

Downtown Springfield Community
Improvement District Meeting
February 8, 2023
***** 8:00 am *****
Councilman Denny Whayne Conference Room
Busch Building 4th Floor

FY 2022- 2023 Meetings to Date: 5

Paula Adams	2	Lori Lampert	4
Chris Ball	5	Mack Musgrave	1
Michelle Billionis	1	Jeff Schrag	2
Steve Eudaly	3	Dick Scott	5
Brett Foster	4	Eleanor Taylor	3
Dan Griffin	5	Craig Wagoner	3
Allen Kunkel	5	Andrew Wells	4
		Bruce Adib-Yazdi	0

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 11, 2023 meeting minutes – <i>Chris Ball</i>
Action	Approval of January Financial Statements – <i>Chris Ball</i>
Information	CID/City Funds Uses – <i>Brett Foster, Chris Ball</i>
Information/Action	Parking & Maintenance Committee – <i>Bruce Adib-Yazdi, Dick Scott</i> Safety & Security Committee – <i>Chris Ball</i> February 20 th – Presidents Day Visit www.itsalldowntown.com Calendar for a list of February events Image Enhancement Committee – <i>Paula Adams</i>
Information	CID Update – <i>Barb Baker</i>
Other:	

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 Springfield Community Improvement District
Meeting Minutes
January 11, 2023**

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

I. Call to Order

Chris Ball called the Downtown Springfield Community Improvement District Meeting to order at 8:03 am. Roll call was taken and a quorum was present. Chris welcomed the CID new Board Member, Mack Musgrave. Mack owns The Sandwich Scene on McDaniel. Welcome Mack and we appreciate your willingness to serve on the CID Board.

Safety & Security Update: Officer Wallace gave an update on the downtown activities. The monthly reports were emailed to the Board. Please let Officer Wallace know if you have any questions or need additional information from him

II. **Motion:** To approve November 9, 2022 Meeting Minutes

Moved: Andrew Wells

Second: Dick Scott

Approved

III. **Financial Reports:** Chris reported on the December financial reports. December sales tax was less than last December. No big expenses for the month. CID will be placing some of the funds in a CD and Money Market at Central Bank.

Motion: To approve December Financials

Moved: Brett Foster

Second: Andrew Wells

Approved

Sculpture Walk Springfield Update: Avery McQueary gave an update on the Sculpture Walk program. In February new sculptures will be picked to be installed in April & May. This will be their 8th collection. Now there are 41 sculptures. Sculpture Walk will host an event on April 29th in Downtown. Josh Widner looking to add a larger sculpture at the corner of the Gold Girl building on Park Central Square & Park Central West. Sculpture Walk is working with Better Block on Robberson Alley, more lighting in the area.

Lori Lampert mentioned the Downtown Church would be interested in a sculpture in their area. Andrew Wells was interested in serving on the committee to pick the sculptures. Chris thanked Avery for the presentation and we look forward to the new sculptures in the downtown area.

South Avenue Update: Brett Foster presented an idea that was submitted by Rusty Worley to close South Ave from Pershing, around the square from 10:00 pm – 5:00 am at night to help with the noise from the motor cycles and the cars. Traffic looked at the request along with Police, Fire and concerned that barricades would need to be manned at all times, if you close that street they would just move to another street. Brett mentioned Traffic and Public Works did not approve the request. Steve Eudaly mentioned that is not going to fix the problem and best to only close streets when there is a positive reason, an event happening in the downtown area.

Brett also passed out the design for the parking spaces on Chestnut St across from the office. There will be 11 angle parking spaces, sidewalk to the 4 & 7 and sidewalk improvements. Cost approximately \$ 80,000.00 from Center City Funds and CID \$ 45,000.00 for the project.

Motion: To approve to contribute \$ 45,000.00 to the contract

Moved: Chris Ball

Second: Dick Scott

Approved: Brett Foster abstained from the vote

Parking & Maintenance Committee: Dick reported Parking Sessions with the consultants will be held on January 24th 4:00 pm - 6:00 pm and January 25th 9:00 am -11:00 am at the SGF Planning Studio on Boonville. CID is looking for a small piece of equipment to clear the sidewalks from snow & ice.

Image Enhancement Committee: String lights are being placed over South Ave from McDaniel to Walnut. Waiting on the pole to be placed at South & Pershing to finish the lights from Walnut to Pershing. Looking at other projects for the downtown area.

CID Update: Included in packet

Other:

Meeting Adjourned: 9:05 am
Minutes submitted by: Barb Baker
Next CID Meeting: February 8, 2023

DOWNTOWN SPRINGFIELD CID Balance Sheet

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Current Assets	
Central Bank Money Market	100,023.67
Cert of Dep	250,000.00
1001 · Checking - Great Southern	149,768.34
1030 · Central Bank Acct	207,686.89
Total 1000 · Current Assets	707,478.90
Total Checking/Savings	707,478.90
Accounts Receivable	
1005-05 · CID Property Taxes Receivable	149,258.76
Total Accounts Receivable	149,258.76
Total Current Assets	856,737.66
Fixed Assets	
1080 · Boonville Building	
1081 · Land	26,000.00
1082 · Building	747,482.56
1085 · Building Accum Depr	(56,768.38)
Total 1080 · Boonville Building	716,714.18
1090 · Equipment	
1095 · Accumulated Depreciation	(101,917.25)
1090 · Equipment - Other	193,541.75
Total 1090 · Equipment	91,624.50
Total Fixed Assets	808,338.68
TOTAL ASSETS	1,665,076.34
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2020 · Central Credit Card	(616.00)
Total Credit Cards	(616.00)
Other Current Liabilities	
2010 · IRA Payable	1,437.08
Total Other Current Liabilities	1,437.08
Total Current Liabilities	821.08
Long Term Liabilities	
2100 · Central Bank Loan	234,022.11
Total Long Term Liabilities	234,022.11
Total Liabilities	234,843.19
Equity	
3000-05 · Renewal Reserve (Bd Desig)	18,000.00
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	1,079,039.94
Net Income	237,086.69
Total Equity	1,430,233.15
TOTAL LIABILITIES & EQUITY	1,665,076.34

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Jan 23	Budget	Jul '22 - Jan 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Income					
4001 · Gross Tax Assessments	0.00	0.00	289,732.33	260,000.00	260,000.00
4002 · Gross Tax Assessments Refunded	0.00		0.00	0.00	0.00
4003 · Sales Tax	0.00	20,000.00	235,750.28	179,000.00	320,000.00
4004 · Extended Parking Pass Sales	0.00	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	173.58	0.00	295.01	280.00	600.00
4009 · Miscellaneous Income	0.00		0.00	0.00	0.00
4012 · Rent Income	6,420.00	950.00	12,300.00	6,650.00	17,200.00
Total 4000 · Income	6,593.58	20,950.00	574,146.62	481,930.00	633,800.00
4200 · Grant	0.00		0.00	0.00	0.00
Total Income	6,593.58	20,950.00	574,146.62	481,930.00	633,800.00
Gross Profit	6,593.58	20,950.00	574,146.62	481,930.00	633,800.00
Expense					
5100 · ADMINISTRATION					
5102 · Admin- Payroll					
5102-02 · Salary	5,961.92	6,390.00	44,589.40	44,130.00	76,080.00
5102-04 · Health Insur	0.00		0.00		
5102-06 · Retirement	178.86	170.00	1,337.70	1,190.00	2,040.00
5102-08 · Admin- Payroll Taxes	666.79	440.00	3,621.82	3,080.00	5,280.00
Total 5102 · Admin- Payroll	6,807.57	7,000.00	49,548.92	48,400.00	83,400.00
5103 · Miscellaneous - Admin	61.04	350.00	1,059.91	2,250.00	4,000.00
5105 · Professional Services	0.00		3,174.00	3,600.00	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	819.95	400.00	600.00
5210-30 · Insurance - Officer & Director	0.00		0.00	2,000.00	2,000.00
Total 5110 · Admin- Insurance	0.00	0.00	819.95	2,400.00	2,600.00
5111 · Collection Fee	1,311.36	2,000.00	1,445.40	2,280.00	3,500.00
5112 · Payroll Fee	368.72	200.00	1,309.30	1,400.00	2,400.00
5134 · Office Phone	135.00	150.00	945.00	1,050.00	1,800.00
5136 · Office Suplies	143.55	300.00	1,401.09	2,100.00	3,600.00
5138 · Office Copies	14.00	166.66	876.02	1,166.70	2,000.00
5140 · Office Maintenance	0.00		80.00		
5150 · Boonville Bldg Cost					
5151-01 · Boonville Loan Payment	1,932.17	1,932.17	13,525.19	13,525.19	23,186.04
5151-02 · Boonville Bldg Interest	0.00	0.00	0.00	0.00	0.00
5151-05 · Bldg Utilities	817.20	400.00	4,053.43	2,800.00	4,800.00
5151-06 · Bldg Trash	0.00	180.00	991.11	1,260.00	2,160.00
5151-07 · Bldg Alarm	57.70	57.70	403.90	403.90	692.40
5151-10 · Bldg Maintenance	79.44	850.46	428.71	5,953.26	10,205.56
5151-11 · Mortgage Interest	0.00		0.00	0.00	0.00
Total 5150 · Boonville Bldg Cost	2,886.51	3,420.33	19,402.34	23,942.35	41,044.00
Total 5100 · ADMINISTRATION	11,727.75	13,586.99	80,061.93	88,589.05	150,944.00
5150-12 · Bldg Improvements	0.00	10,000.00	0.00	50,000.00	50,000.00
5200 · Image Enhancement					
5210 · Advertising					
5210-05 · Advertising	0.00		0.00	0.00	0.00
5210-10 · Downtown Guide - Image Enhanc	0.00	0.00	3,893.02	3,000.00	7,000.00
Total 5210 · Advertising	0.00	0.00	3,893.02	3,000.00	7,000.00
5220 · Communications					
5220-15 · Website	100.00	100.00	450.00	700.00	1,200.00
5220-20 · Map	0.00		0.00	0.00	0.00
Total 5220 · Communications	100.00	100.00	450.00	700.00	1,200.00

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Jan 23	Budget	Jul '22 - Jan 23	YTD Budget	Annual Budget
5230 · Events					
5230-05 · Event - Sponsorships	195.00	0.00	7,485.00	4,000.00	12,500.00
5230-25 · Square Programming	44.00	41.00	2,102.00	2,705.00	5,000.00
Total 5230 · Events	239.00	41.00	9,587.00	6,705.00	17,500.00
5240 · Visual Improvements					
5240-05 · Utilities	120.14	270.00	824.86	910.00	1,600.00
5240-06 · Lights	1,160.25	0.00	4,246.39	0.00	0.00
5240-13 · Flowers	0.00	0.00	0.00	1,000.00	8,000.00
5240-15 · Banners	0.00	0.00	2,417.42	1,000.00	6,000.00
5240-16 · Outdoor Furniture	0.00	0.00	0.00	0.00	0.00
5240-20 · Decorations	5,335.00	6,000.00	19,433.65	19,000.00	20,000.00
5240-35 · Other	244.00		244.00	0.00	0.00
5240.25 · IE Projects	6,466.89	0.00	6,466.89	0.00	60,000.00
Total 5240 · Visual Improvements	13,326.28	6,270.00	33,633.21	21,910.00	95,600.00
Total 5200 · Image Enhancement	13,665.28	6,411.00	47,563.23	32,315.00	121,300.00
6100 · MAINTENANCE					
6101 · Equipment - Maintenance Repair	169.14	0.00	3,258.79	3,000.00	8,000.00
6103 · Equipment Purchase	0.00	0.00	4,459.00	2,000.00	4,800.00
6104 · Utilities- Maintenance	0.00	200.00	1,017.61	1,400.00	2,400.00
6105 · Phone/pager - Maintenance	180.92	250.00	1,286.21	1,750.00	3,000.00
6106 · Powerwashing - Maintenance	0.00	0.00	4,466.73	1,200.00	4,000.00
6107 · Supplies - Maintenance	1,199.25	850.00	6,213.12	5,750.00	10,000.00
6108 · Trash Receptacles	0.00	0.00	0.00	2,000.00	8,000.00
6110 · Clothes/Uniforms - Maintenance	0.00	250.00	1,193.75	1,750.00	3,000.00
6114 · Maintenance Misc	0.00	250.00	456.99	1,750.00	3,000.00
6115 · Vehicle (Rental & Gas)	455.21	600.00	3,599.16	4,200.00	7,200.00
6116 · Storage Rental	0.00	150.00	0.00	1,050.00	1,800.00
6120-00 · Personnel					
6120-05 · Salaries - Maintenance	9,860.15	12,000.00	74,249.73	84,000.00	143,450.00
6120-10 · Payroll Taxes - Maintenance	1,102.77	1,000.00	6,608.74	7,000.00	12,000.00
6120-12 · Main- Health Insur	906.34		5,438.04	0.00	0.00
6120-14 · Main Retirement	264.20	200.00	1,608.17	1,400.00	2,400.00
Total 6120-00 · Personnel	12,133.46	13,200.00	87,904.68	92,400.00	157,850.00
6150 · Insurance					
6150-05 · Insurance - Maintenance- Work C	0.00	0.00	6,090.00	5,900.00	8,000.00
6150-07 · Maint- General Liability	1,436.00	1,300.00	10,056.00	9,500.00	16,000.00
Total 6150 · Insurance	1,436.00	1,300.00	16,146.00	15,400.00	24,000.00
Total 6100 · MAINTENANCE	15,573.98	17,050.00	130,002.04	133,650.00	237,050.00
7100 · PARKING					
7106 · Car Expense	0.00	300.00	0.00	2,300.00	4,000.00
7107 · Supplies - Parking	64.84	65.00	74.43	475.00	800.00
7108 · Clothes/Uniforms- Parking	0.00	85.00	0.00	575.00	1,000.00
7120 · Personnel					
7120-05 · Salaries - Parking	837.20	2,200.00	13,339.55	15,160.00	26,160.00
7120-10 · Payroll Taxes - Parking	93.64	320.00	1,262.53	2,240.00	3,840.00
7120-15 · Parking Health Insur	0.00		0.00		
7120-17 · Parking- Retirement	0.00		0.00	0.00	0.00
Total 7120 · Personnel	930.84	2,520.00	14,602.08	17,400.00	30,000.00
Total 7100 · PARKING	995.68	2,970.00	14,676.51	20,750.00	35,800.00

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Jan 23	Budget	Jul '22 - Jan 23	YTD Budget	Annual Budget
8100 · SAFETY AND SECURITY					
8110 · Off Duty Police Patrols					
8101-02 · Safety Work Comp	0.00	850.00	4,802.12	5,750.00	10,000.00
8101-04 · Off Duty Police	9,945.00	10,000.00	80,868.75	70,000.00	120,000.00
8101-05 · Library Police Reimbursement	0.00	0.00	0.00	0.00	0.00
8101-06 · City Police Reimburesement	(4,004.62)	0.00	(19,563.65)	(10,000.00)	(21,000.00)
8101-07 · Other Reimbursement	0.00		(2,085.00)		
8101-09 · Safey Misc	92.00	0.00	734.00	0.00	0.00
Total 8110 · Off Duty Police Patrols	<u>6,032.38</u>	<u>10,850.00</u>	<u>64,756.22</u>	<u>65,750.00</u>	<u>109,000.00</u>
Total 8100 · SAFETY AND SECURITY	<u>6,032.38</u>	<u>10,850.00</u>	<u>64,756.22</u>	<u>65,750.00</u>	<u>109,000.00</u>
Total Expense	<u>47,995.07</u>	<u>60,867.99</u>	<u>337,059.93</u>	<u>391,054.05</u>	<u>704,094.00</u>
Net Ordinary Income	<u>(41,401.49)</u>	<u>(39,917.99)</u>	<u>237,086.69</u>	<u>90,875.95</u>	<u>(70,294.00)</u>
Net income	<u><u>(41,401.49)</u></u>	<u><u>(39,917.99)</u></u>	<u><u>237,086.69</u></u>	<u><u>90,875.95</u></u>	<u><u>(70,294.00)</u></u>

**CID Fund Balance Uses
City Suggestions**

January 2023

1. Wayfinding signage replacement using standardized, inexpensive components in a thoughtfully conceived way. Would be part of an overall replacement of the existing aged-out wayfinding signage system citywide
2. Robberson Alley resurfacing
3. Dumpster pad cleanups and consolidation
4. Elimination of miscellaneous “bird baths” on public pavements
5. Rejuvenate/resurface crosswalks and striping
6. Deep cleaning and refreshing public pedestrian ways
7. Pedestrian lighting, street furniture
8. Artificial turf replacing natural turf areas on square
9. Parking garage lighting improvements
10. String lighting expansion over more public streets - CID already working on this
11. Gateway features
12. Fix food truck ordinance, provide movable seating
13. “Ice” rink attraction on square

All of the above appear to fit within the “Clean, safe, friendly” mission in the Downtown CID, and none seem to benefit one property owner to the exclusion of others.

Tim Rosenbury, AIA
Director of Quality of Place Initiatives
City of Springfield, Missouri
Office (417) 864-1022
Mobile (417) 849-5364

**CID Parking Report
January 2023**

In the month of January 2023 Conservator of the Peace Sweckard (Parking Ambassador) wrote 78 tickets for parking violations. He also issued 11 warnings in the form of verbal or warning pamphlets.

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.

Sweckard also passed out over 200 notices onto windshields of vehicles parked in 2 hour street parking in areas adjacent to large college student housing units (for instance 505 and VUE). This undertaking is done during fall and spring semester beginnings in order to educate new residents of enforcement of parking regulations by CID.

COP Sweckard worked a total of 7 six hour shifts in the month of January.

**Maintenance Report
January 2023**

The Dingo is officially dead. We rented a Dingo to use for the snow event on January 24th. We also purchased a pallet of ice melt.

For the ice this week (January 30th) we went through 2 pallets of ice melt and purchased another. We currently have one full pallet (50- 50 pound bags) in stock.

It's been pretty quiet otherwise.

Brian Ussery

CID Work Plan 2023

Image Enhancement 2023	January	February	March	Comments
Priorities				
Plantings				
Trashcans				
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			adopt daft budget	
RFP Information Gathering				
Bringing of suggestions				
All activities as assigned	yes	yes	yes	
Administration Plan 2023				
Agenda Distribution	yes	yes	yes	
Minutes	yes	yes	yes	
Bid Coordination				as needed for purchases
General information/feedback	yes	yes	yes	
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	yes	yes	yes	
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

Urban Studios has opened at 431 S. Jefferson Ste. 107

Elwood Studios has opened at 400 E. Walnut

Harbells at 315 Park Central West has closed

Over the Street String Lights has been completed on
South Ave from McDaniel to Walnut Street

February Activities:

February 20th—Presidents' Day

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

February 3, 2023

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