

Downtown Springfield Community
Improvement District Board Meeting

June 8, 2022

***** 8:00 am *****

**Councilman Denny Whyne Conference Room
Busch Building 4th Floor**

FY 2021- 2022 Meetings to Date: 10

Paula Adams	3	Lori Lampert	6
Chris Ball	9	Jeff Schrag	3
Michelle Billionis	6	Dick Scott	8
Steve Eudaly	1	Eleanor Taylor	3
Brett Foster	1	Craig Wagoner	2
Dan Griffin	5	Andrew Wells	6
Allen Kunkel	7	Bruce Adib-Yazdi	5

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 May 11, 2022 Meeting Minutes
Action	Approval of May Financial Statements – <i>Craig Wagoner</i>
Information	Birth Place of Rt. 66 Festival Update – <i>Cora Scott</i>
Information	South Avenue over the Street Lights Update – <i>Craig Wagoner</i>
Information/Action	Parking & Maintenance Committee – <i>Dick Scott, Bruce Adib-Yazdi</i> Safety & Security Committee – <i>Craig Wagoner</i> June 3 – First Friday Art Walk June 3 – First Fridays at Founders Park 6:00 pm – 9:00 pm June 3-July 23 – Movies at Founders Park – 9:00 pm June 8,15,22,29 – Wednesday Noon in Founders park June 1- August 31 – 5:30 pm Wiffle Ball League in the Square & Downtown June 4 Shriners Parade –11:15 am June 4 Life Up a Child Fitness Challenge – PenMac & Royal Barbell June 9 Lost & Fun Run/Walk 5:00 pm – 9:00 pm June 11 Downtown Dog Run & Summer Pet Party – 9:00 am -1:00 pm Square June 18 Juneteenth Freedom Run/Walk Celebration – 10 am – 9:00 pm June 19-21 College Station Garage Closing – partial closing June 22-23 June 21 – Coffee Ethic – Tumble for Springfield – 5:30 p.m. June 24 Catch the Rat - Interactive game -7:30 pm – 10:00 pm Square June 25 Taste of SOMO – 12:00 pm -5:00 pm - Square Visit www.itsalldowntown.com Calendar for a list of June events
Information	Image Enhancement Committee – <i>Paula Adams</i> 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 Annual Meeting Minutes
May 11, 2022**

Present: Chris Ball, Michelle Billionis, Steve Eudaly, Brett Foster, Dan Griffin, Allen Kunkel, Lori Lampert, Jeff Schrag, Dick Scott, Andrew Wells **Excused:** Paula Adams, Tyler Hoke, Eleanor Taylor, Craig Wagoner, Bruce Adib-Yazdi
Guests: Brad Irwin, Adam Grosbach, **City Staff:** Amanda Ohlensehlen, Officer Keith Wright, **Staff:** Brian Ussery, Barb Baker

- I. **Call to Order**
Chris Ball called the Downtown Springfield Community Improvement District Annual Meeting to order at 8:03 am. Roll call was taken and quorum was present. Chris welcomed Steve Eudaly and Brett Foster to the CID Board.

Safety & Security Update: Officer Wright reported the Rally in downtown had about 500 people, no real issues reported. CID spots are being filled, some with new officers. He will be providing the monthly summaries soon.

- III. **Motion:** To approve April 13, 2022 Board meeting minutes
Moved: Allen Kunkel
Second: Andrew Wells
Approved

- IV. **Financial Reports:** Chris reported on April financials, Sales Tax continues to go well. No other big issues or purchases for the month. Additional Parking Ambassador will start in June, looking to hire an additional fulltime maintenance position.

Motion: To approve April Financials
Moved: Allen Kunkel
Second: Dick Scott
Approved

CID FY 2022-2023 Budget: New Budget was presented to the Board, committees have met and suggested recommendations for the new budget.

Open: Public Hearing on CID FY 2022-2023 Budget – Chris Ball
There were no comments on the Budget
Close: Public Hearing on CID FY 2022-2023 Budget – Chris Ball

Motion: To Approve CID FY 2022-2023 Budget
Moved: Jeff Schrag
Second: Allen Kunkel
Approved:

CID Employee Benefit Package: The CID Executive Committee is looking at different salary rates for employees and to add insurance for full-time employees. The insurance plan requires two full-time employees.

South Ave over the Street Lights Update: Project will expand the lights from McDaniel to Walnut. Barb has reached out to property owners and very positive response. Still waiting to hear back from a few property owners.

Parking & Maintenance Committee: Another Parking Ambassador has been hired and waiting to receive CP number from the City. He will be working 2days 8 hour shifts. Brett mentioned the City is working on the RFP for the Parking Study for downtown, cost could be \$ 150,000- \$200,000. City has received positive and negative feedback on the new handicap spaces. Brett mentioned the traffic calming at South & Pershing will be put in place soon and also working on the additional parking on Chestnut Street across from the CID office.

Safety & Security Committee: Shift signups have been better with the new hourly rate and we have had new officers sign up for the shifts.

Image Enhancement Committee: Flowers will be planted in the square and in Jubilee South. The chess tables will be installed mid June. Michelle mentioned the tables & chairs were used that were put out by Better Block & DSA. She asked if there will be other events/activities in the square. Steve mentioned last year they need to get the word out earlier and market the event and performances in the square so people will attend.

CID Update: Included in packet

Other: Visitor Adam Grosbach has a business at 407 N. Boonville and also purchased a building on McDaniel. He has concerns about parking and safety in the downtown area. Why there had to be group policing in the downtown area to keep everyone safe, parking enforcement is an issue, frustrated with parking, MSU students parking on street and not having parking passes. He had suggestions when someone receives a parking ticket they can go to municipal court with their receipt and not pay the ticket because they were downtown eating or shopping. Needs better signage. Dan mentioned as a business owner he informs his clients where to park when they come downtown. Lori mentioned the Downtown Church is a non-profit and they have had great experiences being open to people using the church lot when available. Jeff thanked Adam for attending the CID and his input on parking.

Meeting Adjourned: 9:20 am
Minutes submitted by: Barb Baker
Next CID Meeting: June 8, 2022

DOWNTOWN SPRINGFIELD CID

Balance Sheet

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Current Assets	
1001 · Checking - Great Southern	163,973.76
1030 · Central Bank Acct	397,666.63
Total 1000 · Current Assets	561,640.39
Total Checking/Savings	561,640.39
Accounts Receivable	
1005-05 · CID Property Taxes Receivable	7,357.23
Total Accounts Receivable	7,357.23
Total Current Assets	568,997.62
Fixed Assets	
1080 · Boonville Building	
1081 · Land	26,000.00
1082 · Building	747,482.56
1085 · Building Accum Depr	(38,081.31)
Total 1080 · Boonville Building	735,401.25
1090 · Equipment	
1095 · Accumulated Depreciation	(82,928.29)
1090 · Equipment - Other	144,884.10
Total 1090 · Equipment	61,955.81
Total Fixed Assets	797,357.06
TOTAL ASSETS	1,366,354.68
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 · IRA Payable	906.32
Total Other Current Liabilities	906.32
Total Current Liabilities	906.32
Long Term Liabilities	
2100 · Central Bank Loan	242,849.73
Total Long Term Liabilities	242,849.73
Total Liabilities	243,756.05
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	791,188.30
Net Income	217,303.81
Total Equity	1,122,598.63
TOTAL LIABILITIES & EQUITY	1,366,354.68

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

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Income					
4001 · Gross Tax Assessments	0.00	0.00	264,638.57	255,000.00	255,000.00
4002 · Gross Tax Assessments Refunded	0.00	0.00	0.00	0.00	0.00
4003 · Sales Tax	0.00	25,000.00	341,201.32	185,000.00	210,000.00
4004 · Extended Parking Pass Sales	0.00	100.00	1,100.00	1,100.00	1,200.00
4005 · Voluntary Contributions	0.00	0.00	36,069.00	30,000.00	30,000.00
4007 · Interest Income	104.45	80.00	1,221.47	540.00	600.00
4009 · Miscellaneous Income	0.00	0.00	6,100.00	0.00	0.00
4012 · Rent Income	980.00	1,396.67	18,550.00	15,363.33	16,760.00
Total 4000 · Income	1,084.45	26,576.67	668,880.36	487,003.33	513,560.00
4200 · Grant	0.00	0.00	0.00	0.00	0.00
Total Income	1,084.45	26,576.67	668,880.36	487,003.33	513,560.00
Gross Profit	1,084.45	26,576.67	668,880.36	487,003.33	513,560.00
Expense					
5100 · ADMINISTRATION					
5102 · Admin- Payroll					
5102-02 · Salary	5,711.92	6,000.00	68,433.23	66,000.00	75,420.00
5102-04 · Health Insur	0.00	0.00	0.00	0.00	0.00
5102-06 · Retirement	171.36	175.00	2,053.02	1,925.00	2,100.00
5102-08 · Admin- Payroll Taxes	436.95	440.00	5,602.93	4,840.00	5,280.00
Total 5102 · Admin- Payroll	6,320.23	6,615.00	76,089.18	72,765.00	82,800.00
5103 · Miscellaneous - Admin	0.00	333.33	1,469.74	3,666.67	3,930.00
5105 · Professional Services	0.00	0.00	2,753.50	3,000.00	3,000.00
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	190.35	100.00	488.95	1,100.00	1,200.00
5210-30 · Insurance - Officer & Director	0.00	0.00	0.00	1,800.00	1,800.00
Total 5110 · Admin- Insurance	190.35	100.00	488.95	2,900.00	3,000.00
5111 · Collection Fee	6.13	40.00	2,624.54	3,360.00	3,400.00
5112 · Payroll Fee	125.54	183.33	1,764.91	2,016.67	2,200.00
5130 · Office Rent	0.00	0.00	0.00	0.00	0.00
5132 · Office Utilities	0.00	0.00	0.00	0.00	0.00
5134 · Office Phone	135.00	125.00	1,485.00	1,475.00	1,600.00
5136 · Office Suplies	213.58	300.00	2,325.90	3,300.00	3,600.00
5138 · Office Copies	134.39	166.66	1,597.26	1,833.34	2,000.00
5140 · Office Maintenance	0.00	0.00	0.00	70.00	70.00
5150 · Boonville Bldg Cost					
5151-01 · Boonville Loan Payment	1,932.17	1,932.17	21,253.87	21,253.87	23,186.04
5151-05 · Bldg Utilities	534.79	700.00	6,220.03	7,700.00	8,400.00
5151-06 · Bldg Trash	278.94	210.00	1,757.68	2,310.00	2,520.00
5151-07 · Bldg Alarm	57.70	65.00	615.45	715.00	780.00
5151-10 · Bldg Maintenance	234.50	500.00	8,672.19	5,658.00	6,158.00
5151-11 · Mortgage Interest	0.00	0.00	0.00	0.00	0.00
Total 5150 · Boonville Bldg Cost	3,038.10	3,407.17	38,519.22	37,636.87	41,044.04
Total 5100 · ADMINISTRATION	10,163.32	11,270.49	132,118.20	135,023.55	149,644.04
5200 · Image Enhancement					
5210 · Advertising					
5210-05 · Advertising	0.00	0.00	0.00	0.00	0.00
5210-10 · Downtown Guide - Image Enhanc	0.00	0.00	2,976.00	7,000.00	7,000.00
5210.3 · Grant Advertising	0.00	0.00	0.00	0.00	0.00
Total 5210 · Advertising	0.00	0.00	2,976.00	7,000.00	7,000.00
5220 · Communications					
5220-15 · Website	316.00	100.00	1,381.84	1,100.00	1,200.00
5220-20 · Map	0.00	0.00	0.00	0.00	0.00
Total 5220 · Communications	316.00	100.00	1,381.84	1,100.00	1,200.00
5230 · Events					
5230-05 · Event - Sponsorships	645.00	0.00	3,150.00	10,000.00	10,000.00
5230-25 · Square Programming	41.00	1,000.00	2,251.00	2,560.00	3,560.00
Total 5230 · Events	686.00	1,000.00	5,401.00	12,560.00	13,560.00

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

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
5240 · Visual Improvements					
5240-05 · Utilities	115.77	120.00	1,523.67	1,320.00	1,440.00
5240-06 · Lights	0.00		1,165.02		
5240-13 · Flowers	7,114.92	3,000.00	8,326.92	4,000.00	8,000.00
5240-15 · Banners	0.00	1,000.00	52.02	6,000.00	6,000.00
5240-16 · Outdoor Furniture	0.00	0.00	0.00	0.00	0.00
5240-20 · Decorations	0.00	0.00	16,201.10	20,000.00	20,000.00
5240-35 · Other	0.00	0.00	0.00	0.00	0.00
5240.25 · IE Projects	69.00	0.00	7,744.00	20,000.00	20,000.00
Total 5240 · Visual Improvements	7,299.69	4,120.00	35,012.73	51,320.00	55,440.00
Total 5200 · Image Enhancement	8,301.69	5,220.00	44,771.57	71,980.00	77,200.00
6100 · MAINTENANCE					
6101 · Equipment - Maintenance Repair	0.00	500.00	5,772.93	5,100.00	5,600.00
6103 · Equipment Purchase	0.00	0.00	50,132.65	20,000.00	20,000.00
6104 · Utilities- Maintenance	183.43	100.00	1,199.26	1,100.00	1,200.00
6105 · Phone/pager - Maintenance	223.08	250.00	2,034.81	2,750.00	3,000.00
6106 · Powerwashing - Maintenance	380.23	600.00	2,273.75	3,500.00	4,000.00
6107 · Supplies - Maintenance	880.79	500.00	9,375.74	5,900.00	7,000.00
6108 · Trash Receptacles	483.00		6,505.00	4,000.00	4,000.00
6110 · Clothes/Uniforms - Maintenance	0.00	0.00	1,443.61	1,300.00	1,300.00
6114 · Maintenance Misc	0.00		762.90	0.00	0.00
6115 · Vehicle (Rental & Gas)	483.60	200.00	2,999.32	2,200.00	2,400.00
6120-00 · Personnel					
6120-05 · Salaries - Maintenance	7,772.70	11,000.00	103,842.59	109,000.00	120,000.00
6120-10 · Payroll Taxes - Maintenance	478.87	800.00	7,960.69	8,140.00	8,940.00
6120-12 · Main- Health Insur	0.00	0.00	0.00	0.00	0.00
6120-14 · Main Retirement	171.67	300.00	2,636.59	3,000.00	3,300.00
Total 6120-00 · Personnel	8,423.24	12,100.00	114,439.87	120,140.00	132,240.00
6150 · Insurance					
6150-05 · Insurance - Maintenance- Work C	1,414.00	500.00	7,432.01	6,000.00	6,000.00
6150-07 · Maint- General Liability	1,436.00	1,000.00	13,566.00	11,000.00	12,000.00
Total 6150 · Insurance	2,850.00	1,500.00	20,998.01	17,000.00	18,000.00
Total 6100 · MAINTENANCE	13,907.37	15,750.00	217,937.85	182,990.00	198,740.00
7100 · PARKING					
7106 · Car Expense	209.00	333.33	1,738.98	3,666.67	4,000.00
7107 · Supplies - Parking	2.18	60.00	79.88	740.00	800.00
7108 · Clothes/Uniforms- Parking	0.00	0.00	0.00	0.00	0.00
7120 · Personnel					
7120-05 · Salaries - Parking	1,422.05	950.00	15,929.50	10,450.00	11,400.00
7120-10 · Payroll Taxes - Parking	156.35	100.00	1,526.86	1,100.00	1,200.00
7120-15 · Parking Health Insur	0.00		0.00		
7120-17 · Parking- Retirement	0.00	0.00	0.00	0.00	0.00
Total 7120 · Personnel	1,578.40	1,050.00	17,456.36	11,550.00	12,600.00
Total 7100 · PARKING	1,789.58	1,443.33	19,275.22	15,956.67	17,400.00
8100 · SAFETY AND SECURITY					
8110 · Off Duty Police Patrols					
8101-02 · Safety Work Comp	1,115.04	1,000.00	5,861.33	8,000.00	8,000.00
8101-04 · Off Duty Police	9,967.50	10,000.00	72,690.00	110,000.00	120,000.00
8101-05 · Library Police Reimbursement	(4,622.00)	(4,622.00)	(27,732.00)	(27,732.00)	(28,000.00)
8101-06 · City Police Reimbursement	(3,381.87)	0.00	(14,387.62)	(21,000.00)	(21,000.00)
8101-07 · Other Reimbursement	0.00		0.00	0.00	0.00
8101-09 · Safety Misc	100.00	0.00	1,042.00	0.00	0.00
Total 8110 · Off Duty Police Patrols	3,178.67	6,378.00	37,473.71	69,268.00	79,000.00
Total 8100 · SAFETY AND SECURITY	3,178.67	6,378.00	37,473.71	69,268.00	79,000.00
Total Expense	37,340.63	40,061.82	451,576.55	475,218.22	521,984.04
Net Ordinary Income	(36,256.18)	(13,485.15)	217,303.81	11,785.11	(8,424.04)
Net Income	(36,256.18)	(13,485.15)	217,303.81	11,785.11	(8,424.04)

CID May 2022 Parking Report

In the month of May 2022 Conservator of the Peace Sweckard (COP or Parking Ambassador) wrote 151 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.

Although COP Sweckard issued many handicap violation tickets in the new ADA spots, overall compliance did seem to improve as May progressed.

COP Sweckard worked a total of 8.5 shifts in the month of May (the 9th cut short due to T-Storms).

Thanks,
Kevin

**CID Parking & Maintenance Report
May 2022**

The flowers were planted around the square, at Jubilee Park South, and in all the planters around the district. Every other day watering has begun. We have noticed flowers have been removed from some of the pots around the square and Jubilee South.

There has been an uptick in graffiti the past couple of weeks.

Somebody donated blue tents to the homeless in downtown. We have been picking up at least one abandoned tent every week.

Replaced wand for power washer and purchased two new tires for the power washer trailer.

We are currently looking to fill a full time position for a maintenance worker.

Thanks,
Brian Ussery

**CID Work Plan
2022**

Image Enhancement Plan	May	June	July	Comments
Priorities				
Plantings	Flowers were planted			
Trashcans				
Banners				
Website/Facebook/Twitter	on-going	on-going	on-going	monthly updates & as needed
Ash urns				
On-Going IE Activities				
Administrative Support	yes	yes	yes	
Budget tracking	CID Budget FY 2022-2023			CID FY 2022-2023 Budget to City Council
RFP Information Gathering				
Bringing of suggestions				
All activities as assigned	yes	yes	yes	
Administration Plan 2022	April	May	June	Comments
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				will be scheduled
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 committees/board decisions	yes	yes	yes	contacting South Ave Property owners

CID DOWNTOWN

Springfield Community Improvement District

Happenings in our CID

Queen City Collectors has opened at 412 E. Walnut St.

Piercings & Tattoos has opened at 210 S. Market

Whiting-Turner has opened at 425 W. McDaniel

Riad at 400 South Ave has closed

Lost Signal at 610 W. College has closed

Casper's Chili is relocating out of the CID

June Events in Downtown

June 3 – First Friday Art Walk

June 3 – First Fridays at Founders Park 6:00 pm – 9:00 pm

June 3-July 23 – Movies at Founders Park – 9:00 pm

June 8, 15, 22, 29 – Wednesday Noon in Founders park

June 1- August 31 – 5:30 pm Wiffle Ball League in the

June 4 Shriners Parade –1:15 am

June 4 Life Up a Child Fitness Challenge – PenMac &
Royal Barbell

June 9 Lost & Fun Run/Walk 5:00 pm – 9:00 pm

June 11 Downtown Dog Run & Summer Pet Party – 9:00 am

June 18 Juneteenth Freedom Run/Walk Celebration –

June 19-21 College Station Garage Closing

June 21 Coffee Ethic—Tumble for Springfield 5:30 p.m.

June 22 –23 College Station Partial Closing

June 24 Catch the Rat – Interactive game -7:30 pm –
10:00 pm (Dodge Ball)

June 25 Taste of SOMO 12:00 pm -5:00 pm - Square

Visit: www.itsalldowntown.com for June calendar of events

May 2022 Sales Tax	\$
May 2021 Sales Tax	\$ 37,489.44
May 2020 Sales Tax	\$ 25,734.24

June 3, 2022

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

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