

Downtown Springfield Community
Improvement District Meeting
July 8, 2020
***** 8:00 am *****
Via Zoom

FY 2020-2021 Meetings to Date:

Paula Adams	Charlie Rosenbury
Chris Ball	Jeff Schrag
Michelle Billionis	Dick Scott
Ken Chumbley	Mary Lilly Smith
Allen Kunkel	Bart Tacke
Dylan Rauhoff	Craig Wagoner
Doug Roller	Andrew Wells
	Bruce Adib-Yazdi

Agenda

Information	Welcome – <i>Chris Ball</i>
Agenda	Call to Order
Information	Comments from the Public
Information	Safety & Security Update – <i>Officer Keith Wright</i>
Action	Approval of June 10, 2020 Meeting Minutes
Action	Approval of June Financial Statements – <i>Craig Wagoner</i>
Information	650 N. Boonville Update – <i>Chris Ball, Craig Wagoner</i>
Information/Action	Parking & Maintenance Committee – <i>Dick Scott, Bruce Adib-Yazdi</i> Safety & Security Committee – <i>Craig Wagoner</i> Image Enhancement Committee – <i>Paula Adams</i>
Information	CID Update – <i>Barb Baker</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 Springfield Community Improvement District Meeting Minutes
Via Zoom
June 10, 2020

Present: Chris Ball, Ken Chumbley, Allen Kunkel, Doug Roller, Charlie Rosenbury, Jeff Schrag, Dick Scott, Mary Lilly Smith, Craig Wagoner, Andrew Wells, Bruce Adib-Yazdi **Excused:** Paula Adams, Michelle Billionis, Dylan Rauhoff, Bart Tacke
City Staff: Sarah Kerner, Officer Keith Wright, **Staff:** Brian Ussery, Barb Baker

- I. Call to Order
Chris Ball called the Zoom Downtown Springfield Community Improvement District Meeting to order at 8:02am

- II. Roll call was taken and quorum was present

Safety & Security: Officer Keith Wright reported protest over the week-end went well, no property damage, Preacher Brummitt went to jail. Yesterday Officer Mark Priebe was run over at Police Headquarters. He has a severed spinal cord and paralyzed from the waist down. Ken Chumbley mentioned he had worked with Officer Priebe and continues to pray for Mark and his family and how can we be supportive of him? The Springfield Police Union has set up a fund for him. Several fundraisers being held in Republic, MO where he lives. He will be sent to Rehab in CO and learning a new way of life. Also there has been additional Police Coverage in the garages Thursday – Saturday. Several problems and issues with the Salvation Army and Keith will be by there to speak to them .

- III. **Motion:** To approve May 13, 2020 Board meeting minutes
Moved: Jeff Schrag
Second: Mary Lilly Smith
Approved

- IV. **Financial Reports:** Craig reported on the May Financial reports. Balance Sheet, money in the bank, CID tax receivables going down. Profit and Loss, June will be the last month of the fiscal year, income above budget for 11 months. Sales tax might be even for the year. Administration, little less from budget, IE year to date under budget, will have expenses for flowers, banners to pay. Budgeted \$30,000 in IE budget for a “special or big” expense, no money was spent. Can leave in budget or transfer to reserve? Maintenance, purchased mule for \$12,000, personnel is running low as only 3 people, budget under for the year. Parking is under budget, Safety & Security right on budget. End of year \$100,000.

Motion: To approve May 2020 Financial Reports
Moved: Mary Lilly Smith
Second: Doug Roller
Approved

Legislative Alert CID’s – HB 1854P: A form letter was included in the CID Board Packet. Chris is asking board if he could edit the letter to the Governor concerning only the CID portion of the bill. Letter states if a CID is up for renewal or a new CID, the sales tax vote would be up to all registered voters in the municipality not just the registered voters in the CID boundary. Jeff mentioned the Governor can’t veto anything that is not in the budget. A revised letter from CID will be sent to the Governor.

650 N. Boonville Update: Chris Ball reported the fence has been installed.

Parking & Maintenance Committee: Dick Scott reported everything is going well. Thanks to staff for cleaning up the trash from the protest. Lots of trash and plastic water bottles. Later date look to add a part-time person in early evenings Thursday-Saturday. Will be watching the parking on the streets and in July will provide warnings and then where there are issues write parking tickets.

Safety & Security Committee: Shifts have been filled and no other report.

Image Enhancement Committee: Flowers have been planted and hanging baskets are up. Taste of SOMO will be virtual this year and DSA had requested a \$1,000 sponsorship for mailings, print materials. Chris had suggested CID buy gift certificates from the downtown restaurants to support them. Andrew and Charlie appreciated Chris’ comments on the email to the IE committee concerning the sponsorship options.

CID Update: Included in packet

Other: Ken mentioned Matt Morrow spoke at his Rotary about how businesses navigate thru the COVID-19 and we need to support the business community. The Rt. 66 Festival for August has been canceled and Bruce asked if that event helps our sales tax? Craig mentioned no events downtown really help downtown businesses.

Sarah mentioned DSA has been trying to figure out ways how the attendees to the Rt. 66 event would get patrons into the businesses. Chris stated bringing people downtown reinforces clean, safe and friendly.

Meeting Adjourned: 8:40 am
Minutes submitted by: Barb Baker
Next CID Meeting: July 8, 2020

DOWNTOWN SPRINGFIELD CID Balance Sheet

Jun 30, 20

ASSETS	
Current Assets	
Checking/Savings	
1000 · Current Assets	
1001 · Checking - Great Southern	27,020.40
1030 · Central Bank Acct	129,650.71
Total 1000 · Current Assets	156,671.11
Total Checking/Savings	156,671.11
Accounts Receivable	
1005-05 · CID Property Taxes Receivable	10,848.77
Total Accounts Receivable	10,848.77
Other Current Assets	
1110 · Due from Other	7.98
Total Other Current Assets	7.98
Total Current Assets	167,527.86
Fixed Assets	
Land	26,000.00
1080 · Boonville Building	743,802.56
1090 · Equipment	
1095 · Accumulated Depreciation	(68,104.37)
1090 · Equipment - Other	126,840.31
Total 1090 · Equipment	58,735.94
Total Fixed Assets	828,538.50
TOTAL ASSETS	996,066.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 · IRA Payable	668.87
Total Other Current Liabilities	668.87
Total Current Liabilities	668.87
Long Term Liabilities	
2100 · Central Bank Loan	307,752.09
Total Long Term Liabilities	307,752.09
Total Liabilities	308,420.96
Equity	
IE Project Reserve	30,000.00
3000-05 · Renewal Reserve (Bd Desig)	12,000.00
3000-06 · Investment in fixed assets	72,016.94
3000-20 · Maintenance Reserve	13,164.00
3000 · Fund Balance	510,456.52
Net Income	50,007.94
Total Equity	687,645.40
TOTAL LIABILITIES & EQUITY	996,066.36

**DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance**

	Jun 20	Budget	Jul '19 - Jun 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Income					
4001 · Gross Tax Assessments	0.00	0.00	243,016.16	240,000.00	240,000.00
4003 · Sales Tax	0.00	28,000.00	313,651.58	335,000.00	335,000.00
4004 · Extended Parking Pass Sales	175.00	225.00	2,425.00	2,400.00	2,400.00
4005 · Voluntary Contributions	(250.00)	0.00	36,089.00	34,000.00	34,000.00
4007 · Interest Income	636.18	100.00	2,705.45	1,000.00	1,000.00
4009 · Miscellaneous Income	70.75	0.00	86.50	0.00	0.00
4012 · Rent Income	920.00		4,240.00		
Total 4000 · Income	1,551.93	28,325.00	602,193.69	612,400.00	612,400.00
Total Income	1,551.93	28,325.00	602,193.69	612,400.00	612,400.00
Gross Profit	1,551.93	28,325.00	602,193.69	612,400.00	612,400.00
Expense					
5100 · ADMINISTRATION					
5102 · Admin- Payroll					
5102-02 · Salary	5,369.24	5,369.24	69,800.12	69,800.12	69,800.12
5102-04 · Health Insur	0.00		0.00		
5102-06 · Retirement	161.08	161.08	2,094.04	2,094.04	2,094.04
5102-08 · Admin- Payroll Taxes	410.74	410.74	5,532.00	5,593.15	5,593.15
Total 5102 · Admin- Payroll	5,941.06	5,941.06	77,426.16	77,487.31	77,487.31
5103 · Miscellaneous - Admin	161.64	333.33	823.74	4,000.00	4,000.00
5105 · Professional Services	0.00	0.00	5,504.30	2,500.00	2,500.00
5108 · Renewal Reserve Expense	0.00	0.00	3,000.00	3,000.00	3,000.00
5110 · Admin- Insurance					
5102-12 · Admin- Work Comp	0.00	257.69	185.87	2,512.69	2,512.69
5210-30 · Insurance - Officer & Director	0.00	0.00	1,585.00	1,800.00	1,800.00
Total 5110 · Admin- Insurance	0.00	257.69	1,770.87	4,312.69	4,312.69
5111 · Collection Fee	46.25	15.00	2,383.43	3,000.00	3,000.00
5112 · Payroll Fee	121.12	183.33	1,834.46	2,200.00	2,200.00
5130 · Office Rent	0.00	0.00	6,681.34	0.00	0.00
5132 · Office Utilities	0.00	0.00	1,309.69	0.00	0.00
5134 · Office Phone	135.00	100.00	1,725.00	1,200.00	1,200.00
5136 · Office Supplies	102.09	340.00	5,385.17	4,000.00	4,000.00
5138 · Office Copies	134.39	166.67	1,941.64	2,000.00	2,000.00
5140 · Office Maintenance	0.00	0.00	225.00	0.00	0.00
5150 · Boonville Bldg Cost					
5151-01 · Boonville Loan Payment	(5,589.39)	1,932.17	15,664.48	23,186.04	23,186.04
5151-02 · Boonville 2nd loan	0.00	2,000.00	0.00	24,057.96	24,057.96
5151-05 · Bldg Utilities	325.83	700.00	3,807.61	8,400.00	8,400.00
5151-06 · Bldg Trash	51.62	250.00	1,208.68	3,000.00	3,000.00
5151-07 · Bldg Alarm	0.00	70.00	1,391.55	840.00	840.00
5151-10 · Bldg Maintenance	442.36	500.00	12,288.58	6,000.00	6,000.00
5150 · Boonville Bldg Cost - Other	0.00		0.00	0.00	0.00
Total 5150 · Boonville Bldg Cost	(4,769.58)	5,452.17	34,360.90	65,484.00	65,484.00
Total 5100 · ADMINISTRATION	1,871.97	12,789.25	144,371.70	169,184.00	169,184.00
5200 · Image Enhancement					
5210 · Advertising					
Marketing & Communications	0.00		0.00	0.00	0.00
5210-05 · Advertising	0.00	0.00	0.00	0.00	0.00
5210-10 · Downtown Guide - Image Enhanc	16.25	0.00	4,141.77	7,000.00	7,000.00
5210.3 · Grant Advertising	0.00	0.00	0.00	0.00	0.00
Total 5210 · Advertising	16.25	0.00	4,141.77	7,000.00	7,000.00
5220 · Communications					
5220-15 · Website	100.00	0.00	1,016.00	500.00	500.00
5220-20 · Map	0.00		40.89		
Total 5220 · Communications	100.00	0.00	1,056.89	500.00	500.00
5230 · Events					
5230-05 · Event - Sponsorships	1,250.00	1,150.00	10,574.70	12,500.00	12,500.00
5230-25 · Square Programming	241.00	40.00	4,952.00	3,560.00	3,560.00
Total 5230 · Events	1,491.00	1,190.00	15,526.70	16,060.00	16,060.00

**DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance**

	<u>Jun 20</u>	<u>Budget</u>	<u>Jul '19 - Jun 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5240 · Visual Improvements					
5240-05 · Utilities	102.47	120.00	1,278.78	1,440.00	1,440.00
5240-10 · Trash Receptacles	0.00		0.00	0.00	0.00
5240-13 · Flowers	5,123.08	6,000.00	6,058.08	10,000.00	10,000.00
5240-15 · Banners	646.74	0.00	3,163.84	6,000.00	6,000.00
5240-20 · Decorations	0.00	0.00	21,435.77	20,000.00	20,000.00
5240-35 · Other	0.00		167.00		
5240.25 · IE Projects	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
5240 · Visual Improvements - Other	0.00		0.00		
Total 5240 · Visual Improvements	35,872.29	36,120.00	62,103.47	67,440.00	67,440.00
Total 5200 · Image Enhancement	37,479.54	37,310.00	82,828.83	91,000.00	91,000.00
6100 · MAINTENANCE					
6101 · Equipment - Maintenance Repair	28.02	0.00	3,076.74	0.00	0.00
6103 · Equipment Purchase	1,010.00	0.00	13,000.00	13,000.00	13,000.00
6104 · Utilities- Maintenance	178.17	166.66	1,456.05	2,000.00	2,000.00
6105 · Phone/pager - Maintenance	212.76	250.00	2,574.20	3,000.00	3,000.00
6106 · Powerwashing - Maintenance	0.00	100.00	788.25	4,000.00	4,000.00
6107 · Supplies - Maintenance	434.69	500.00	4,905.39	6,000.00	6,000.00
6108 · Trash Receptacles	0.00	0.00	146.00	4,000.00	4,000.00
6110 · Clothes/Uniforms - Maintenance	0.00		163.30	0.00	0.00
6114 · Maintenance Misc	0.00	0.00	729.00	0.00	0.00
6115 · Vehicle (Rental & Gas)	134.88	590.00	3,659.82	7,000.00	7,000.00
6120-00 · Personnel					
6120-05 · Salaries - Maintenance	7,738.23	12,000.00	102,981.75	144,000.00	144,000.00
6120-10 · Payroll Taxes - Maintenance	665.33	1,231.92	8,841.71	14,783.00	14,783.00
6120-12 · Main- Health Insur	0.00		0.00	0.00	0.00
6120-14 · Main Retirement	80.01	94.41	1,136.11	1,217.00	1,217.00
Total 6120-00 · Personnel	8,483.57	13,326.33	112,959.57	160,000.00	160,000.00
6150 · Insurance					
6150-05 · Insurance - Maintenance- Work C	0.00	500.00	4,545.63	6,000.00	6,000.00
6150-07 · Maint- General Liability	1,075.00	1,000.00	10,191.00	12,000.00	12,000.00
Total 6150 · Insurance	1,075.00	1,500.00	14,736.63	18,000.00	18,000.00
Total 6100 · MAINTENANCE	11,557.09	16,432.99	158,194.95	217,000.00	217,000.00
7100 · PARKING					
7106 · Car Expense	0.00	166.67	3,196.38	2,000.00	2,000.00
7107 · Supplies - Parking	0.00	37.50	0.00	450.00	450.00
7108 · Clothes/Uniforms- Parking	0.00		0.00	0.00	0.00
7120 · Personnel					
7120-05 · Salaries - Parking	0.00	3,000.00	25,346.76	33,460.00	33,460.00
7120-10 · Payroll Taxes - Parking	0.00	230.00	1,965.48	2,540.00	2,540.00
7120-15 · Parking Health Insur	0.00		0.00	0.00	0.00
7120-17 · Parking- Retirement	0.00		0.00		
Total 7120 · Personnel	0.00	3,230.00	27,312.24	36,000.00	36,000.00
Total 7100 · PARKING	0.00	3,434.17	30,508.62	38,450.00	38,450.00
8100 · SAFETY AND SECURITY					
8102-08 · Equipment Purchase	0.00		0.00	0.00	0.00
8110 · Off Duty Police Patrols					
8101-02 · Safety Work Comp	0.00	1,000.00	3,583.59	12,000.00	12,000.00
8101-04 · Off Duty Police	10,500.00	14,000.00	175,970.00	176,000.00	176,000.00
8101-05 · Library Police Reimbursement	(2,311.00)	0.00	(25,421.00)	(28,000.00)	(28,000.00)
8101-06 · City Police Reimburesement	0.00	0.00	(21,000.00)	(21,000.00)	(21,000.00)
8101-07 · Other Reimbursement	0.00	0.00	(3,527.50)	0.00	0.00
8101-09 · Saftey Misc	0.00	0.00	165.00	0.00	0.00
Total 8110 · Off Duty Police Patrols	8,189.00	15,000.00	129,770.09	139,000.00	139,000.00
8100 · SAFETY AND SECURITY - Other	0.00		0.00	0.00	0.00
Total 8100 · SAFETY AND SECURITY	8,189.00	15,000.00	129,770.09	139,000.00	139,000.00
Total Expense	59,097.60	84,966.41	545,674.19	654,634.00	654,634.00
Net Ordinary Income	(57,545.67)	(56,641.41)	56,519.50	(42,234.00)	(42,234.00)
Net Income	(57,545.67)	(56,641.41)	56,519.50	(42,234.00)	(42,234.00)

**CID Work Plan
2020**

Image Enhancement Plan	June	July	August	Comments
Priorities				
Plantings				
Trashcans				
Banners				
Website	on-going	on-going	on-going	monthly updates & as needed
Ash urns				
On-Going IE Activities				
Administrative Support	yes	yes	yes	
Budget tracking	yes	yes	yes	
RFP Information Gathering				
Bringing of suggestions				
All activities as assigned	yes	yes	yes	
Administration Plan 2020	June	July	August	Comments
Agenda Distribution	yes	yes	yes	
Minutes	yes	yes	yes	
Bid Coordination				
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	as needed	as needed	as needed	
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

Downtown Nutrition has opened at 323 E. Walnut

Boti Architects has opened at 504 W. College

400 South Avenue Antiques has opened at 400 South Ave

Buf Studio has opened at 438 W. McDaniel

LaLuna Hair Academy has opened at 134 Park Central Square Stes. 100-220

Billy Neck Food Station has opened at 535 W. Walnut

July 4th—Why I Love America Concert in Park Central Square noon—6:00 pm—Bob Mondy performing (Rain Date Sunday, July 5th)

Happy 4th of July!!

June 2020 Sales Tax	\$
June 2019 Sales Tax	\$ 29,358.39

July 3, 2020

Officers

Chris Ball
Chairman

Dick Scott
Secretary

Mary Lilly Smith
City Liaison

Craig Wagoner
Treasurer

Board of Directors

Paula Adams

Michelle Billionis

Chris Ball

Rev. Ken Chumbley

Allen Kunkel

Dylan Rauhoff

Doug Roller

Charlie Rosenbury

Jeff Schrag

Dick Scott

Mary Lilly Smith

Bart Tacke

Craig Wagoner

Andrew Wells

Bruce Adib-Yazdi

Brian Ussery
Maintenance Supervisor

Barb Baker
CID Manager