by Christine Schilling. Passed unanimously. The meeting was adjourned at 10:58 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, November 8th 2023, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Irene Schaefer, President
Travis Tindall, Vice-President & Treasurer
Amanda Ohlensehlen
Christine Schilling
Lyle Foster

Excused Absence: Cindy Ussery

Members of the Public: Susi Caregnato, Mary Collette, Jamie Evans, Heidi Herrman, Steven Grove, Connie Rhoades Hinds, Ron Bradshaw, Kendra Zaldivar, Matt Schaefer, Heidi Herrman, Mona Pierion, Teresa Emerson

- I. **Call to Order/Welcome.** Irene Schaefer called the meeting to order at 10:01 am.
- II. **Review and Approval of Previous Minutes.** Irene presented the October meeting minutes.
Christine Schilling motioned to approve October meeting minutes as presented. Seconded by Lyle Foster. Passed unanimously
- III. **Financial Report:** Travis presented that Financial Report. \$7,506 in income. 47% increase from last year. For the year we are up 35.36% on the year. Travis stated that we are still receiving funds from businesses outside of our district that the DOR is working to fix. Total assets are at \$54,962.76.
Amanda Ohlensehlen motioned to accept the October financial report. Seconded by Christine Schilling. Passed unanimously
- IV. **New Business**
 - a. **Sales Tax Update:** Irene stated that the .5% sales tax increase did not pass the vote of registered voters within the District on 11/7/23. Irene states that in her opinion, long term it will be a disservice to the community and will impact future progress as it relates to growing the services CID provides. We will have to tighten spending and next year's budget will reflect cuts. She stated that within the last 8-10 weeks, the district has lost 3-5 retail businesses. Lyle states that he believes that this is an opportunity to see how the CID can continue to invest in the existing businesses to increase sales tax revenue and help businesses to grow.
 - b. **Board Seat Opening: Application 12/8** Corie Godsy resigned from her board seat. The Secretary position is now open due to her resignation.
Motion to nominate Amanda Ohlensehlen for CID Secretary position by Christine Schilling. Seconded by Travis Tindall. Passed unanimously.
With Corie's resignation, we have to add another person to the bank signature card. Amanda stated that she did not want to be on the CID banking account due to the CID receiving funds from the City of Springfield. Christine volunteered to be on the signature form for the banking account.

The board now has a board seat open. The seat will expire in July 2025. It can be filled by a business owner or representative of a business owner, a property owner or representative of a property owner or a resident of the District. The CID is now taking applications with an online application available. The

application will be open for 30 days, the deadline to apply is December 8, 2023. The application is posted to the CID website. Irene stated that she also has physical copies of the application available to anyone.

- c. **Funding Request Sip & Shop:** Connie Rhoades Hinds submitted the funding request prior to the meeting and presented the request to the board. Last year the board gave the Sip & Shop event \$1,500. Christine stated that posters were not evenly distributed throughout the district and there was less than 3 days to the event. Christine is requesting a breakdown and more explanation of what the \$600 is used for or if they can provide a record of what the funds were used for. Connie stated that the funding request is for the promotion of the event. Irene asked if the event was self funded, with the ads on the bottom of poster being sold to various merchants. Connie stated that the sponsorship funds from the poster are not to support the event, but to go into the Merchant Association banking account.

Due to no additional explanation of what funds would be used for,

Travis Tindall motioned not to fund the Sip and Shop event. There was no second. The motion died.

Christine stated that she feels the CID should support the event because it is a great event for the street, but would like more of a specific accounting of the public funds granted to the Merchants Association.

Travis stated that he has supported every event that has been presented to the CID, but would like to have information provided when the board asks about how the public funds will be used specifically. He stated that anytime public funds were requested on past events, information on what the funds would be used for was presented, as well as a part of the post event report, confirming what funds were used for.

Lyle Foster motioned to support Sip and Shop in the amount requested, \$600. Seconded by Christine Schilling. 3 in favor. 1 opposed, Travis Tindall. The motion passed.

Amanda stated that we should consider amending the funding request form to make sure that the correct information is requested.

- d. **City Parking Inventory** Irene stated that the City of Springfield will be conducting a parking study with a third party company, CJW. They will inventory and monitor parking activity via drone during different times throughout the district.

V. Existing Business

- a. **Street Safety - Officer Ben Wilson** Not in attendance, no update.
- b. **Parking Lots - Security Camera Update** Irene stated that there are two cameras being installed in parking lot #2 (Robberson and Blaine). Once City Utilities finish installing infrastructure in parking lot #3 (Campbell and Pacific), WON will be able to install security cameras in lot#3. All security cameras will be paid for by the funds provided by the City of Springfield.
- c. **Railfan Update:** Ron stated that both cameras are up and functioning. He demonstrated how to access the rail cameras and showed what they look like online. It is called Steel Highways on YouTube.
- d. **Trash Can Project Update** Steven Grove stated that they have been working on the trash cans. They have added a C-Street logo to the top of the cans.
- e. **CID Staff Report** Angela was not at the meeting. No staff report this month.
- f. **Mission Statement** Irene stated that a Mission Statement team convened to discuss a Mission Statement for the Community Improvement District. Irene asked for any edits or suggestions.

Mission Statement for the C-Street CID: The Historic C-Street CID is tasked with fostering a thriving business, entertainment, and residential community alive with culture, heritage, and creativity.

Travis Tindall motioned to accept the Mission Statement as presented. Seconded by Christine Schilling. Passed unanimously.

VI. Committee Reports

- a. **Holiday Lighting Committee Report** Angela stated that the lights are up at the Footbridge. The committee is working on the Tree Lighting Ceremony on November 25th 4:30-6pm. Irene stated that the Commercial Club has arranged for the Springfield Chamber Choir to perform at the event.
- b. **Advertising Committee Report** Connie stated that there are no new projects. The existing ads are still running in print. She stated that C-Street is on the cover of Welcome to Springfield for November-December. She stated that the committee is also running ads on Facebook and will switch them out soon for a more holiday style ad.
- c. **Dumpster Committee Reports -** Travis stated that the committee continues to meet with the City of Springfield to discuss the agreement. Irene and Angela have met with the trash collection providers as well. The City has come to an agreement that Frisco Lane will only need concrete pads with bollards and there will be no need for enclosures on Frisco Lane. However, the enclosures will still be required for dumpsters along Blaine. The City of Springfield is requiring rolling dumpsters; however, trying to resolve

what would be available from providers. Travis stated that the \$50,000 from the City of Springfield will pay for the enclosures and concrete pads.

d. Table/Chair/Planter Assets Report - Irene Schaefer No update.

e. Establishing Public Art Committee - Irene Schaefer No update.

f. Establish Safety & Security Committee - Irene Schaefer No update.

g. Irene has asked the Board to determine if CID board member should be the Chair on our Committees, due to the responsibility of the budget line item, as well as reporting back to the CID Board. Amanda stated that her experience on boards is that committees are usually chaired by a board member. Christine stated that for liability and the use of public money, it is best to have a board member chair a committee due to the direct link of finances and the board of directors. It was suggested that we speak with Shelby on how this matter should be handled for the sake of continuity and keeping committees in the direction of the board mission. Travis stated that he would like to have Shelby, if available, discuss this item next month.

VII. Public Comment Mary stated that the holiday decorations look fantastic this year and that the decorating committee out did themselves this year. Christine agrees and believes it adds to the image of safety on the street. Susi stated that she has had nothing but positive feedback from customers in her store regarding the holiday decor.

VIII. Next Meeting Date and Time. Wednesday, December 13th, 2023, 10AM at the Victory Mission Administrative Building, 1st floor.

IX. Adjournment

Amanda Ohlensehlen motioned to adjourn the meeting. Seconded by Christine Schilling. Passed unanimously. The meeting was adjourned at 10:58 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, October 11th 2023, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Irene Schaefer, President
Corie Godsy, Secretary
Christine Schilling
Cindy Ussery
Lyle Foster

Excused Absence: Amanda Ohlensehlen & Travis Tindall

Members of the Public: Bruce Adbi-Yazdi, Ron Bradshaw, Mary Collette, Martha Copper, Jamie Evans, Joe Gidman, Jina Gorham, Bradley Mattner, Heidi Herrman, Marianne Sifford, Matt Schaefer, Ben Wilson, Shelby Wood, Kendra Zaldivar

I. **Call to Order/Welcome.** Irene Schaefer called the meeting to order at 10:00 am.

II. **Review and Approval of Previous Minutes.** Corie presented the September meeting minutes and the Special CID meeting minutes .

- ***Cindy motioned to approve the September Board of Directors meeting minutes as presented. Seconded by Christine. All in favor, passed unanimously.***
- ***Lyle motion to approve the Special Public Meeting minutes as presented. Seconded by Cindy. All in favor, passed unanimously.***

III. **Financial Report.**

- ***Corie motioned to approve the August financial report. Seconded by Christine. All in favor, passed unanimously.***

Irene presented the September financial report. 60% increase in sales tax over last September. During review of the DOR reports, Irene stated that in the DOR reports, both debits and credits flow through each month. After further analysis, it was found that in some cases, businesses have paid into our CID (in error) coming in through our monthly numbers; however, when the error is caught, DOR debits the amounts paid previously in error. This has been an issue for the last three years. It takes about 12 months for them to take it away. Right now we are reporting \$8,311.48 income for the month of September. \$60,150.51 for total assets.

- ***Corie motioned to approve the financial report. Seconded by Cindy. All in favor, passed unanimously.***

IV. **New Business** No new business.

IV. **Existing Business**

- **Street Safety - Officer Ben Wilson** Ben stated that he has no news. There has been a “straw hat guy” around, however, he has been moved off the street and is seeking mental health services. Chrisitne mentioned that there has been a number of reports of a juvenile group that is harassing a group on the street. Ben says to always call 911. He spoke about the partnership the police has with Burrell to provide mental health services to the community.
- **Parking Lots - Security Camera Update** CID Legal has reviewed the contract from WON on our parking lots and office internet. The City of Springfield has finished putting the electrical box in the parking lot #2 at Robberson and Pacific. The parking lot #3 on Campbell and Blaine still needs wiring from City Utilities. We

are still waiting on clarification on City Funds paying for the additional security cameras over the Pavillion parking lot and railroad. It is currently being held up due to the dumpster enclosures.

- **Rail Camera Update** Irene stated that we have received the contract and Shelby is reviewing. The cameras have been paid for privately to purchase the equipment until the CID is able to sign the contract. Installation for the cameras has been scheduled. Matt still needs to confirm, but believes it could be covered by funds from the City of Springfield.
- **Trash Can Project Update** Angela stated they have ordered a lid from Victor Stanley. Since they have a “no return’ policy, only 1 lid was ordered. Once received and confirmed it fits, the rest of the lids ordered immediately. Angela stated that she has also started working with Steven at SIGWO on cleaning and painting trash cans throughout the district. He plans to do 1-2 trash cans a day.
- **CID Staff Report** Angela reported this past month at the Culture Festival, CID had a table set up to talk with the community. Newsletter goes out today to over 150 new contacts. Holiday lighting. Planning a holiday lighting ceremony. She has worked with the Advertising Committee on the Welcome to Springfield on a cover and copy. She has worked on the back end updating SEO on the website and other changes to increase traffic to the new website.
- **Mission Statement** The goal of the mission statement is to keep the board aligned with a common goal. Will table conversation until the next meeting. Still looking for volunteers and input.

V. Committee Reports

- **Holiday Lighting Committee Report - Cindy Ussery** Cindy stated that the holiday committee has added Kathy Smith to the committee. She brings lots of knowledge and new contacts. Christmas lights will be on the trees and pavilion. There will be more lights this year. The goal is to get the decor up by November 1st. There will be a holiday lighting ceremony this year, planned for 11/25/23. There was discussion to add a placard or signage next to the decorations stating, funded by the Community Improvement District. More discussion on pros and cons of advertising the CID.
- **Advertising Committee Report** Connie stated that there are several projects the group is working on. The goal is to capture many different demographics. CVB, radio, Welcome to Springfield, and social media ads.
- **Dumpster Committee Reports - Irene** stated that the dumpster committee is working with the City of Springfield, looking at different designs options and locations for the dumpsters. She has asked the City to reconsider the use of enclosures because they create a very difficult area to service, awaiting their agreement. She stated that trash/dumpster management is a daunting task and the committee is working hard with the City of Springfield to come up with a workable solution for all.
- **Table/Chair/Planter Assets Report - Irene Schaefer** The committee has found that a lot of businesses do not want tables and chairs in front of their business. We are limited when looking at locations in respect to the public right-of-way. No updates at this time.
- **Establishing Public Art Committee - Irene Schaefer** The CID is asking for volunteers for this committee. Lyle asked if the Commercial Club public art committee and the CID public art committee will work together. It was confirmed that they will work together. Heidi Herrman, Mary Collette, and Viviana Writer volunteered to join this committee.
- **Establish Safety & Security Committee - Irene Schaefer** The CID is asking for volunteers for this committee.

Event Reporting

- **Culturefest - Joe Gidman** Joe estimated 4,000-5,000 attendees. Several vendors sold out, but some didn’t do as well. Joe stated that he has found that the event attracts people who haven’t been to C-Street before. He stated that the event went well and anticipates a bigger and better event for 2024.

VI. **Public Comment** Lyle asked if the board voted to spend CID funds to move forward with the election. Irene confirmed that in the August Board of Directors meeting the board was advised of the cost and voted to support the election.

VII. **Next Meeting Date and Time.** Wednesday, November 8th, 2023, 10AM at the Victory Mission Administrative Building, 1st floor.

VIII. **Adjournment** Christine motioned to adjourn the meeting. Seconded by Corie. Motion was carried. The meeting was adjourned at 10:56 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, September 20th 2023, 5:00 Pm
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Irene Schaefer, President
Travis Tindall, Vice-President & Treasurer
Corie Godsy, Secretary
Amanda Ohlensehlen
Christine Schilling
Cindy Ussery
Lyle Foster

Members of the Public: Justin Beiler, Susie Caregnato, Angela Duran (staff), Connie Rhoades Hinds, Jina Gorham, Mindy McDonald, Matt Schaefer, Mona Pieron, Daniel Walley

I. **Call to Order/Welcome.** Irene Schaefer called the meeting to order at 5:31 pm.

IV. New Business

- o **Board Members Introduction** Everyone in the room introduced themselves. All board members were present.
- o **What is the C-Street Community Improvement District** The C-Street CID was formed in 2009 and renewed in 2015. The petition for the CID is approved by the City Council. Boundaries of the district are Douglas, Clay, Pacific, to Frisco Lane. The petition states the funds can be used for various projects, including but not limited to; general maintenance, promotion and improvement of the district.
- o **How are we funded?** The CID is funded by a .5% sales tax collected in the district on all retail sales; however, our petition allows a full 1% sales tax. Our current income is approx \$70-75K per year. Based on our current budget, fixed expenses (general maintenance/landscaping, advertising and CID staff) are approx \$70-75K. This year we had a carryover from previous years. This year's carryover was budgeted to fund event support, accounting services, signage, security, and holiday decoration, etc. The City of Springfield has also awarded the CID with \$50,000 reimbursable funds that will be used for trash dumpsters, pads & enclosures, sidewalk trash cans, security cameras, and street furniture. Accessing a full 1% will generate an additional \$70-75k per year, which will fund our future expenses beyond our annual fixed (general maintenance, advertising, CID staff).
- o **Sales Tax Increase** The cost of this election is approximately \$3,800. If the increase is approved by the registered voters, the next step is communicating with the Department of Revenue. The DOR will take around 6 months to implement the tax. They will communicate with all of the businesses within the district. We estimate May-July timeframe before we could see the tax revenue.

VI. Public Comment

Mona Pieron asked if the election is set for this November. Irene stated that the ballot does get mailed to the registered voters within the CID boundaries and the election is set for 11/7/23.

Cindy asked what the current sales tax is in Springfield, MO. Irene clarified that it's 8.1%. Irene stated that in Joplin, their base city rate 8.74%, as a comparison.

Travis stated that we currently earn around \$75K, and have had carryover funds the past few years. Once carryover funds are gone, we will have no choice but to reduce our budgeted annual spend. He stated that if we don't increase our income, we will not have the funds to keep other existing categories at the amount they are now with a \$75k income; each category would be forced to reduce.

Christine stated that we have lost multiple businesses on the street (3 within the past 6 weeks). Also, many of our store fronts have been replaced by non-profits.

There was conversation on the \$20K that came from the City of Springfield during 2020. Lyle stated that since the City of Springfield owns property within the CID, this is their contribution to district maintenance. Lyle commented that he is very opposed to the sales tax increase. He would be more in favor of the CID providing business assistance, and how to make our businesses stronger and more resilient to increase sales. He has seen how small businesses can be extremely fragile, stating that he has seen an increase in costs in his business and is not a fan of passing any increase onto his customers. He believes just because we can, does not mean that we should. He provided an example of negative impacts in Chicago due to the effects of increasing sales taxes.

Jina stated that in her businesses, she folds their sales tax into their price tags because she has had customers become alarmed once they see the additional sales tax. She does not feel that the pressure should be on the customer.

Connie stated that the current revenue has been trending upward.

Susi from Soozeezbeez stated that in over two years, she has never had anyone question the sales tax. She stated that she had a conversation with another merchant that owns multiple businesses, and they stated that they've never been questioned about the sales tax.

Travis stated that board members that voted to increase the sales tax are excited to support events, improve marketing efforts, and to improve holiday decorations and add more daily maintenance. He stated that there are always many ways that additional funds can be spent, however, ultimately the goal is to get more people to the street to support the businesses and to see the district grow.

Christine stated that she hopes the CID can increase their education and retention of businesses. She feels that we should be doing more since the district is experiencing growth. She believes that the CID should be asked to do more and should do more.

VII. **Next Meeting Date and Time.** Regular monthly meeting 10/11/2023, Victory Mission Administrative Building, 1st Floor (1715 N Boonville), 10:00 am

VIII. **Adjournment** Travis motioned to adjourn the meeting. **Seconded by Corie. Motion was carried.** The meeting was adjourned at 5:54PM.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, September 13th 2023, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Irene Schaefer, President
Travis Tindall, Vice-President & Treasurer
Corie Godsy, Secretary
Amanda Ohlensehlen
Christine Schilling
Cindy Ussery
Lyle Foster

Members of the Public: Justin Beiler, Ron Brashaw, Mary Collette, Martha Cooper, Teresa Emerson, Jamie Evans, Steven Grove, Joe Gidman, Connie Rhoades Hinds, Marianne Sifford, Mona Pieron, Matt Schaefer (City of Springfield), Anne Walls, Andy Walls, Officer Ben Wilson, Holland Wilson, Viviana Writer, Kendra Zaldivar,

- I. **Call to Order/Welcome.** Irene Schaefer called the meeting to order at 10:02 am.
- II. **Review and Approval of Previous Minutes.** Corie presented the August meeting minutes.
Travis motioned to approve. Seconded by Amanda. All in favor, passed unanimously.
- III. **Financial Report.** Travis, CID Treasurer, presented the financial report. There was over \$8,254 in income this past month, a 5% increase over last year. Expenses were \$7,678 last month. Total assets were \$60,810. Irene stated that last month the CID lost three contributing businesses on the street.

IV. New Business

Special CID Public Meeting 9/20/2023 for discussion of upcoming ballot election for .5% sales tax increase.

Street Safety - Officer Ben Wilson (PAR) Ben stated that Commercial Street is doing well in terms of activity in the area. He stated that if there is an issue, please call 911. He stated that Springfield Police have a mental health coordinator in his unit that helps address some of the issues we have seen on the street. Irene stated that the CID can form a street safety committee to discuss security concerns and services for the future. Irene reported on security cameras in the parking lots, stating that our first parking lot (Blaine/Jefferson) was \$7,750 to install cameras. They were required to install electrical infrastructure in the lot for them to be able to run on their own, remotely. We have received WON quotes (same company) for our next two parking lots. Parking lot #2 - \$2,133 for Robberson and Parking lot #3 Pacific (2 cameras). \$3,754 at Campbell and Pacific (4 cameras). All cameras will run through the current server where CID currently pays \$75/month for. That charge will cover feeds from all 3 parking lots. Lyle stated that the original concept was to alleviate fears when parking in the parking lots by providing cameras in those lots. The additional costs for new cameras will be covered by the City funding.

Lyle motioned to move forward with the purchase of the additional cameras for the new parking lots with City funding. Seconded by Travis. The motion was passed unanimously. Amanda abstained from voting due to the use of City funds.

Funding Request - Thriller Anne stated that this is their 14th time performing on the street. The event is bigger than ever before. They estimated more than 8,000 attendees last year. They expect a bigger crowd this year. They are seeking funding to assist with barricades and more police presence this year.

Corie motioned to support Thriller for \$1,500. Seconded by Christine. All in favor, the motion was carried.

Funding Request - Railroad Cameras Connie stated that a group has met to discuss the railroad live camera. She feels that this camera is a good fit for our community. The board was given all specs and prices for the camera package. The camera is viewed 24/7 365 days a year. A non moving camera will face the market areas. A pan tilt zoom camera will be located on the back of Christine's building, it will show the railroad and the market area. Connie stated that the best location for visibility right now is on Christine's building, it can be relocated in the future. The camera will be able to be used by the Police Department. This will cost \$2,856. The cost covers installation, purchase of the equipment, and access to their online network. The group did receive 3 quotes. Ron stated that the camera company will be responsible for maintenance. The CID will own the cameras. There will be no ongoing costs and no paywalls. Irene stated that WON Communications has offered to provide free internet services for the camera and asked them to provide a service contract for the free service. Lyle asked if there is any room in the budget to pay for this camera. Travis stated that we do have additional income right now and can move around funds in the marketing or district maintenance budget lines if the board wishes to support this project. Matt S. will look into the City \$50k funding to see if the funding would cover this project.

Travis motioned to approve the funding, contingent on receiving the other bids. Cindy seconded the motion. All in favor, passed unanimously. Amanda abstained from voting due to the use of city funds.

Funding Request - Commercial Club (Mary Collette) Mary stated that we have new sculptures in the district. She is requesting \$500 to fund 1,000 new art walk brochures featuring the new sculptures. Travis stated that the CID logo and new .org website featured on the brochure. **Christine motion to approve the funding request, as long as the CID logo and .org website are featured. Corie seconded the motion. Passed unanimously, the motion is carried.**

Halloween Event - Cindy is asking the CID board to consider managing and providing security for the Halloween Trick - or - Treat event. She believes that it is good for the board to consider taking on the event in terms of having a Clean, Safe, and Friendly district while also promoting walkability. Christine stated that the CID provides financial support to events but does not host events. Irene stated that the CID is happy to continue to help fund the event. Lyle stated that the Merchant's Association does not have the capacity to put on this event. Lyle stated that he views the event as a way to give back to the community. Amanda stated that it would be good to reach out to other groups or partnerships to be able to make the event happen. Connie stated that on October 28th the GLO Center will be passing out candy if any other merchants want to join them.

IV. Existing Business

- **C-Street Map of Assets - Angela Duran** Using the new Blue Beam software Angela has been able to map all assets within the district. The table and planter committee used this map and software to map potential locations. The City of Springfield and our insurance company have to have an accurate record of everything that is on our side walks.
- **Mission Statement - Irene Schaefer** For the sake of time, this item will be discussed at the next meeting.
- **CID Staff Report - Angela Duran** Angela updated her list of all items that she works on throughout her 20-25 hours. She stated that she has worked with the ROW coordinator at Public Works, maintaining a list of assets and their condition, distributing marketing materials, assisting the

advertising committee on social media and promotional materials, updating websites, a monthly newsletter, and meeting minutes. She stated that she is on the street at least 3 days out of the week and regularly attends Merchant and Commercial Club meetings.

- **Trash Can Update - Irene Schaefer, Angela Duran** Irene stated that we have 29 trash cans on the street. 7 of them do not have lids. We have received quotes for power washing the trash cans and also 2 no quotes (Midwest Sheet Metal and Eagle Sheet Metal). Quotes from ShowMe Hydro, and SIGWO. We also have a quote for replacement lids from Victor Stanley, \$1,805. Irene stated that this project will be covered by the City funds. Lyle requested for an effort to encourage recycling on the street instead of only producing waste. Christine agreed and stated that she would like for the CID to look into recycling efforts for long range planning.

Corie motioned to approve the SIGWO quote. Seconded by Cindy. All in favor, the motion was passed unanimously.

Corie motioned to approve the quote for the lids from Victor Stanley. Lyle seconded the motion. Amanda abstained due to the use of City of Springfield funds. 6 in favor. 1 abstained. The motion is passed.

Irene presented a quote for powerwashing the tables and chairs on the sidewalk. Cindy agrees that they need to be cleaned however she isn't familiar with the care that the tables and chairs require. Mary suggested organizing a volunteer effort to clean the tables and chairs. Christine asked Angela to look into securing C.A.S.P workers to work on a project like this.

V. Committee Reports

- **Holiday Lighting Committee Report - Cindy Ussery** Cindy stated that corn stalks are coming to the street. She has added strawbales for photo ops throughout the district. Angela has reached out to Serendipity for balloons for various events. They are currently negotiating with Christmas Lights Are Us regarding holiday lights.
- **Advertising Committee Report** Connie stated that all contracts that were discussed in the previous meeting have been executed. CVB, Welcome to Springfield, and social media.
- **Dumpster Committee Reports - Travis Tindall** Travis stated that Irene and Angela have met with two trash providers to discuss the enclosures and ramifications on their business. Their next step is to set up a follow up meeting with Bruce and Grady from Public Works.
- **Table/Chair/Planter Assets Report - Irene Schaefer** The primary purpose of the committee was to identify the location tables and chairs. It is important to ensure that the right of way is respected and that the placement of the tables and chairs makes the city and merchants happy. The group will next discuss how we will get the planters painted.
- **New Public Art Committee - Irene Schaefer** This will be a Public Art committee. If you are interested in serving on the committee, please contact Angela Duran or Irene. Lyle stated that he met with Vecino Group regarding a social justice mural. Their next meeting will be September 28,2023 at 4pm at the Vecino Group.
- **Establish Safety & Security Committee - Irene Schaefer** If you are interested in serving on this committee, please contact Angela Duran or Irene.

VI. Public Comment No public comment.

VII. Next Meeting Date and Time. Wednesday, September 20th, 2023, 5-6:30PM at the Victory Mission Administrative Building.

VIII. Adjournment Corie motioned to adjourn the meeting. Seconded by Christine. Motion was carried. The meeting was adjourned at 11:32 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, August 9th 2023, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Irene Schaefer, President
Travis Tindall, Vice-President & Treasurer
Corie Godsy, Secretary
Lyle Foster
Christine Schilling

Absent: Amanda Ohlensehlen, excused
Cindy Ussery, excused

Public Attendees: Bruce Adbib Yazdi, Ron Bradshaw, Mitch Brashears, Jamie Evans, Joe Gidman, Connie Rhoades Hinds, Mona Pieron, Matthew Schaefer, Shelby Wood, Kendra Zaldivar

I. Call to Order/Welcome. Irene Schaefer, CID President called the meeting to order at 10:04 am.

II. Review and Approval of Previous Minutes.

Travis motioned to approve the July Board of Directors meeting minutes. The motion was seconded by Lyle. The motion was passed unanimously.

III. Financial Report. Travis presented the financial report. He stated that for the first month of the fiscal year we collected \$7,075. 35% increase from July of last year. The CID currently has \$58,459.52. Last month there was \$5,088.50 in expenses. The expenses came from district maintenance, payroll, district promotion, operations, and the renewal fund. There was discussion on the difference between use tax and sales tax. Joe Gidman clarified that use tax is anything that you purchase on line that a business is not reselling however, using in operations

Corie motioned to approve the financial report as presented. The motion was seconded by Lyle. The motion was passed unanimously.

IV. New Business

- o **Culture Fest 2023 Sponsor Request** Mitch Breashears presented the request to the CID board. He is the events coordinator at the International Institute of Southwest Missouri. The City has approved a street closure from Robberson and Jefferson, only that block. The event has grown over the last couple of years. The CID sponsored the event last year for \$1,000. They are requesting \$1,500 as a sound and audio sponsor. Lyle asked for the time frame and procedures for blocking the street off because in the past, events have left the street due to not being able to secure a street closure. He clarified that he raised the question because if the CID is going to support an event that has a street closure then there needs to be more discussion, due to the history of street closures and events. The event organizers stated that they will provide a street closure map and more details to the CID. The organizers stated that Culture Fest last year saw 4,000 people. They need the street closure because of the stage, parking, and booths. **Christine motioned to support Culture Fest for \$1,500. Seconded by Lyle. The motion passed unanimously.**

- o **Adoption of Resolution to Petition for sales tax increase to 1%** Irene stated that she sent information and the draft resolution to the board via email prior to the meeting, on 7/31/23, including the approx change to customers of .50 per \$100 spent, or approx .03 on a \$6 beverage. Lyle expressed that he was against it because he does not want to pass on additional costs to customers visiting our district. He stated that he does not want to attempt to pass this with pro bono legal support. Christine states that she believes we need to grow when looking at our current budget and income for the next year. Lyle stated that he would like to hear from our small businesses. Connie Rhoades Hinds stated that this discussion should be promoted for the sake of transparency and good faith to our merchants. She suggested that any motion that is passed by the CID, merchants should know that discussions are on the table, what is involved, and how merchants benefit from the additional fund in a public form. Irene clarified that the process will take 9-12 months to go into effect. The process is much simpler because it is not a full petition change and has an estimated cost of \$3800 to complete. Travis stated that we typically bring in \$70k/ year however the district is not able to grow much with our current income. Christine stated that the plan was to use the 9-12 month period for education of the sales tax increase throughout the process. Travis stated that a Special Assessment is another way the CID can gain additional income but that would be assessed on all property owners. That type of update would require a change to the Petition, which is a much longer process. There was discussion on how the policy and state legislature requires the registered voters in the district to vote on this matter. Travis stated that the majority of our CID's in Springfield charge the full percent. Lyle stated that the Downtown CID and C-Street CID are unique CIDs because some of the other CIDs are created as a tool for developers for infrastructure improvements. Joe Gidman mentioned that another approach could be how the district can attract more businesses to our district to gather more sales tax. Joe Gidman stated that in 10 years, with 3 active businesses on the Street, he has never been questioned about the sales tax. He stated that many people in this area travel to Branson where they pay closer to 10.6% or more. Connie Rhoades Hinds commented that it disappoints her that no one from the CID bothered to visit the Merchant Meeting to make an announcement regarding the resolution. Irene reminded the Board that this vote is to support moving forward with a ballot election of registered voters to change the tax.

Christine motioned to adopt the resolution and support to increase the sales tax by .5%.

Seconded by Travis. 4 in favor. One opposed, Lyle Foster. The motion was carried.

- o **Mission Statement** Irene stated that she would like for the CID to have a mission statement to show the community the overarching goal for the CID. She asked that the board think through their ideas for the mission statement. She would like for the board to take a look at the mission statement and share their ideas by the next meeting.
- o **Holiday Lighting Committee Report - Cindy Ussery** Angela provided an update because Cindy was not in attendance. Angela stated that the committee met, it was Cindy, Ron, Mary and herself. They are currently working through ideas for fall and holiday decorations.
- o **Office Update** Irene stated that an air conditioning unit has been installed. Wifi still needs to be set up but it has been several hurdles to jump through when getting the wifi set up and installed. Irene stated that Rusty has agreed to set up wifi for the office through the Downtown Springfield Association. Irene stated that it has been recommended that the CID purchase a license to Blue Beam to map the assets on the street that we must keep track of. There are numerous projects that require us to map out those assets. Blue Beam is a PDF writer that can be used to create maps and to catalog all of the items on the street. Irene stated that this is an item that is covered under the budget.

V. Existing Business

- o **Complete current revision of Bylaws - Shelby Wood** Shelby stated that the subcommittee met once again to discuss and made a few tweaks to the document since the last meeting. Lyle stated that he will be voting against the current version because he is concerned that the qualifications for the board aren't listed in the bylaws. Shelby stated that for our bylaws it is important to not list items that are listed in the petition, to prevent any misinterpretation or deviations from the petition. It is best practice to prevent repetitive language. Lyle stated that as a semi -public organization, he would like for the qualifications to be listed in the bylaws for the purpose of ease.

Travis motioned to approve the bylaws. 4 in favor. 1 opposed, Lyle Foster. The motion was carried.

- o **Advertising Committee Report - Connie Rhoades Hinds** Angela stated that the committee moved forward with a new radio station, Commercial Street is now being featured on KTTS. She stated that new rack cards and maps have been moved to print. The committee has also moved to sponsor social media posts.
- o **Dumpster Licensing Agreement -Travis Tindall** The dumpster committee set up a meeting to meet after receiving correspondence from the City of Springfield to review the requirements that the City of Springfield has given the CID.
- o **C-Street Map of Assets for Insurance and City (Providing list of assets and locations to City and Insurance)** Irene stated that she and Angela have worked on mapping out all of the CID owned assets. She stated that they have been doing research on the lids for the trash cans. Lyle stated that he has reached out about getting a lid for his trash can in front of Big Momma's. Irene stated that we are also considering putting an additional trash can at Big Momma's because it sees a lot of foot traffic.
- o **Sankofa Mural Project Update - Lyle Foster** Lyle updated the board that the City Council has approved the Sankofa project and that the committee plans to meet again to discuss the mural planned for the project.
Irene stated that there are three new sculptures coming to the street with TIF funds. The Sculpture Walk organization has been assisting in acquisition, delivery and set up of the new sculptures.
- o **CID Staff Report** Angela stated that she has worked with the various committees on their projects. She is working on trash can quotes, mapping the assets of the district, communicating with print companies for advertising materials, designing a new rack card, and more this past month. She stated that she has been working on a procedure manual for all of the processes and procedures she works on. This will assist anyone coming into the position behind her.
- o **Reminder – Table/Chair/Planter Committee forming.** Any interest, please contact Irene or Angela.

VI. **Public Comment** No public comment.

VII. **Next Meeting Date and Time.** Wednesday, September 13th, 2023, 10 a.m. at the Victory Mission Administrative Building.

VIII. **Adjournment**

Travis motioned to adjourn the meeting. Seconded by Corie Motion was carried. The meeting was adjourned at 11:17am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, July 12th 2023, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Irene Schaefer, President
Travis Tindall, Vice-President & Treasurer
Corie Godsy, Secretary
Lyle Foster (Remote)
Amanda Ohlensehlen
Christine Schilling
Cindy Ussery

Members of the Public: Bruce Adib-Yazdi, Ron Bradshaw, Mary Collette, Angela Duran, Teresea Emerson, Jamie Evans, Joe Gidman, Rebecca Hankerson, Elias Mertens, Mona Pieron, Connie Rhoades Hinds, Holland Wilson, Shelby Wood (remote)

I. Call to Order/Welcome. Irene Schaefer, CID President called the meeting to order at 10:00am.

Irene confirmed that her company KIM COMMERCE had sold their building to Cathlyn (Susi) Caregnato (Soozeezbeez) in July, 2023. Susi had written an email to CID stating that Irene now works for Soozeezbeez and represents her business and property ownership on the CID Board.

II. Review and Approval of Previous Minutes.

Travis motioned to approve the June Board of Directors meeting minutes. The motion was seconded by Cindy. The motion was passed unanimously.

III. Financial Report. Travis presented the financial report. He stated that we had over \$8,000 in revenue this past month. He stated that there was over a \$5,000 increase from June last year. Total assets stand at \$54,803.94. With the increase from last month, we ended the month of \$1,784.97 for net income. Expenses were maintenance, advertising, promotion, operations, and payroll.

Corie motioned to approve the financial report as presented. The motion was seconded by Amanda. The motion was passed unanimously.

Irene stated that our fixed expenses exceed our budgeted income. She stated that we are fine for this fiscal year but need to begin thinking about the following fiscal year. She stated that our petition currently allows us to take our sales tax collection from .5 to a full 1%. Amanda stated that it calls for a resolution to be passed by the board, then it goes out to the registered voters in the district for a mail in ballot election. There was further discussion on the topic amongst the board and members of the public regarding the effects on merchants and visitors of the district. Irene will send more information to the board before the next meeting.

IV. New Business

- o **Virtual RailFan** No update.
- o **CID Mission Statement** Irene mentioned that she has sent out ideas for a mission statement to the board and feels the board needs to identify a mission statement for the organization. She has asked for the board members to think through topics that the CID should include in the mission statement.

- o **Tables & Planters** There was discussion on where funds come from to pay for the planters, tables and chairs. It was discussed that no additional planters, tables, and chairs will be purchased without the consent of the board. Since this isn't a line item in the budget, any purchase of these items have to be approved by the board. It was also noted that any movement of tables, chairs, and planters will need to be coordinated with Angela. The City of Springfield and our insurance company have to keep a map of CID assets within the district. The CID received an invoice in the amount of \$425, for an unauthorized purchase of another planter.
Travis motioned to pay the invoice presented to the CID by Artisan Elements. It was seconded by Cindy. All in favor. The motion is carried.
- o **Insurance** Irene stated that the CID does not have property insurance to cover any of our assets (planters, tables/chairs). The CID only carries general liability and board insurance. Currently, the CID's insurance does not cover the sandwich boards. The insurance company stated that to insure them, we would have to track each board by address location and maintain that record with the insurance company. They advised us not to cover the boards. Sandwich boards will have to be covered by the merchant with City's required level of insurance or be self insured.
- o **Debit Card Policy** Irene went over the debit card policy for the CID. Travis mentioned setting a limit on the card. Great Southern has confirmed a limit of \$2k per day on debit card transactions.
- o **Holiday Lighting Committee** Ron Bradshaw, Elias Mertnes, Cindy Ussery, and Mary Collette all volunteered to serve on the committee. Angela will set up a day and time to meet.
- o **Parking** The City of Springfield had a meeting last week regarding long term parking and looking at the opportunity for more parking on the street.
- o **Commercial Street Pulse** Cindy stated that she has added Sunday to her schedule. It was mentioned that merchants are experiencing a down month. There was conversation on how Sundays are becoming more popular on the street. There was discussion around a decrease of local business and an increase of tourists on the street.

V. Existing Business

- o **Complete current revision of Bylaws - Shelby Wood** Current version was shared with the board at the May meeting. Connie stated that at the last board meeting the board voted to reconvene the subcommittee together to discuss final changes before bringing them back for vote. The subcommittee will meet before presenting to the board again.
- o **Advertising Committee Report - Connie Rhoades Hinds** The committee has moved forward with radio advertisement. C-Street will have a commercial running on KTTS on Saturdays and Sundays. The group has decided on a rack card design and is planning to have those printed and distributed soon.
- o **Dumpster Licensing Agreement -Travis Tindall** The dumpster committee has met and is continuing to work with the City of Springfield on dumpster enclosures. They have discussed locations and designs.
- o **CID Staff Report** Angela stated that she is working on a number of projects and has been working closely with Irene each week. They have set up the bank card and debit card policy, taken an inventory of the tables and chairs for insurance, keeping the website up to date, has been working with the advertising committee on the new rack card design and more.

VI. **Public Comment** Mary Collette mentioned that the Commercial Club is working with the public library on bringing the story walk to the street.

VII. **Closed Session** Corie motioned to move into a closed session to discuss personnel matter. It was seconded by Christine. Motion carried. Corie motioned to approve a 5% cost of living adjustment for Angela Duran. Seconded by Christine. All in favor. The motion is carried.

VIII. **Next Meeting Date and Time.** Wednesday, August 9th, 2023, 10 a.m. at the Victory Mission Administrative Building.

VIII. **Adjournment** Corie motioned to adjourn the meeting. Seconded by Cindy. Motion was carried. The meeting was adjourned at 11:32 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, June 14th 2023, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Irene Schaefer, President
Travis Tindall, Vice-President & Treasurer
Corie Godsy, Secretary
Lyle Foster
Christine Schilling
Connie Rhoades Hinds
Cindy Ussery

Members of the Public: Susi Caregnato, Mary Collette, Angela Duran, Teresea Emerson, Jamie Evans, Mona Pierion, Matt Schaefer, Holland Wilson, Kendra Zaldivar

I. Call to Order/Welcome. Irene Schaefer, CID President called the meeting to order at 10:00am.

II. Review and Approval of Previous Minutes. Travis motioned to approve the May Board of Directors meeting minutes with a correction. The motion was seconded by Cindy. The motion was passed unanimously.

III. Financial Report. Travis presented the financial report. Sales tax revenue \$7,317 for the last month was down 24% from the previous year. Down 20% on the year. He estimates we will be down 10% from the previous year at the end of the fiscal year. For the 11 month fiscal year thus far we have generated \$69,668 in sales tax revenue. Expenses totaled \$4,123.92 this past month and the net income was \$4,680.12. Expenses include district maintenance, advertising, promotion, operations, and payroll.

Connie motioned to approve the financial report as presented. The motion was seconded by Cindy. The motion was passed unanimously.

IV. New Business

- o **Vecino Group, Sankofa Project - Bruce Adib-Yazdi** Bruce stated for the Sankofa project, they are planning to include trash dumpsters inside of the building. He requested that the loading zone across from Lindberg's be converted into two more parking spaces. He also requested that the CID continue to push for more parking in the district. Cindy stated that from Campbell to Main, there are around 34 additional parking spaces available. Bruce stated that he is happy to be involved in any of the ongoing conversations regarding parking and dumpsters.
- o **City Council approval of new board members, Irene, Cindy, and Amanda, Terms will end 2027** Irene stated that the new board members were approved at City Council. Seats will start in July.
- o **City approval of \$50,000 request for funds** City Council approved the 2023-2024 budget for the City of Springfield. \$50,000 of that budget was allocated to C-Street CID. It will be used for dumpster screening, trash receptacles (repair/replace), additional security cameras, and street furniture. It will be managed by reimbursement requests. It was noted that we have to spend the money within the categories that were mentioned. There is no requirement of dollar detail by category. Matt Schaefer

(City of Springfield) mentioned that there will be a contract that the City will draft up for the expenses and how the money will be used.

- o **By-Law Update - Shelby Wood Legal Counsel** Lyle stated that he was concerned about the requirements regarding the board of directors. Connie suggested reconvening the bylaw committee to discuss the changes that were discussed outside of the initial meeting. **Cindy motioned to move the bylaws back to the committee. Connie seconded the motion. The motion was carried.**
- o **Commercial Street Needs/Security/Trash Cans - Travis Tindall** Travis mentioned that Travis, Irene, and Angela met with Grady and Bruce (City of Springfield, Public Works) to discuss dumpster enclosures. Stated that CID is going to continue to pursue dumpster enclosures. He would like to form a subcommittee to discuss materials and locations. Subcommittee will be Travis, Irene, Christine, Holland, Bruce, Mary and Angela. Travis stated that he would like for Shelby to review the licensing agreement. Irene stated that Eagle Sheet Metal on the street can work on repairing the trash cans and are interested in helping the CID.
- o **Discussion and request to donate remaining light duty tables and chairs. Market has requested more.** Lyle mentioned that we should double check with the grant administrator that we are able to donate items and that there is a paper trail for the donation. He stated that they were purchased in 2020 with the CARES Act funds. Holland mentioned that they need reinforcing with bolts. **Travis motioned to donate the tables and chairs as long as it is allowed and with a paper trail. Seconded by Connie. The motion was passed unanimously.**
- o **Commercial Street Pulse** Cindy stated that her business is staying strong. Corie stated that in May they were down in business but June has been doing better. Connie stated that she has heard that some restaurants are doing well and some aren't. Irene thanked Victory Mission for the street clean up. Christine stated that there was a negative interview with the Connecting Grounds regarding C-Street's homeless population.

V. Existing Business

- o **Advertising Committee Report - Connie Rhoades Hinds** The committee has approved the Magic of C-Street social media campaign. This campaign is pending approval of funds into the banking account. Funds need to be available via draft ach, instead of a check. Funds will be used for social media promotion.
- o **Dumpster Licensing Agreement and Subcommittee formation -Travis Tindall** Bruce stated that he would like to be a part of the dumpster subcommittee. Holland stated that he would like to join as well.
- o **Establishing Additional Subcommittees** Irene stated that there are large topics that we need subcommittees for. She stated that she will have a list of subcommittees that people can volunteer on. Christine stated that a beautification and landscaping committee is something that is important to her. Irene stated that holiday decorations is another subcommittee that will need to be formed.
- o **CID Staff Report** Angela stated that she is covering a lot of ground within her 20-25 weekly hours. Her tasks lately have included researching a number of items for the CID, updating the website regularly, becoming familiar with the bylaws, CID act, and petition. She has worked on an annual report for the DOR. And has also worked with the advertising committee on materials advertising the district.

VI. **Public Comment** Lyle thanked Connie for her service and time on the CID board. Christine discussed having a process where people can paint the planters that are on the street. She spoke about having a survey sent out to the merchants regarding the tables and chairs on the street. Lyle mentioned that the mural committee for the Sankofa project did meet and he has minutes from the meeting.

VII. **Next Meeting Date and Time.** Wednesday, July 12th, 2023, 10 a.m. at the Victory Mission Administrative Building.

VIII. **Adjournment Corie motioned to adjourn the meeting. Seconded by Connie. Motion was carried.**
The meeting was adjourned at 11:18 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, May 10th 2023, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President
Irene Schaefer, Vice-President
Cindy Ussery, Secretary
Travis Tindall, Treasurer
Christine Schilling
Connie Rhoades Hinds
Corie Godsy

Members of the Public: Susi Caregnato, Mary Collette, Angela Duran, Teresea Emerson, Jamie Evans, Mona Pierion, Karen Schaefer, Matt Schaefer (City of Springfield), Holland Wilson, Shelby Wood, Kendra Zaldivar

I. **Call to Order/Welcome.** Lyle Foster, CID President called the meeting to order at 10:00 am.

II. **Review and Approval of Previous Minutes.** Travis motioned to approve the April Board of Directors meeting minutes. The motion was seconded by Connie. The motion was passed unanimously.

III. **Financial Report.** Total assets stand at \$48,584. Revenue for April 2023 is down compared to April 2022. This past month, \$4,455 was collected. We are down 29% compared to last year. For the year, we are down around 8%. Some of the larger spending categories for last month include district maintenance (\$2,553), district promotion (\$734), and operations (\$375). Overall, our net income was \$625. **Irene motioned to approve the financial report as presented. The motion was seconded by Cindy. The motion was passed unanimously.**

IV. New Business

- o **Commercial Street Pulse** Connie stated that she feels encouraged and is in high spirits with new businesses opening on the street. She stated that attitudes at the Merchant meetings are very positive. Cindy stated that she was excited about new businesses on the West end and feels like her business is growing. Christine stated that she believes history, art, and culture is a large part of the audience that comes to visit the street and would like to push our boundaries more to welcome even more visitors. Irene agrees that it is an exciting time for the street, as there are many visitors throughout the week and on weekends. She stated that 20% of her sales last month were repeat customers. Corie stated that business has been down. Travis stated that he has been on the street during the weekends and that it seems to be very busy. Lyle mentioned that the Jefferson Avenue Footbridge has been listed for funding in the state budget.
- o **By-Law Update - Shelby Wood Legal Counsel** Shelby highlighted the proposed changes to the bylaws. Some of the topics covered were term limits, officer positions, and the annual meeting. He stated that the committee is close to finalizing the proposed changes.
- o **Commercial Street Needs/Security/Trash Cans** Lyle stated that he has received communications from the City Manager, Jason Gage. He stated that Jason recently presented an overview of the City

of Springfield budget to City Council. They are in the first steps of reviewing the budget. Lyle stated that we did not detail any line item amounts on that request. He stated that the money could potentially be used to fund the dumpster enclosures.

- o **2023-2023 Budget Discussion/Approval:** Travis revised the budget based on conversation at the last board meeting. Modifications were made in the district promotion category and event sponsorship. Total budget is \$107,400 for 2023-2024. Estimated income is \$71,250. We are estimating carryover of \$36,000 from the previous fiscal year. **Cindy motioned to approve the budget for 2023-2024 as presented. Seconded by Connie. The motion passed unanimously. Motion carried.**
- o **City of Springfield Fund Balance Decisions - July 2022 - June 23:** Check for \$1,487 received from the City of Springfield. Lyle stated that Irene sent a request to the City of Springfield for reimbursement of an expenditure in 2021 to cover the balance that was left. This reimbursement was for the purchase of planters.
- o **C-Street Mural Committee Meeting** Lyle stated that the mural committee will be meeting at the Vecino Group on May 25th at 3pm. They have agreed to have the mural as part of the Sankofa project.
- o **Board Member Election Decisions (For Expiring Board Terms)** Connie stated that she would like to remove her application from the list of applicants. Shelby stated that all three applications are in compliance with the requirements of the petition. **Travis motioned to elect Cindy, Amanda, and Irene into the vacant board seats. Seconded by Corie. The motion passed unanimously. Motion was carried.**
- o **Board Officers Vote Decision** Shelby stated that this vote will be done by private written ballot. Bylaws read that the terms of the officers are from annual meeting to annual meeting. The office positions will be held until the next annual meeting. Officer election is for a one year term. Shelby opened the floor for the President officer position. **Travis nominated Irene for President. Cindy nominated Lyle for President. Corie motioned to close the nominations. Seconded by Irene. The motion was carried.** Irene was elected as President by majority vote.

Lyle opened the floor for nominations for Vice-President. Irene nominated Travis. Irene moved nominations to close. Seconded by Connie. The motion passed unanimously. Travis ran uncontested. **Connie motioned for Travis to become Vice-President. The motion was seconded by Corie. Passed unanimously. The motion was carried.** Travis was elected as Vice-President.

Shelby opened the floor for nominations for Secretary. Cindy motioned Corie to become Secretary. Connie motioned to close nominations. Motion was seconded by Irene. Motion passed unanimously. Travis motioned for Corie to become Secretary. Seconded by Connie. Motion passed unanimously.

Lyle opened the floor for nominations for Treasurer. Connie nominated Travis. Irene motioned to close nominations. Seconded by Corie. Motion passed unanimously. Corie motioned for Travis to be Treasurer. Seconded by Irene. The motion was carried. It was noted that in July, new signature cards will have to be done at the bank, Corie will need to be added.

- o **Executive Committee Meeting-Personnel- CID Coordinator Evaluation** Lyle suggested that after the next June Board of Directors meeting, board members will have a closed meeting to review Angela's performance.

V. Existing Business

- o **Advertising Committee Report (Board Discussion)** Connie stated that the committee met and are discussing social media options for the promotion of the district. They are moving forward with the #magicofcstreet ad campaign.
- o **Dumpster Licensing Agreement-Travis Tindall** Travis presented the agreement to the Board of Directors. Stated that once the agreement is signed, the CID has 90 days to construct the enclosures.
- o **CID Staff Report** Angela stated that she does not have any large projects that she is working on. She stated that she has been working with the advertising committee on promotion of the district. She stated that the cigarette receptacle conversation is still ongoing. She presented a document of ideas on how we can better educate visitors on parking when visiting the district. Lyle stated that he has reached out to Jason Gage regarding the cigarette receptacles and the walking signs.

VI. **Public Comment** Lyle stated that he will be considering his resignation for the end of June. He stated that he urges whomever serves on the board to seek to have a positive impact on the community.

VII. **Next Meeting Date and Time.** Wednesday, June 14th, 2023, 10 a.m. at the Victory Mission Administrative Building.

VIII. **Adjournment Cindy motioned to adjourn the meeting. Seconded by Irene. Motion was carried.** The meeting was adjourned at 11:01 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, April 12th 2023, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President
Irene Schaefer, Vice-President
Cindy Ussery, Secretary
Travis Tindall, Treasurer
Christine Schilling
Connie Rhoades Hinds
Corie Godsy

Members of the Public: Mary Collette, Martha Cooper, Ryan Dock, Angela Duran, Jamie Evans, Jina Gorham, Steven Grove, Lousie Mann, Amanda Ohlensehlen (City of Springfield), Paul Parker, Mona Pieron, Holland Wilson, Shelby Wood, Kendra Zaldivar

- I. **Call to Order/Welcome.** Lyle Foster, CID President called the meeting to order at 10:00 am.
- II. **Review and Approval of Previous Minutes.** Corie Godsy motioned to approve the March Board of Directors meeting minutes. The motion was seconded by Connie Rhoades Hinds. The motion was passed unanimously.
- III. **Financial Report.** Financials are up 93% for the month over last year and down 6% on the year. In March the CID collected \$8,676.00 in revenue. It was discussed that historically February is a big month in income for the CID as this is typically the time where taxes are collected for businesses that pay on an annual basis. The balance at the end of March is \$48,475.93. Last month there was \$7,405 in expenses - payroll, district maintenance, district promotion, and operation expenses. **Irene Schaefer motioned to approve the financial report as presented. The motion was seconded by Corie Godsy. The motion was passed unanimously.**

IV. New Business

- o **Annual Meeting** Lyle Foster stated that this meeting is the Annual Meeting for the Commercial Street Community Improvement District according to the bylaws. Lyle presented an annual report which highlights items the CID has accomplished this past year. He expressed appreciation of the support from the Board of Directors and their leadership this past year.
- o **Commercial Street Pulse** Travis stated that it is nice seeing more people out on the street. He said that he has seen the outdoor tables and chairs being used. Irene mentioned that weather has impacted the street traffic, as she has seen consistent foot traffic, but not a lot of buyers. Corie stated that there has been a decrease in sales because there aren't as many street wide events taking place. She stated that business has been average. Christine stated that she believes that we are

underpromoting ourselves. She would like for us to do more promotion of the district. Cindy stated that she has seen an increase in business but is not experiencing a large amount of growth. Connie stated that the merchants are still very encouraged and excited each Wednesday at the Commercial Street Merchants Association meeting. All sectors are represented in the group and noted that they have been experiencing a positive year. Lyle states that he feels inflation has definitely been a factor in how businesses on the street do. Lyle also noted that planters on the street can be adopted. If you would like to adopt a planter, please contact Lyle.

- o **By-Law Update - Shelby Wood Legal Counsel** Shelby noted that the bylaw subcommittee met and would like to bring the bylaws in line with the petition, so they would like to make changes to them. He stated that the committee is not ready to daylight the revisions just yet. He anticipates the revised draft will be wrapped up for the next meeting.
- o **Commercial Street Needs/Security/Trash Cans** Lyle stated that these items have been listed in the request for funding to the City of Springfield. The City Council has not approved the annual budget for the City of Springfield. Mary Collette asked if we were supposed to get charging stations for electric vehicles in our public parking lots. Amanda Ohlensehlen stated she will check on that.
- o **2023-2023 Budget Proposal** Travis presented the 2023-2024 proposed budget for the Commercial Street Community Improvement District. Proposed spending for 2023-24 budget is \$106,200 against annual income of approximately \$70,000. Last year the proposed budget was \$143,000 and we anticipate closing our year end at \$111,000 for 2022-23, against annual income of approximately \$71,000. Projected year end carryover of \$36,000. He stated this year's carry over will cover next year. He stated that next year we will have to discuss cutting some of the other expenses that are listed, because income will not cover current fixed costs. There was discussion on moving holiday decoration down to \$8,000 rather than \$10,000 and moving the extra \$2,000 to the event support category. The board agrees that we need to review landscaping options. Connie stated that the advertising committee would like to request the same amount, if not more, from the previous year. She stated that \$20,000 will be hard to work with when advertising our district. Travis highlighted the fact that this proposed budget does not reflect the contribution from the City of Springfield.
- o **Discontinuing Support for the CID Website:** Connie stated that the new CID website is historicstreet.org and it is currently live. She encourages everyone to visit the new website. She stated that we can do small changes and updates, but any large changes to the site will have to be done by Departika. She stated that the Commercial Club currently manages historicstreet.com. The CID currently spends \$150 to support historicstreet.com, in addition to the subscription for SquareSpace. There has been a suggestion to redirect the old website to the new website. **Cindy Ussery motioned to discontinue support of the Commercial Club website, historicstreet.com. The motion was seconded by Travis Tindall. The motion was passed unanimously.**
- o **C Street Dumpsters - Travis Tindall** Travis stated that he sent an email of the draft agreement to the City of Springfield to the CID board regarding licensing locations for the dumpster enclosures. He stated that the CID will have to determine the locations. The initial map that was sent out months ago had 6 locations for dumpster locations. He stated that funding for these enclosures are undetermined. The CID would be in charge of maintenance of the enclosures. Once the CID enters into this agreement, we have to construct the enclosures on a certain timeline. He is seeking feedback from the board on if we would like to move forward with this agreement with the City of Springfield. Lyle noted that the City of Springfield states that the dumpsters are not in compliance with city code. Shelby stated that the CID act states that any projects that require construction that exceed \$5,000, the CID needs to seek competitive bids. Travis stated that they have discussed masonry enclosures because they are viewed by the public and that the Frisco Lane could use wood enclosures, as they would be cheaper. Travis stated that the next step would be to compute estimates on the average costs of this project, and then construct a committee that will discuss the locations of the dumpsters.

- o **Board Member Election Decision** Lyle stated that 3 board seats expire on June 30th. He noted that it has been posted publicly. Some board members expressed concern over the amount of time the public had to submit an application. Property owners/representatives and business owners/representatives are needed to fill the 3 seats that are open. **Cindy Ussery made a motion to extend the application deadline to May 1st. The motion was seconded by Connie Rhoades Hinds. Three in favor, two opposed, and one abstained. The motion is carried.** Christine stated that there should be a calendar of events for the CID so that we aren't surprised when these items arise. Irene stated that the petition and the bylaws are not aligned and that we have not been consistent with processes. Travis stated that he hopes that this will be addressed in the new bylaw revisions. Elections will be held at the May Board of Directors meeting.
- o **Board Officers** Lyle stated that he would like the vote for officers to be postponed until the May Board of Directors meeting. Shelby stated that the officer terms will run from annual meeting to annual meeting. Board member terms run from fiscal year to fiscal year. He suggested that in the revisions that the terms will run fiscal year to fiscal year.
- o **Cigarette Receptacle Presentation** An anonymous donor stated that they would like to donate stainless steel cigarette receptacles to the Commercial Street Community Improvement District. They can be put on poles and on the side of buildings. Ryan Dock stated that he is opposed to them being placed near his business. Steven from SIGWO stated that we should be mindful if we put them on the buildings because of insurance policies. Lyle stated that he has reached out to Colten Harris regarding having them placed on the light poles.

V. Existing Business

- o **Advertising Committee Report (Board Discussion)** The advertising committee met April 11. The meeting went over their proposed budget and looked at different avenues of advertising. Those decisions will depend on the budget. Connie mentioned a new advertising campaign, "Magic of C-Street" for the district that will launch with the new website. #magicofcstreet. This campaign will run for the next 18-24 months.
- o **Website Update** Connie stated that the website is live. Connie stated that they would like for people to visit the site and let us know if you have any comments or suggestions.
- o **CID Staff Report** Angela stated that she has printed and distributed maps to businesses that contribute to the CID. She stated that she has been involved with all of the CID subcommittees as they prepare for the annual meeting items. She works on postings on the website and ensuring information is accurate and relevant. She is working on various volunteer efforts for the street regarding clean up and maintenance throughout the street. She has been communicating with Mary and Drew on clean up throughout the district.

VI. **Public Comment** Lyle thanked everyone for attending the Annual Meeting. Christine stated that some of our planters are not being used as best as they can and that some can be moved to GLO Center instead of purchasing more. Lyle stated that we can make the adjustment to move the planter close to the East end. Lyle stated that we could see about moving the planters from underneath the Footbridge to the GLO Center.

VII. **Next Meeting Date and Time.** Wednesday, May 10th, 2023, 10 a.m. at the Victory Mission Administrative Building.

VIII. **Adjournment Corie Godsy motioned to adjourn the meeting. Seconded by Irene Schaefer. Motion was carried.** The meeting was adjourned at 11:22 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, March 8th 2023, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President
Irene Schaefer, Vice-President
Cindy Ussery, Secretary
Christine Schilling
Connie Rhoades Hinds
Corie Godsy

Absent: Travis Tindall, Treasurer

Members of the Public: Angela Duran (staff), Teresa Emerson, Jamie Evans, Jina Gorham, Mona Pieron, Holland Wilson, Shelby Wood

- I. **Call to Order/Welcome.** Lyle Foster, CID President called the meeting to order at 10:00 am.
- II. **Review and Approval of Previous Minutes.** Corie motioned to approve the February Board of Directors meeting minutes. The motion was seconded by Irene. The motion was passed unanimously.
- III. **Financial Report.** Travis asked Irene to provide the report due to his absence. Irene stated that income for the month of February as compared to last year is down. Year to date we are 15% down from last year. Compared to the budget, our expenses are under budget. Connie motioned to approve the financial report. The motion was seconded by Corie. The motion was passed unanimously. Jamie noted that we are not a tax exempt organization.
- IV. **New Business**
 - o **Commercial Street Pulse** Cindy (Cymphony's) stated that January and February were both flat in sales for her shop - they have not significantly increased or decreased. She stated that she believes C-Street is seen as a destination and she is seeing repeat customers. Christine stated that she is encouraged that two new businesses are moving onto the street. She is scared for our small businesses because they don't see a tremendous amount in sales. Connie stated that she is very motivated when she sits down every week with merchants during the C-Street Merchants Association meetings. She stated that the overall goal for the Merchant's Association is "money in pockets". She noted that merchants that take advantage

of the street wide events and CID sponsored events do see an increase in sales. Irene (Footbridge Trading Co.) stated their sales have also been flat. She attributes poor sales to poor weather conditions this past season. She stated that another retailer on the street has decreased in sales as well. She is optimistic and believes that events and good weather help businesses on the street. She has also stated that foot traffic has picked up on the street, especially on Saturdays. Corie (Moon City Pub) stated that numbers have been down and that events are carrying them throughout the winter months.

- o **By-Law Update - Shelby Wood Legal Counsel** Shelby stated that the sub-committee has not had the chance to meet yet. He stated that with the annual meeting being held in April, it would be a good time to update the bylaws. He hopes to meet with the sub-committee before the next Board of Directors meeting in April.
- o **Commercial Street Needs/Security/Trash Cans** Lyle stated that the draft letter to the City of Springfield for funding consideration includes a line item for trash can repair and purchase.
- o **Kiosk Maps** Angela presented quotes from print shops on printing and laminating 50 maps. She stated that at the last meeting we discussed purchasing a total of 50 maps for the district. Irene stated that maps should be distributed to businesses that contribute to the CID. Connie noted that we do have a digital file that can be distributed to everyone within the district if they don't receive a physical copy of the map. Irene motioned to purchase 50 maps laminated at the cost of \$148.50 from Office Depot. Connie seconded the motion. The motion was passed unanimously. Irene asked Angela to gather a list of businesses that are contributing to the CID for when the maps are printed we can distribute them to those that contribute first. Christine asked to get a quote on reducing the size of the maps and getting them printed for businesses within the district.
- o **Update for installation of street furniture** Lyle mentioned that all tables and chairs have been installed on the street. He highlighted the fact that the table and chairs are in a pilot phase as we evaluate the location of them throughout the district. Lyle mentioned that the tables and chairs are placed according to the city code and encroachment agreement. Christine suggested gathering data on the locations of them and how well they are being used. She mentioned the CID Coordinator could go around and ask businesses what their thoughts are on the location. Cindy stated that she has seen them being used and has not seen trash being left around them. Connie suggested having a date at the end of this phase 1 on when we reevaluate the location of the tables and chairs. Christine mentioned that we can revisit the conversation in July, which will allow phase 1 to be in effect for six months.
- o **Queen City Shout Event Proposal** Angela stated that no one representing Queen City Shout was available to present the request. Queen City Shout has requested \$1,000 from the CID for advertising, promotion, and sound costs. Irene mentioned that if the CID supports this event, then the CID will not be featured on signage that is already printed. A member of the public highlighted the fact that there are 46 bands playing on C-Street alone. Cindy made a motion to support them in the amount of \$500.00. Connie seconded the motion. The motion was passed unanimously. Connie stated that in the future we should encourage Queen City Shout to request funds earlier to be able to include the CID on marketing materials to further show that the CID is supporting events throughout the district.
- o **Security for Parking Lots, Signage and Related** Lyle mentioned that this item has been mentioned in the letter to the City of Springfield funding request. Lyle requested for the CID

Coordinator to send the access link to the security cameras in the E Blaine and N Jefferson public parking lot to Mary Collette.

- o **Letter to City Funding Request 2023-2024 Budget Year** Lyle presented the draft of the letter to be sent to the City Manager's office. Lyle stated that he received guidance from the Executive Committee to make a request in the amount of \$50,000. He stated that the categories listed as a need for our district include dumpster screening, trash and recycling receptacles, and security cameras. Irene requested to add tables and chairs to the request. Irene motioned to request \$50,000 including furniture (to be added to the letter) in support of C-Street CID 2023-24 fiscal year. Corie seconded the motion. The motion was passed unanimously and the letter to be sent immediately.
- o **April Annual Meeting** Irene stated that according to the bylaws, the Commercial Street CID Board of Directors is required to have an annual meeting. She stated that there are items the annual meeting needs to cover such as the annual budget, election of officers and bylaw revisions.
- o **Budget Subcommittee** Irene stated that Travis is working on the budget for the 2023-2024 fiscal year. Irene stated that Travis is communicating with those who work on separate line items in the budget such as advertising and landscaping. She stated that there does need to be a subcommittee. Irene stated that the City of Springfield needs to have our budget by May. Shelby stated that last year there was a Zoom meeting held to finalize and approve the budget.
- o **Statement from the Board President** Lyle took a moment to share some of his hopes and goals for the CID board. He stated that the CID board is working towards a common goal, which is to continue to improve the Historic Commercial Street for the benefit of our residents, merchants, stakeholders, property owners, customers, and visitors. He stated that being on a board is a labor of love and somewhat rewarding. He would like for everyone to be an example of themselves and the community.

V. Existing Business

- o **Advertising Committee Report (Board Discussion)** Connie stated that the Advertising Committee met (3/7/2023) and talked about different avenues they may want to pursue this new fiscal year including new radio stations and billboards.
- o **Website Update** Connie stated that a link has been sent out to the board to view the website before it goes live. She let everyone know that if they have any suggestions for the website, to send them to herself or Angela.
- o **Mural Update** Lyle presented concept ideas for the public mural. He stated that the mural and the parklet program started similarly - they came from the AARP grant that was awarded to the CID. He stated that the proposal that was accepted included a public mural. Lyle presented copies of the grant application which includes the project description, impact goal, and those that will be involved. In terms of location, Lyle stated that he wanted to respect the property owners that are open to the mural on their building . He stated that Titus Williams has agreed to have a mural painted on his building at the South East corner of Benton and Commercial St. Matt Miller with the Vecino group has also agreed to have a mural at 315 W Commercial St. He has now offered the Sankofa building that is being built as a space for a public mural as well. He stated that the building owners will be responsible for the maintenance and insurance for the mural. He stated that they would also take care of the

visiting with the landmarks board. He stated that the mural is proposed for private property instead of public property therefore the mural will be covered under the building's insurance. Regarding community involvement, Lyle stated that Christine Schilling, Patrick McWort (Vecino Group Chief Creative Officer), 3 community members, 2 students from the local university and high school, and Zone 1 councilwoman Monica Horton were all invited to be a part of the ad hoc committee to discuss the mural concept. Jina Gorham, business owner, stated that she has approval to do a mural on the garage door at 315 W Commercial St. Lyle stated that in the application, the mural proposed was a mural painted by the community. \$1,800 was paid to the muralist to provide consultation, guidance, and supervision for the project. Lyle presented initial concepts to the board. He stated that this mural will have a theme of inclusion and justice. Lyle stated that he hopes for in-kind donations to cover the costs of paint and supplies. He noted that we were awarded \$7,800 in total from the AARP Community grant and that it has been spent by the CID. He stated that planters that were painted and the mural in the works are both covered by this grant.

- o **Planters Update** Lyle stated that the parklets can be adopted. He noted that whoever adopts them will be required to put plants in them and keep them watered.
- o **C Street Dumpsters - Travis Tindall** Travis was not in attendance, there were no updates on this item.
- o **CID Staff Report** Angela stated that she has been involved in some of the projects discussed but not all. She stated that she has started holding regular office hours on the street. Angela stated that she has not been able to secure wifi for the building because we are not a tax exempt organization. She stated that we have finalized street maps and has helped with CID sponsored street-wide events. She has also gone over parking incentives and ideas on educating visitors entering our district on where to park.

VI. **Public Comment** Mary Collette presented the request from the History Museum for an event sponsorship from the CID. The Queen City Quest will be held on Saturday, April 15th. They are focusing on C-Street and North Springfield for this event. She stated that the money will go towards promoting this annual fundraising event. The request is for \$1,500. Mary stated that the Commercial Club will be adding to the CID donation. Irene motioned to support Queen City Quest in the amount of \$500. Christine seconded the motion. The motion was passed unanimously.

VII. **Next Meeting Date and Time.** Wednesday, April 12th, 2023, 10 a.m. at the Victory Mission Administrative Building.

VIII. **Adjournment** Irene motioned to adjourn the meeting. Seconded by Corie. The meeting was adjourned at 11:21 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, February 8th 2023, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Lyle Foster, President
Irene Schaefer, Vice-President
Travis Tindall, Treasurer
Cindy Ussery, Secretary
Christine Schilling
Connie Rhoades Hinds
Corie Godsy

Members of the Public: Katie Canada, Angela Duran (staff), Jamie Evans, Aubrey Prugger, Matt Schaefer, Holland Wilson, Shelby Wood, Rusty Worley

- I. **Call to Order/Welcome.** Lyle Foster, CID President called the meeting to order at 10:00 am.
- II. **Review and Approval of Previous Minutes.** Travis motioned to approve the January meeting minutes. The motion was seconded by Irene. The motion was passed unanimously. Irene motioned to approve the Executive Committee meeting minutes. The motion was seconded by Cindy. The motion was passed unanimously.
- III. **Financial Report.** Travis stated that total assets for the end of January stands at \$54,351. There was \$4,130 in revenue from sales tax last month. Expenses for the month were \$10,623. Majority of expenses came from landscaping, website development, and payroll. For the year we are down about 10%. Travis highlighted the fact that a lot of the expenses from this past month were one time expenses. Travis noted that we should present the budget for the new fiscal year at the May board meeting. Irene motioned to approve the financial report. The motion was seconded by Connie. The motion was passed unanimously.
- IV. **New Business**
 - o **By-Law Update - Shelby Wood Legal Counsel** Shelby stated that there has not been a lot of progress made on the by-laws. He stated that he is hopeful the sub-committee can meet to discuss before the next board meeting.
 - o **Commercial Street Pulse** Connie stated that merchants continue to meet weekly. January was down in retail this year, but everyone seems to be optimistic for the upcoming month. Cindy stated that there are lots of exciting things happening on the street and the businesses on the West end are staying strong. Christine stated that there have been concerns

expressed about the conditions of buildings on the street. There has been lots of interest and support for the new application for the Footbridge grant. She encourages everyone to write a letter in support of funding for the bridge. Christine also stated that our corridors into the district are very important to the enhancement of the street for the West and East end. Irene stated that business was down last year. She stated that weather is a big attribute to the difference in foot traffic. Corie noted that they are starting to trend up in revenue and Moon City is excited about the events coming up on the street. Travis stated that he is excited about the public parking lot getting paved and finishing up behind his office.

- o **Kiosk Maps** Angela stated that the kiosk maps are in the final stages of editing. She stated that Wake Creative asked for quotes for 4 maps(laminated) and 50 maps (unlaminated). Connie motioned to purchase the 4 maps laminated to get them installed into the kiosks. It was seconded by Christine. The motion was passed unanimously. Lyle stated that we can discuss printing and laminating additional maps at the March meeting.
- o **Update for installation of street furniture** Travis presented a map of the approved locations of tables and chairs. Travis stated that Lyle has communicated with Jeff at the City of Springfield on the installation of the furniture. He stated that they are ready to install furniture tomorrow (February 8th, 2023). He stated that they are installing all 7 sets of tables and chairs on the street. The furniture has to be bolted to the sidewalks and the City has agreed to install them for the CID. All locations on the map have been approved by the City of Springfield. Placement of tables and chairs can be changed at a later date if they aren't used well in a certain area. Travis stated that we should consider ordering more once these are installed to add additional tables and chairs on the street. Lyle went over the history of the grant for furniture and how the City of Springfield has approved the placement. Connie motioned to move the project forward and place the furniture on the street. Christine seconded the motion and stated that the CID needs to revisit the locations after they are installed. The motion was passed unanimously.
- o **Downtown Springfield Association Proposal Request - St. Patrick's Parade** Rusty Worley, Executive Director of the DSA, presented a request of \$1,000 for event support for the St. Patrick's Day parade. Rusty stated that the St. Patrick's day parade is back after a 3-year hiatus. Line up starts on Benton and will exit the district on Boonville. Rusty stated that they will have paid workers out in the district to help with clean up. He stated that the Commercial Club authorized \$50 for helping with clean up of the district. Cindy motioned to approve the \$1,000 request for the St. Patrick's Day parade. The motion was seconded by Connie. The motion was passed unanimously.
- o **Website Demonstration / Update** Katie Canada from Departika presented the new CID owned website to the board. Connie stated that if there are any suggestions for the website, to send those directly to herself and the CID coordinator.
- o **Commercial Street Needs/Security/Trash Cans** Lyle presented a quote for installing security cameras in the new public parking lots. He let everyone know that the link to access our active security cameras has been sent out to the board.
- o **Letter to City Funding Request 2023-2024 Budget Year** Lyle presented a draft of a letter to be sent to the city manager for funding for 2023-2024.
- o **Commercial Club Office Space Memorandum of Understanding** Lyle presented an office space memorandum of understanding drafted by our attorney Shelby Wood. This agreement will be sent to the Commercial Club to be signed. There was discussion on the terms presented in the agreement.
- o **CID Sales Tax Notification** Angela stated that she has delivered stickers for sales tax notification to businesses on the street. She has reached about 70% of businesses. There was discussion on reaching out to short term rentals on the street regarding our special tax.

V. **Existing Business**

- o **Advertising Committee Report (Board Discussion)** Connie stated that the Advertising Committee is in the process of discussing annual contracts for the year.
- o **C Street Dumpsters - Travis Tindall** No update on the C-Street dumpsters.
- o **CID Staff Report** Angela stated that she has been working on projects that have been discussed during this meeting. Angela also presented quotes for trash cans for the district. She mentioned working with the Health Department on walking signs throughout the district. Angela presented a quote from WON Communications for the internet. She stated that she will be looking into other options for the internet. Angela stated that she has also been researching parking incentives for the district.

VI. **Public Comment** There was discussion on the public mural planned for the district. Lyle stated that he should have sketches of the mural at the March board meeting and anticipates visiting the Landmark's board in April. He stated that there are two potential sites for the mural. Lyle also explained the acquisition of the AARP grant for the mural.

VII. **Next Meeting Date and Time.** Wednesday, March 8th, 2023, 10 a.m. at the Victory Mission Administrative Building.

VIII. **Adjournment** Irene motioned to adjourn the meeting. Seconded by Corie. The meeting was adjourned at 11:21 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, January 11th 2023 , 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Irene Schaefer, Vice-President
Travis Tindall, Treasurer
Corie Godsy
Christine Schilling

Absent: Lyle Foster (President), Cindy Ussery (Secretary), and Connie Rhoades Hinds

Members of the Public: Mary Collette, Angela Duran (staff), Jamie Evans, Mona Pieron, Matt Schaefer, Holland Wilson, Shelby Wood, Kendra Zaldivar

- I. **Call to Order/Welcome.** Irene Schaefer, CID Vice-President called the meeting to order at 10:03 am.
- II. **Review and Approval of Previous Minutes.** Travis motioned the approval of the December meeting minutes. The motion was seconded by Corie. The motion was passed unanimously. The motion was carried.
- III. **Financial Report.** Travis noted that the CID sales tax receipts for the month of December are close to what they were last year, \$5,962.00. \$176 less than December 2022. He noted that they are a little less than the previous year. The CID is down 8.34% for the year. He noted that we had over \$13,000 in expenses in December. Assets for the CID stand at \$56,441. He stated that there will be a financial committee meeting before the February board meeting. Corie motioned the approval of the finance report. The motion was seconded by Christine. The motion passed unanimously.
- IV. **New Business**
 - o **C Street Events** Irene stated that Mulch Madness is scheduled for Monday, March 6th.
 - o **Commercial Street Pulse** Irene stated that her sales have been down similar to the CID income. Corie stated that bar business is down because of the time of year.
 - o **By-Law Update - Shelby Wood Legal Counsel** Shelby stated that the sub-committee has exchanged a couple of emails. They are in the process of finding a time to meet. There is no other update concerning the bylaws. He is hopeful to meet with the subcommittee before the next board meeting.
 - o **Commercial Street Needs/Security/Trash Cans** Irene stated that we should put trash can funding on the request to the city. Travis stated that trash cans, additional street furniture, and

dumpster enclosures should be put on the request for the city. Matt Schaefer (City of Springfield) mentioned that he reached out to Public Works to see if there were any cost savings if the CID purchased trash cans through the city. He stated that they do not sell them at a cheaper rate to organizations within the city. He stated that they don't get any discounts or buy large quantities. Jamie stated that the CID is not tax-exempt, therefore there would be some savings if we are able to purchase trash cans through the City of Springfield.

- o **Kiosk Maps** Angela stated that details for the new maps have been submitted to Wake Creative. She noted that the maps will cost around \$250, and will be an extra cost if they require any revisions. Mary stated that Springfield Blueprint can do the printing and lamination of the maps. She also suggested that we need to receive the map in PDF form from Wake Creative.
- o **Update for installation of street furniture** Travis stated that he does not have an update on the date of when the furniture will be installed. Travis stated that we do have a site plan for where the street furniture will be installed and it has been sent to the city. It is the original map that the City of Springfield initially approved.
- o **Update C Art Request for Funds** Travis motioned to approve \$1,500 for C-Art. The motion was seconded by Corie. 2 in favor. 1 opposed. The motion was passed.
- o **Merchant Funding Request** Holland Wilson submitted a funding request of \$1,500 for the C-Street Merchants Association. Merchants are requesting funds to support Valentine's Day weekend, Mardi Gras, and St. Patrick's day. Travis motioned to approve the request for \$1,500, and requested the form to be filled out and sent to the board immediately. Corie seconded the motion. 2 in favor. 1 opposed.
- o **CID Coordinator Job Description** Irene presented a list of tasks and responsibilities she would like to add to Angela's list duties. She believes that Angela needs to have a good understanding of the bylaws, petition, and TIF funds. Irene asked the board to become Angela's point of contact. She stated that she is familiar with the items of the list and would like to properly train and support her through them. Mary stated that it would be useful for Angela to visit and work with the Executive Committee frequently. Travis stated that he is in favor of the items on the list. Travis stated that the more board members that have the opportunity to guide, communicate, and meet with Angela would be best. He stated that Angela's point of contact should expand to the entire executive board, instead of having a singular point of contact. Travis motioned to expand the CID Coordinator point of contact to the entire executive committee. The motion was seconded by Corie. Motion passed unanimously.
- o **Commercial Club Request to provide CID Coordinator Office Space** Irene stated that the Commercial Club sent over a request to provide Angela at no cost. Travis stated that the space needs to get cleaned up and is a great space on the street. Travis motioned to approve the use of the office space. The motion was seconded by Corie. The motion was passed unanimously. Irene stated that the board needs to be aware that there will be a cost to secure wifi and office supplies for the space.

V. Existing Business

- o **Advertising Committee Report (Board Discussion)** Advertising meeting for January was canceled. No new updates.
- o **C Street Dumpsters - Travis Tindall** Travis and Lyle met with Amanda and Matt (City of Springfield), to discuss dumpsters. Travis stated that they are working on a direct agreement with the City. He stated that the city is willing to work with the CID on the permitting for those dumpsters. He noted that the dumpsters on the South side of the streets need to be enclosed because they are visible to the public. The Frisco Lane dumpsters are still in question because they are not as visible to the public. Travis is working on an estimate for the

screening of the dumpsters. He also stated that there will be some follow up meetings once that agreement is finalized.

- o **CID Staff Report** Angela stated that the website should be finished within the next month. She stated that Departika will be at the next meeting to present the website. Irene suggested we have a meeting after the board meeting with Departika. Angela also presented to the board the letter of notification for sales tax. She supplied quotes for stickers and cardstock options for the dialogue that needs to be posted at all registers charging a sales tax. Travis motioned to approve the use of the letter and the purchase of both cardstock and stickers from Multiprint. The motion was seconded by Corie. The motion was approved unanimously.

VI. **Public Comment** No public comment.

VII. **Next Meeting Date and Time.** Wednesday, February 8th, 2023, 10 a.m. at the Victory Mission Administrative Building.

VIII. **Adjournment** Travis motioned to adjourn the meeting. Seconded by Corie. The motion was carried. The meeting was adjourned at 11:05 am.