

Downtown Springfield Community
Improvement District Meeting
Board Retreat

February 14, 2024

***** 8:00 am – 10:00 am*****

Jordan Valley Innovation Center
524. N. Boonville Ave.
7th Floor

FY 2023- 2024 Meetings to Date: 4

Paula Adams	4	Lori Lampert	2
Chris Ball	3	Mack Musgrave	1
Michelle Billionis	2	Jeff Schrag	1
Steve Eudaly	4	Dick Scott	5
Brett Foster	4	Eleanor Taylor	3
Dan Griffin	4	Craig Wagoner	4
Allen Kunkel	4	Andrew Wells	4
		Bruce Adib-Yazdi	3

Agenda Information	Welcome – <i>Chris Ball</i>
Agenda	Call to Order
Information	Comments from the Public
Information	Safety & Security Update – <i>Officer Scott Wallace</i>
Action	Approval of January 10, 2024 Meeting Minutes – <i>Chris Ball</i>
Action	Approval of January Financial Statements – <i>Craig Wagoner</i>
Information	CID Board Retreat – <i>Dale Moore</i>

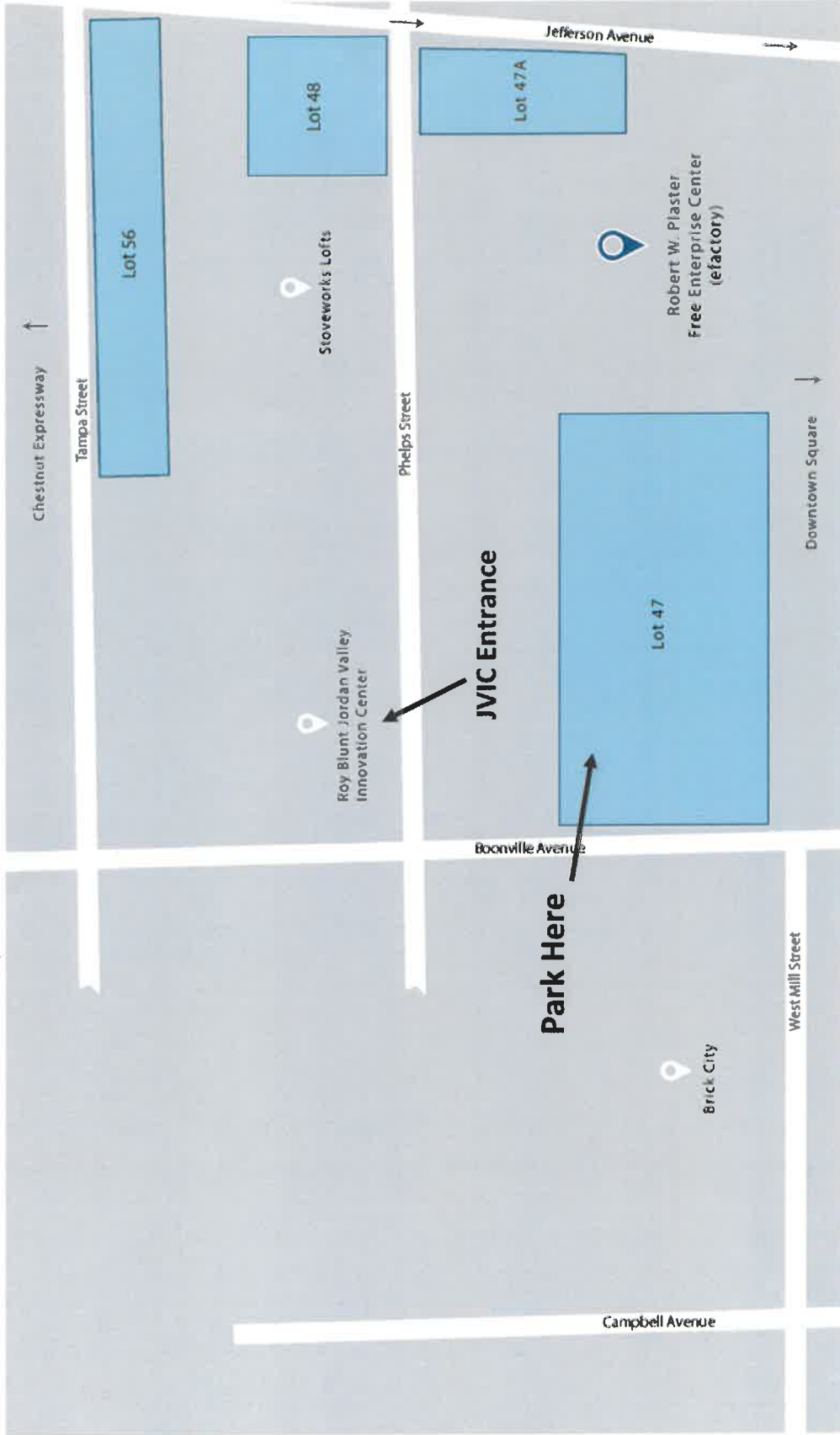
Closed session for the purpose of confidential and privileged communications between a governmental body or its representatives and its attorney relating to legal action, causes of action or litigation involving the public governmental body and confidential and privileged communications with the attorney for the CID Board pursuant to Section 610.021(1), Revised Statutes of Missouri.

Closed session for the purpose of leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration for the CID Board pursuant to Section 610.021 (2), Revised Statutes of Missouri in accordance with ADA guidelines, if you need special accommodations when attending any City meeting, please notify the City Clerk's Office at 864-1443 at least 3 days prior to the scheduled meeting.

Downtown Community Improvement District (CID) Retreat

February 14, 2024

Jordan Valley Innovation Center



**Downtown Springfield Community Improvement District
Meeting Minutes
January 10, 2024**

Present: Paula Adams, Chris Ball, Steve Eudaly, Dan Griffin, Allen Kunkel, Dick Scott, Andrew Wells,
Excused: Michelle Billionis, Brett Foster, Lori Lampert, Mack Musgrave, Jeff Schrag, Eleanor Taylor, Craig Wagoner,
Bruce Adib-Yazdi
City Staff: Cheri Hagler, Officer Scott Wallace **Staff:** Brian Ussery, Barb Baker

- I. **Call to Order**
Chris Ball called the Downtown Springfield Community Improvement District Meeting to order at 8:00 am. There was not a quorum for the meeting.

Safety & Security Update: Officer Wallace sent out the monthly reports before the meeting. He mentioned Pub Crawl was quiet. CID paid for extra duty officers for bar closing which helped with crowd control. Downtown has been quiet due to the weather. Most shifts have been filled and the late night shifts also.

- II. **Motion:** To approve November 8, 2023 Meeting Minutes
Moved:
Second:
Approved: November 8, 2023 minutes were approved by email

Financial Reports:

- II. **Motion:** To approve December Financials
Moved:
Second:
Approved

December Financials will be emailed to the Board for approval.

Board Retreat Brainstorm: Dale Moore was unable to attend the meeting. Chris mentioned to email Barb any ideas, suggestions you would like discussed at the retreat.

Parking & Maintenance Committee: CID Parking report was included in the Board packet. Dick mentioned a meeting was held with the City to discuss the Parking Study, signage, way finding, banners etc. The City has no money in their budget to hire a Parking Company to monitor the parking in the CID.

Safety & Security: Downtown events are listed and shifts are being filled.

Image Enhancement Committee: Paula mentioned not many activities going on or sponsorship requests. Still waiting for some direction on the banners, and entrances.

Other:

CID Update: In Packet

Meeting Adjourned: 8:30am
Minutes submitted by: Barb Baker

Next CID Board Meeting: February 14, 2023 8:00 am – 10:00 am Retreat

DOWNTOWN SPRINGFIELD CID Balance Sheet

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · Current Assets	
1001 · Checking - Great Southern	224,760.16
1030 · Central Bank Acct	37,673.96
1040 · Central Bank Money Market	215,742.57
1065 · Cert of Dep	254,301.73
Total 1000 · Current Assets	732,478.42
Total Checking/Savings	732,478.42
Accounts Receivable	
1005-05 · CID Property Taxes Receivable	78,579.86
Total Accounts Receivable	78,579.86
Total Current Assets	811,058.28
Fixed Assets	
1080 · Boonville Building	
1081 · Land	26,000.00
1082 · Building	747,482.56
1085 · Building Accum Depr	(98,080.75)
Total 1080 · Boonville Building	675,401.81
1090 · Equipment	
1095 · Accumulated Depreciation	(101,917.25)
1090 · Equipment - Other	222,191.75
Total 1090 · Equipment	120,274.50
Total Fixed Assets	795,676.31
TOTAL ASSETS	1,606,734.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 · IRA Payable	1,583.37
Total Other Current Liabilities	1,583.37
Total Current Liabilities	1,583.37
Long Term Liabilities	
2100 · Central Bank Loan	223,029.91
Total Long Term Liabilities	223,029.91
Total Liabilities	224,613.28
Equity	
3000-05 · Renewal Reserve (Bd Desig)	21,000.00
3000-06 · Investment in fixed assets	52,942.52
3000-15 · IE Reserve	30,000.00
3000-20 · Maintenance Reserve	13,164.00
3000 · Fund Balance	1,122,263.17
Net Income	142,751.62
Total Equity	1,382,121.31
TOTAL LIABILITIES & EQUITY	1,606,734.59

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Jan 24	Budget	Jul '23 - Jan 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Income					
4001 · Gross Tax Assessments	0.00	0.00	299,273.08	280,000.00	280,000.00
4003 · Sales Tax	0.00	30,000.00	207,665.77	190,000.00	340,000.00
4004 · Extended Parking Pass Sales	0.00		0.00	0.00	0.00
4005 · Voluntary Contributions	0.00		36,069.00	36,000.00	36,000.00
4007 · Interest Income	1,038.56	50.00	10,105.41	350.00	600.00
4009 · Miscellaneous Income	0.00		0.46		
4012 · Rent Income	7,020.00	1,020.00	13,140.00	13,300.00	18,400.00
Total 4000 · Income	<u>8,058.56</u>	<u>31,070.00</u>	<u>566,253.72</u>	<u>519,650.00</u>	<u>675,000.00</u>
Total Income	<u>8,058.56</u>	<u>31,070.00</u>	<u>566,253.72</u>	<u>519,650.00</u>	<u>675,000.00</u>
Gross Profit	<u>8,058.56</u>	<u>31,070.00</u>	<u>566,253.72</u>	<u>519,650.00</u>	<u>675,000.00</u>
Expense					
5100 · ADMINISTRATION					
5102 · Admin- Payroll					
5102-02 · Salary	6,363.60	6,400.00	47,325.32	44,200.00	76,200.00
5102-04 · Health Insur	0.00		0.00		
5102-06 · Retirement	190.90	175.00	1,419.71	1,225.00	2,100.00
5102-08 · Admin- Payroll Taxes	632.41	550.00	3,765.99	3,750.00	6,500.00
Total 5102 · Admin- Payroll	<u>7,186.91</u>	<u>7,125.00</u>	<u>52,511.02</u>	<u>49,175.00</u>	<u>84,800.00</u>
5103 · Miscellaneous - Admin	106.58	350.00	2,116.30	2,250.00	4,000.00
5105 · Professional Services	0.00	0.00	2,700.00	3,500.00	3,600.00
5108 · Renewal Reserve Expense	0.00	0.00	0.00	0.00	3,000.00
5110 · Admin- Insurance					
5102-12 · Admin- Work Comp	0.00	0.00	974.12	780.00	1,200.00
5210-30 · Insurance - Officer & Director	0.00		0.00	2,000.00	2,000.00
Total 5110 · Admin- Insurance	<u>0.00</u>	<u>0.00</u>	<u>974.12</u>	<u>2,780.00</u>	<u>3,200.00</u>
5111 · Collection Fee	2,015.88	1,600.00	2,252.82	1,900.00	3,600.00
5112 · Payroll Fee	389.46	200.00	1,373.72	1,400.00	2,400.00
5132 · Office Utilities	0.00	0.00	0.00	0.00	0.00
5134 · Office Phone	135.00	150.00	945.00	1,050.00	1,800.00
5136 · Office Suplies	893.08	300.00	1,943.71	2,100.00	3,600.00
5138 · Office Copies	127.77	165.00	1,245.53	1,175.00	2,000.00
5140 · Office Maintenance	0.00	0.00	0.00	0.00	0.00
5150 · Boonville Bldg Cost					
5151-01 · Boonville Loan Payment	1,932.17	1,932.17	13,525.19	13,525.15	23,186.00
5151-02 · Boonville Bldg Interest	0.00	0.00	0.00	0.00	0.00
5151-05 · Bldg Utilities	587.42	500.00	3,532.90	3,500.00	6,000.00
5151-06 · Bldg Trash	367.24	210.00	1,689.90	1,470.00	2,520.00
5151-07 · Bldg Alarm	60.01	60.00	717.16	420.00	720.00
5151-10 · Bldg Maintenance	70.00	718.00	2,655.38	5,028.00	8,618.00
Total 5150 · Boonville Bldg Cost	<u>3,016.84</u>	<u>3,420.17</u>	<u>22,120.53</u>	<u>23,943.15</u>	<u>41,044.00</u>
Total 5100 · ADMINISTRATION	<u>13,871.52</u>	<u>13,310.17</u>	<u>88,182.75</u>	<u>89,273.15</u>	<u>153,044.00</u>
5150-12 · Bldg Improvements	0.00	0.00	0.00	0.00	0.00
5200 · Image Enhancement					
5210 · Advertising					
5210-10 · Downtown Guide - Image Enhanc	0.00	0.00	4,213.24	3,500.00	7,000.00
Total 5210 · Advertising	<u>0.00</u>	<u>0.00</u>	<u>4,213.24</u>	<u>3,500.00</u>	<u>7,000.00</u>
5220 · Communications					
5220-15 · Website	100.00	100.00	494.34	450.00	1,200.00
Total 5220 · Communications	<u>100.00</u>	<u>100.00</u>	<u>494.34</u>	<u>450.00</u>	<u>1,200.00</u>

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Jan 24	Budget	Jul '23 - Jan 24	YTD Budget	Annual Budget
5230 · Events					
5230-05 · Event - Sponsorships	0.00	1,000.00	2,450.00	7,500.00	12,500.00
5230-25 · Square Programming	44.00	1,000.00	3,565.56	3,626.00	5,000.00
Total 5230 · Events	44.00	2,000.00	6,015.56	11,126.00	17,500.00
5240 · Visual Improvements					
5240-05 · Utilities	123.83	130.00	805.69	950.00	1,600.00
5240-06 · Lights	1,656.00	0.00	3,065.56	0.00	0.00
5240-10 · Trash Receptacles	0.00		5,393.00		
5240-13 · Flowers	0.00	0.00	543.38	0.00	8,000.00
5240-15 · Banners	0.00	500.00	176.55	5,800.00	6,000.00
5240-20 · Decorations	0.00	5,000.00	10,233.45	20,000.00	20,000.00
5240-35 · Other	0.00	0.00	0.00	0.00	0.00
5240.25 · IE Projects	0.00	20,000.00	33,511.49	40,000.00	60,000.00
Total 5240 · Visual Improvements	1,779.83	25,630.00	53,729.12	66,750.00	95,600.00
Total 5200 · Image Enhancement	1,923.83	27,730.00	64,452.26	81,826.00	121,300.00
6100 · MAINTENANCE					
6101 · Equipment - Maintenance Repair	186.54	500.00	4,508.99	3,500.00	6,000.00
6103 · Equipment Purchase	0.00	0.00	10,540.46	20,000.00	20,000.00
6104 · Utilities- Maintenance	0.00	200.00	1,208.24	1,400.00	2,400.00
6105 · Phone/pager - Maintenance	176.84	250.00	1,210.92	1,750.00	3,000.00
6106 · Powerwashing - Maintenance	0.00	0.00	1,309.42	1,200.00	4,000.00
6107 · Supplies - Maintenance	1,949.03	850.00	6,155.48	5,750.00	10,000.00
6108 · Trash Receptacles	0.00	0.00	0.00	3,000.00	6,000.00
6110 · Clothes/Uniforms - Maintenance	(16.55)	200.00	1,562.02	2,400.00	4,000.00
6114 · Maintenance Misc	187.60	250.00	1,049.30	1,750.00	3,000.00
6115 · Vehicle (Rental & Gas)	0.00	500.00	2,618.91	3,500.00	6,000.00
6116 · Storage Rental	0.00	150.00	0.00	1,050.00	1,800.00
6120-00 · Personnel					
6120-05 · Salaries - Maintenance	10,779.99	11,700.00	80,636.92	82,450.00	140,950.00
6120-10 · Payroll Taxes - Maintenance	1,071.31	800.00	6,618.05	5,600.00	9,600.00
6120-12 · Main- Health Insur	1,003.06	1,000.00	8,512.04	7,000.00	12,000.00
6120-14 · Main Retirement	292.46	250.00	2,114.48	1,750.00	3,000.00
Total 6120-00 · Personnel	13,146.82	13,750.00	97,881.49	96,800.00	165,550.00
6150 · Insurance					
6150-05 · Insurance - Maintenance- Work C	0.00	0.00	7,238.42	6,000.00	9,000.00
6150-07 · Maint- General Liability	1,843.00	1,300.00	12,394.00	8,500.00	15,000.00
Total 6150 · Insurance	1,843.00	1,300.00	19,632.42	14,500.00	24,000.00
Total 6100 · MAINTENANCE	17,473.28	17,950.00	147,677.65	156,600.00	255,750.00
7100 · PARKING					
7106 · Car Expense	0.00	400.00	499.00	2,400.00	4,000.00
7107 · Supplies - Parking	0.00	70.00	0.00	430.00	800.00
7108 · Clothes/Uniforms- Parking	0.00	100.00	0.00	800.00	1,000.00
7120 · Personnel					
7120-05 · Salaries - Parking	440.44	2,150.00	14,190.08	15,050.00	25,800.00
7120-10 · Payroll Taxes - Parking	43.78	350.00	1,383.18	2,450.00	4,200.00
7120-15 · Parking Health Insur	0.00		0.00		
7120-17 · Parking- Retirement	0.00		0.00		
Total 7120 · Personnel	484.22	2,500.00	15,573.26	17,500.00	30,000.00
Total 7100 · PARKING	484.22	3,070.00	16,072.26	21,130.00	35,800.00

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Jan 24	Budget	Jul '23 - Jan 24	YTD Budget	Annual Budget
8100 · SAFETY AND SECURITY					
8110 · Off Duty Police Patrols					
8101-02 · Safety Work Comp	0.00	0.00	5,708.18	5,700.00	11,000.00
8101-04 · Off Duty Police	16,345.00	11,300.00	121,670.00	79,500.00	136,000.00
8101-05 · Library Police Reimbursement	0.00		0.00	0.00	0.00
8101-06 · City Police Reimburesement	(11,719.38)	0.00	(21,000.00)	(21,000.00)	(21,000.00)
8101-07 · Other Reimbursement	0.00	0.00	(385.00)	0.00	0.00
8101-09 · Saftey Misc	154.00	0.00	1,124.00	0.00	0.00
Total 8110 · Off Duty Police Patrols	4,779.62	11,300.00	107,117.18	64,200.00	126,000.00
Total 8100 · SAFETY AND SECURITY	4,779.62	11,300.00	107,117.18	64,200.00	126,000.00
Total Expense	38,532.47	73,360.17	423,502.10	413,029.15	691,894.00
Net Ordinary Income	(30,473.91)	(42,290.17)	142,751.62	106,620.85	(16,894.00)
Net Income	(30,473.91)	(42,290.17)	142,751.62	106,620.85	(16,894.00)

CID Parking Report January 2024

In the month of January 2024 Conservator of the Peace Sweckard (Parking Ambassador) wrote 43 tickets for parking violations. He also issued 9 warnings in the form of verbal warnings or pamphlets.

On January 17 and January 26 COP Sweckard distributed reminder flyers on windshields throughout the downtown CID area. As routine at the beginning of the fall and spring semester at MSU, these are to warn new incoming students of parking enforcement activities prior to issuing tickets again on January 29.

The parking enforcement efforts were concentrated on the three city parking lots, including the two on Boonville and one at Harbell, as well as two hour parking, handicap and loading zones throughout the CID district.

COP Sweckard worked a total of 5 six hour shifts in the month of January.

In the month of January I worked two (2) shifts. Wrote 57 tickets and gave out 9 warnings. The on street parking in the CID area were monitored along with the 3 City parking lots. Several weeks in January had rain, snow, ice and cold temperatures and unable to monitor parking.

I will be working each week Mondays and Tuesdays 8:00 am – 5:00 pm

COP Bob Doty

Maintenance Update January 2024

Removed all the red bulbs from the overstreet lights.

Removed Christmas lights from the CID building.

Took the oldest Mule in for a major service.

Both trucks got serviced and recalls taken care of.

We received 3 new black trash cans for downtown. I bought cans of spray on bedliner to coat the bottoms of the plastic liners in hopes of making them last longer and help keep them from leaking.

We have been dealing with a lot of graffiti lately.

Derrick started working weekends again.

CID Work Plan 2024

Image Enhancement 2024	January	February	March	Comments
Priorities				
Plantings				
Trashcans		3 Trashcans & 4 liners		
Banners				
Website/Facebook/	on-going	on-going	on-going	monthly updates & as needed
Ash urns				
On-Going IE Activities				
Administrative Support	yes	yes	yes	
Budget tracking			Approve Draft Budget	
RFP Information Gathering				
Bringing of suggestions				
All activities as assigned	yes	yes	yes	
Administration Plan 2024				
Agenda Distribution	yes	yes	yes	
Minutes	yes	yes	yes	
Bid Coordination				
General information/feedback	yes	yes	yes	as needed for purchases or services
Coordination with other entities	yes	yes	yes	
Financial reporting	yes	yes	yes	
Management of CID resources	yes	yes	yes	
Risk management	yes	yes	yes	
Staff support to CID Bd. & committees				
Orientation of new board members				
Compliance with legal requirements	yes	yes	yes	
Program reporting, CID updates	yes-in packet	yes-in packet	yes-in packet	
Customer Service	yes	yes	yes	general information/lofts/real estate/parking
Volunteer Contributions				
Coordinating with City services	yes	yes	yes	street sweeping, emptying of trashcans, square
Management as needed to carryout committee/board decisions	yes	yes	yes	

CID DOWNTOWN

Springfield Community Improvement District

Happenings in our CID

Abundant Life Church opened at 202 S. Campbell
The Big Time Arcade opened at 301 Park Central East
The Regency Live opened at 307 Park Central East
The Cufflink Coffee Room opened at Mother's
215 S. Grant
BUF Studio opened at 315 Park Central East
Taylor's Drive In 139 Memorial Plaza closed
Odyssey Lounge at 322 South Ave closed
The Outland at 324 South Ave closed

February Events

Heart Hustle February 10th 8:00 am—11:00 am
Park Central Square

Kansas City Chiefs Super Bowl Party in
Harbell Parking Lot —February 11th

Presidents Day February 19th Office Closed

Visit www.itsalldowntown.com Calendar for a list of
February events

February 8, 2024

Officers

Chris Ball
Chairman

Dick Scott
Secretary

Craig Wagoner
Treasurer

Board of Directors

Paula Adams

Chris Ball

Michelle Billionis

Steve Eudaly

Brett Foster

Dan Griffin

Allen Kunkel

Lori Lampert

Mack Musgrave

Jeff Schrag

Dick Scott

Eleanor Taylor

Craig Wagoner

Andrew Wells

Bruce Adib-Yazdi

Brian Ussery
Maintenance Supervisor

Barb Baker
CID Manager

Mary Lilly Smith
Director Emeritus