



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, March 13th 2024, 10:00am
Victory Mission Administrative Building, 1st Floor, 1715 N. Boonville**

Board Members Present [Attendance/Meetings]:

Irene Schaefer, President
Amanda Ohlensehlen, Secretary
Teresa Emerson
Christine Schilling
Lyle Foster
Cindy Ussery

Excused Absence: Travis Tindall, Vice-President & Treasurer

Members of the Public: Chance Parish, Jamie Evans, Mona Pieron, Shelby Wood, Matt Schaefer, Daniel Crisp, Shelby Chaney, Ron Bradshaw, Heidi Herrman, Mary Collette

- I. **Call to Order/Welcome:** Irene Schaefer called the meeting to order at 10:02 am.
- II. **Review and Approval of Previous Minutes:** Irene Schaefer presented the February meeting minutes. Christine Schilling asked for a correction to her comments under "Existing Business" pertaining to signage along the fence on Frisco Lane.
Motion to approve February meeting minutes with correction, by Teresa Emerson, seconded by Lyle Foster. Passed unanimously.
- III. **Review and Approval of Financial Report:** Irene Schaefer presented the financial report for February. Income down -18% year over year (Feb 23 vs Feb 24), then balance of adjustment from error of -\$2605 for payout of \$3590.
Motion to approve February financials as presented, by Teresea Emerson, seconded by Amanda Ohlensehlen. Passed unanimously.
- IV. **New Business**
 - A. **Funds Request: C-ART** Heidi Herrman presented a funds request for two C-ART events that will take place on June 2nd and October 6th. There are already 40 artists confirmed for the June 6th event. More artists may be accepted—though the public call for art has ended. The request is for \$500 that is intended to be used primarily for poster printing and social media ads. The \$500 would be used to cover these costs for the June 2nd and October 6th events, effectively equating to \$250 per event.
Motion to approve the funding request for \$500 as presented by Cindy Ussery. seconded by Christine Schilling. The motion was passed unanimously.
 - B. **CID Staff Job Posting** Irene Schaefer stated that the CID staff position had been posted on Facebook and on the historicCstreet.org website. There are currently two applicants for the position. There will be a closed session to discuss this staffing issue in further detail.
- V. **Existing Business**
 - A. **Street Safety - New PAR Officer** PAR Officer Shelby Chaney introduced herself to those present. Officer Chaney has been with SPD for 5 years. She is excited to be filling this position. She expressed her love for the job and the area. Officer Chaney's phone number is (417) 874-2535. Her email address is schaney@springfieldmo.gov. She expressed a desire to be contacted if there were any safety issues that she needed to be informed about. She also stated a preference for email communications.
 - B. **Parking Lots/Security Camera Update** Irene Schaefer stated that WON Communications was still working on getting security cameras installed in the public lot behind Lindberg's.

- C. **Trash Can Project Update** Irene Schaefer stated that SIGWO was still working on the project. SIGWO was putting a final coat of sealer on two trash cans today. The trash can should be out in the next couple of days.
- D. **City Funds Request for Fiscal Year 2024-2025** Irene Schaefer stated that a funds request had been submitted to the city in the amount of \$50,000. The funds will be used for concrete pads, dumpster screening, additional trash cans, security cameras, street furniture, signage, and landscaping.
- E. **Budget 2024-2025** A lot of discussion around adjusting specific categories within General Maintenance and Advertising. Any increase to a certain spend must have an offsetting decrease for an overall budgeted spend of approx \$86k. Any other suggestions should be emailed directly to Travis Tindall. The final proposed budget, prior to submission to City for approval, will be presented at our April meeting.
- F. **CID Staff Report** Chance Parish introduced himself to those gathered and gave a list of items that he had been working on. This included social media and website updates. Chance attended the meetings of the Advertising and General Maintenance Committees. He has been working on finding a few lower cost advertising alternatives to make up for the loss of ad space (due to cost) in traditional media. He has already spoken to SGF Neighborhood News about free advertising space in their online and print publications.
- G. **Commercial-Pacific Development Project Update** Amanda Ohlesehlen discussed the Commercial-Pacific Development project that is being carried out by the Commercial-Pacific Street Redevelopment Corporation. The project will come before City Council for public hearing on March 25th. Amanda stated that Commercial Street stakeholders had requested a meeting with city staff about the project. She stated that this meeting would be forthcoming and invitations would be sent to interested parties. Amanda answered questions from those gathered, particularly about what specifically Council would be reviewing on March 25th. She stated that what would be going before Council would be (1) the establishment of the Commercial-Pacific Redevelopment area, (2) a determination of blight for the project area, (3) and an authorization of Chapter 353 tax abatement for the Pacific South Project which is Phase 1 of the redevelopment plan. Any future Phases of the overall plan will have to come back for additional analysis and approval. The future phases of the project will require an amendment of the redevelopment plan.

VI. Committee Reports

- A. **Advertising Committee Report** Further discussion of the changes being made in our advertising strategy, moving from print, radio and TV into more social media. Discussion of A-OK Marketing joining CID on a monthly retainer, working for 6 months, then measuring effectiveness. The Advertising Committee is continuing to meet monthly and if anyone has input, please email Irene.
- B. **General Maintenance Committee** Irene reported that the licensing agreement was still being worked on with the City. She stated that the quoting process would begin soon to complete the dumpster sites. The plan is to have these sites completed by the end of the fiscal year. Irene thanked all of the volunteers who helped with the Mulch Madness event on March 4th.

VII. Organization Updates

- A. **Commercial Club** Mary Colette spoke briefly. She had been in conversation with the library to feasibly bring some programs to our District. She stated that Commercial Club Board elections would be in April. Christine Schilling spoke briefly about an idea to bring artwork to boarded buildings on the east end of the street. Specifically the idea would involve adding art to the boards on windows of these buildings.
- B. **C-Street Merchants Association** Cindy Ussery stated that property owners on the East end of the street were seeing a financial impact from the boarded up buildings on that end of the street. Cindy briefly discussed the St. Patrick's Day Pot-of-Gold event that will take place on March 15th, 16th, and 17th. This event will coincide with the St. Patrick's Day Parade and, hopefully, bring increased business to the street.

VIII. **Public Comment** No public comment.

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

X. ***Motion to move into closed session by Teresa Emerson, second by Christine Schilling, Motion passed unanimously.***

XI. ***Motion to contract Chance Parish as Independent Contractor, not to exceed 20 hours per week. by Christine Schilling, second by Teresa Emerson, Motion passed unanimously.***

XII. ***Motion to come out of closed session and move back into public session by Lyle Foster, second by Cindy Ussery, passed unanimously.***

XIII. **Adjournment**
Motion to adjourn meeting by Lyle Foster, seconded by Teresa Emerson, passed unanimously. The meeting was adjourned at 11:16 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, February 14th 2024, 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, Secretary
Teresa Emerson
Christine Schilling (virtual)
Lyle Foster
Cindy Ussery

Members of the Public: Ron Bradshaw, Mary Collette, Jamie Evans, Connie Rhoades Hinds, Mona Pieron, Lindsey Dumas-Bell, Justin Beiler, Grady Porter, Matt Schaefer, Freda Russell,

- I. **Call to Order/Welcome:** Irene Schaefer called the meeting to order at 10:02 am.
- II. **Review and Approval of Previous Minutes:** Irene Schaefer presented the January meeting minutes.
Motion to approve January meeting minutes as presented, by Travis Tindall, seconded by Amanda Ohlensehlen. Passed unanimously.
- III. **Review and Approval of Financial Report:** Travis Tindall presented the financial report for January. Travis stated that there was a correction from the Department of Revenue in the amount of -\$7400, resulting in 0 dollars of sales tax revenue. \$203 from Use Tax was received. Next month there will be the final adjustment of -\$2600 taken away from our February revenue. For the year the CID is 15.39% over last year. The CID is still positive for the year. The CID did receive a reimbursement from the City of Springfield for around \$7408. The CID had \$4,503 in total expenses, which were payroll, district promotion, maintenance, operation and security. Total assets are at \$45,936.54.
Motion to approve January financials as presented, by Teresea Emerson, seconded by Cindy Ussery. Passed unanimously
- IV. **New Business**
 - a. **Funds Request: St.Pat's/Floral Stroll** Connie Rhoades Hinds presented the funds request on behalf of the Merchant's Association. Merchants would like to expand the floral stroll event this year including voting, awards, etc. Connie explained that Merchants would like to do the punch card stroll again for the St. Patrick's Day parade. They would also like to advertise more for the Floral Stroll.
Motion to approve the funding request for \$600 as presented by Lyle Foster. seconded by Cindy Ussery. The motion was passed unanimously.
 - b. **Funds Request: Queen City Shout** Lindsay Dumas-Bell presented the request on behalf of Queen City Shout. She stated there are 6 non-profit beneficiaries for the event. This is the 13th year for the event. They have always had stages on Commercial Street. They submitted a sponsorship request for \$1,000. The CID will be included in promotional posters, stage banners, street banners, schedules, passes, and on website/social media. The event is March 18th-24th. There are three venues on Commercial Street this year. There was conversation on the number of venues and adding more C-Street venues for next year.
Motion to approve the request for \$1,000 support of QCS as presented by Travis Tindall, seconded by Amanda Ohlensehlen. The motion was passed unanimously.
 - c. **Request to City for FY 2024-25 Funding** Irene Schaefer stated that the City of Springfield has reimbursed us for \$7,400, she stated that we do still have \$30,000+ that we can get reimbursed for the dumpster enclosures and trash can project.
 - d. **Angela Duran Resignation** Irene Schaefer stated that Angela has turned in her resignation and that her last day is Friday, February 16th. The board will be going into a closed session, pursuant to state statutes for discussion of personnel, immediately following the public meeting.

V. Existing Business

- e. **Street Safety - New PAR Officer** The PAR officer is currently in training.
- f. **Parking Lots - Security Camera Update** Security cameras are in all public parking lots except the Lindbergh's parking lot. WON Communications will be installing the security cameras in this lot. They are waiting on Public Works to install an electrical conduit. The CID has received and installed all signs in the public lots.
- g. **Trash Can Project Update** Angela stated that SIGWO is continuing to work on this project. They expect to be finished by the end of this month. Angela stated that another lid in the district has been stolen. The CID plans to purchase two more lids to replace the missing lid, and to have a backup.
- h. **City Funds Report** After meeting with the general maintenance committee, the committee identified several different projects and would like to request \$40k from the City of Springfield for next fiscal year in support of those projects.. The funds will be used for concrete pads, dumpster screening, additional trash cans, security cameras, street furniture, and signage. Lyle asked if the CID could request for funds for the Footbridge Plaza improvements. Christine mentioned that it would be good to add signage to the fence that advertise Street history and Railroad. Amanda mentioned that the CID may work with city staff to discuss funding sources for the footbridge plaza because it may carry over into the next fiscal year. There was discussion on requesting funds to put back into our CID budget where we have to cut the budget. The board decided to include Landscaping into the request and change the request to \$50k.
Motion to approve CID's request to the City of Springfield for 2024-25 fiscal year in the amount of \$50k by Christine Schilling, seconded by Teresa Emerson. Amanda Ohlensehlen (City employee) abstained from the vote. The motion was passed unanimously (6-0).
- i. **2024-25 Budget** Travis forwarded our first rough draft of our proposed budget for 2024-25 fiscal year, which is a reduction of 20% from current year. Please review and email Travis with any questions or suggestions. We will have more discussion in March, prior to budget approval in April.
- j. **CID Staff Report** Angela's resignation, effective 2/16/24. Working hard on desk manuals of the various tasks and processes she has set up for CID Office.

V. Committee Reports

- a. **Advertising Committee Report** Advertising met with A-OK Marketing to work with our CID advertising to include CID owned photography library, videos, art work. Nick Stewart will be working within the C-Street community gathering various images we can use for our various publications and our social media efforts.
- b. **General Maintenance Committee** Travis reported that we are close to completion of the licensing agreement with the City and have met with community (through Mary), to determine what locations work best for all.

VI. Organization Updates

- a. **Commercial Club** Mary Collette reported they are working with Library, History Museum and others to continue attracting these groups to our District. Market coming up, as well as Culturefest and C Art.
- b. **C-Street Merchants Association** Upcoming events with St Pat's and Floral Street Scapes.

VII. **Public Comment** No public comment.

VIII. **Next Meeting Date and Time. Wednesday, March 6th, 2024, 10AM at the Victory Mission Administrative Building, 1st floor.**

IX. **Motion to move into closed session by Amanda Ohlensehlen, second by Teresa Emerson, Motion passed unanimously.**

X. **Motion to come out of close session by Travis Tindall, second Lyle Foster, passed unanimously.**

XI. **Motion to move back into public session by Amanda Ohlensehlen, Travis Tindall, passed unanimously**

- a. **Motion to hire Chance Parish, 20 hours per week for 5 weeks to perform CID tasks and activities by Amanda Ohlensehlen, second by Teresa Emerson, Passed unanimously.**

- b. **Motion to hire Angela Duran, not to exceed 10 hours for week 2/19 for training by Lyle Foster, second Travis Tindall, passed unanimous**

XII. **Adjournment**

Motion to adjourn meeting by Cindy Ussery, seconded by Teresa Emerson, passed unanimously. The meeting was adjourned at 11:28 am.



**Commercial Street Community Improvement District
Board of Directors Meeting Minutes
Wednesday, January 10th 2024, 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, Secretary
Teresa Emerson
Christine Schilling
Lyle Foster

Excused Absence: Cindy Ussery

Members of the Public: Ron Bradshaw, Mary Collette, Jamie Evans, Jina Gorham, Connie Rhoades Hinds, Shelby Wood, Rusty Worley, Mona Pieron

- I. **Call to Order/Welcome:** Irene Schaefer called the meeting to order at 10:02 am.
- II. **Review and Approval of Previous Minutes:** Amanda Ohlensehlen presented the December meeting minutes. ***Motion to approve December meeting minutes as presented, by Travis Tindall, seconded by Teresa Emerson. Passed unanimously.***
- III. **Review and Approval of Financial Report:** Travis Tindall presented the Financial Report. There are still a number of businesses still reporting into our district that the Department Of Revenue is working to correct. We have received \$2,330 over last year, however \$6,433 has been added to our account that should not have been. The CID is still up on the year despite the errors. Income was \$9254, with \$2,975 overpaid. Expenses were \$11,210. District maintenance, street fixtures, trash cans and security cameras, will be reimbursed by the City of Springfield. Expenses this month also include district advertising and promotion. \$455 in operations with \$2058 in payroll expenses. Total assets \$44,943. ***Motion to approve December financials as presented, by Christine Schilling, seconded by Amanda Ohlensehlen. Passed unanimously***
- IV. **New Business**
 - a. **Board Seat** Irene welcomed Teresea Emerson to the CID board.
 - b. **Funding Request: St. Pat's Day Parade** Rusty Worley presented the funding request for \$1,000. The DSA plans to replicate the route from last year. In 2023 they brought the event back from a three year hiatus. He highlighted the fact that this is the only event that stretches from C-Street to Downtown. He is seeking feedback and assistance to cover police and barricade costs. Rusty mentioned that they will make a conscious effort to pick up trash after the event with the help of Public Works. ***Motion to approve DSA funding request for \$1,000 in support of St Pat's Parade, by Travis Tindall, Amanda Ohlensehlen recused herself from voting as she sits on the DSA board. Seconded by Lyle Foster. Passed unanimously.***
 - c. **Request to City for FY 2024-25 Funding:** Irene is seeking input on a funding request the CID intends to submit to the City of Springfield for FY 2024-25 funding. She stated that the board determines what to request and the use of the money, then the City has to approve. Teresa asked if we could ask for funding for the events. There is no defined deadline, we should submit by Feb/March. Please email any recommendations to Irene. Mary stated that it would be good to consider how we communicate and plan for a major event around the \$8 million for the Footbridge improvements. Christine mentioned getting

feedback from the C-Street Merchant's Association and the Commercial Club on what they would like funding for.

- d. **Better Block Nomination:** Angela informed the CID board that the C-Street CID parklets have been nominated for a Placemaking Project award at the Better Block SGF Annual Meeting. This award highlights great projects here in Springfield, MO that aid in making our city a better place to live. C-Street is invited to attend the Annual Meeting where the winner will be announced, Friday January 19th, 4:30PM at the efactory.
- e. **CID Owned Equipment** It has been requested that the CID owned equipment be used by volunteers in the event of winter weather. The prior use of the equipment has been by a subcontractor. There was discussion on insurance requirements for those that use the machine. Shelby Wood and Irene Schaefer will connect with our insurance broker to understand our liability. Lyle Foster stated that this is an important task for the CID. He encourages the CID to come up with a creative solution to ensure that this gets done. He encourages the CID to be realistic when looking at this issue.

V. Existing Business

- a. **Street Safety - New PAR Officer to begin 1/14/24** Irene stated that Officer Ben Wilson is no longer with Springfield PD. The new PAR officer should be assigned mid February.
- b. **Parking Lots - Security Camera Update** City Utilities has completed the infrastructure needed in parking lot #3 for security cameras. WON Communications will begin to install security cameras, then all parking lots will have security cameras in them. Signage for the lots has been ordered. Those will go up as soon as possible. Mary Collette reiterated the importance of having security cameras installed along Frisco Lane. Irene Schaefer stated that WON is quoting for Frisco Lane.
- c. **Trash Can Project Update** Angela stated that SIGWO is about 50% finished with the project. They are expected to finish this month. All replacement trash can lids have been received.
- d. **CID Staff Report** Angela Duran stated that she is continuing to work on her regular month - to - month tasks. She stated that she is managing two CASP workers at this time. They focus on picking up trash and Ginkgo fruit throughout the district. She completed rock salt distribution with merchants this past month. She also delivered a notice from the CID notifying merchants where the CID's current position as it relates to snow removal - advised by the General Maintenance committee and CID board.
- e. **City Funds Report** The CID has submitted two receipts for reimbursement from the City of Springfield; \$7,400 requested for reimbursement.

VI. Committee Reports

- a. **Advertising Committee Report** Business is carrying on as usual.
- b. **General Maintenance Committee** The committee believes they are close to the plan for the dumpster locations and the licensing agreement with the City of Springfield. Five sites have been planned with the suggestion of a 6th. Springfield Public Works will attend our February Board of Directors meeting to answer any questions regarding the project. The purchase of the ballards and dumpster pads will expend the rest of the 50K contribution from the City of Springfield. Landscaping has to go through the quoting process. The Mulch Maddness annual event will take place in March.
- c. **Budget Committee Forming Soon** A budget review committee will be forming soon. Please contact Irene Schaefer if you would like to volunteer.

VII. Organization Updates

- a. **Commercial Club** Mary Collette reported that the new sculpture walk brochures are done. They purchased 1,500. They organized a Story Walk for the street with the help of the public library. The City Market is preparing for the 2024 season. She stated that the Commercial Club will be discussing the proposed changes to the TIF. Commercial Club is also tracking the updates for the Jefferson Avenue Footbridge.
- b. **C-Street Merchants Association** Connie Rhoades Hinds reported that the annual Merchant's Breakfast was in December and was well attended. They are beginning to plan a calendar for 2024. They are working on individual and street wide projects as early as possible. They are working on a pilot program with a MSU marketing class for the merchants. Connie is also doing a tutorial for Facebook event posting for the merchants.

VIII. Public Comment

No public comment.

- IX. **Next Meeting Date and Time.** Wednesday, February 14th, 2024, 10AM at the Victory Mission Administrative Building, 1st floor.

X. Adjournment

Motion to adjourn meeting by Christine Schilling, seconded by Teresa Emerson. Passed unanimously.
The meeting was adjourned at 11:09 am.