

Downtown Springfield Community
Improvement District Meeting

November 13, 2019

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

Councilman Denny Wayne Conference Room
Busch Building 4th Floor

FY 2019 – 2020 Meetings to Date: 4

Paula Adams	4	Charlie Rosenbury	2
Chris Ball	4	Jeff Schrag	2
Michelle Billionis	3	Dick Scott	3
Ken Chumbley	2	Mary Lilly Smith	3
Allen Kunkel	3	Bart Tacke	
Dylan Rauhoff	1	Craig Wagoner	4
Doug Roller	2	Andrew Wells	4
		Bruce Adib-Yazdi	2

Agenda

Information

Welcome – *Chris Ball*

Agenda

Call to Order

Information

Comments from the Public

Information

Safety & Security Update – *Officer Keith Wright*

Information

Festival of Lights Update – *Cora Scott*

Action

Approval of October 9, 2019 Meeting Minutes

Action

Approval of October Financial Reports – *Craig Wagoner*

Information

Tenant Leases 650 N. Boonville – *Craig Wagoner*

Information

650 N. Boonville Update – *Chris Ball & Craig Wagoner*
Mural Update – *Chris Ball & Craig Wagoner*

Information/Action

Parking & Maintenance Committee – *Chris Ball*
Safety & Security Committee – *Craig Wagoner*

November Events

November 5th Bourbon Barrel Materfamilias at Mother's 4:00 pm

November 8th Honor Flight – L-Bird Movie at Fox Theatre 6:00 pm

November 8th Friday Night Jam – Shaun Munday at Mother's 6:00 pm

November 9th Saturday Night Vibes – Bryan Copeland at Mother's 6:00 pm

November 11th Veterans Day

November 14th Thirst-Day Night Live – Barak Hill 6:00 pm

November 16th – 30th Cellar Sale at Mother's 1:00 pm

November 23rd Festival of Lights in the Square 6:30 pm – 7:30 pm

November 23rd Free Carriage Rides 6:00 pm – 9:00 pm

November 28th Happy Thanksgiving

November 30th Saturday Night Vibes – Shaun Monday at Mother's 6:00 pm

Image Enhancement Committee – *Paula Adams*

All other Matters within Jurisdiction of the Board

Adjournment

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
October 9, 2019**

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

I. Call to Order

II. Chris Ball called the Downtown Springfield Community Improvement District Meeting to order at 8:10 am.

II. Roll call was taken and quorum was present

Safety & Security: Officer Keith Wright mentioned things were going pretty good downtown. The ashurn behind Heers in Patton Alley seems to help with the smoking issue. He will see how it goes when the colder weather sets in.

III. **Motion:** To approve September 11, 2019 Board meeting minutes
Moved: Mary Lilly Smith
Second: Craig Wagoner
Approved

IV. **Financial Reports:** Craig reported on the September Financials. No property tax was received this month. \$243,000.00 was booked for property tax for next year. Year to Date under budget \$ 5,000.00. IE under budget, timing issue as will be paying for banners, holiday decorations, guides, etc. Maintenance year to date under budget. Parking is on budget, Safety & Security, over budget, timing issues. The CID review for 2019-2020 showed no changes in CID financial reports.

Motion: To approve September 2019 Financial Reports
Moved: Allen Kunkel
Second: Doug Roller
Approved

Line of Credit: Central Bank has approved an unsecured \$200,000.00 line of credit. CID will move some funds to the Central Bank checking account. Rate is prime.

Motion: To formally approve Centrals Bank's line of credit
Moved: Paula Adams
Second: Dick Scott
Approved

650 N. Boonville Update: Moving along, stucco is completed, drywall will be put up then ready to paint & finish electrical.

Safety & Security Committee: Shifts have been filled and going well.

Image Enhancement Committee: Paula reported updating guides, new banners on Boonville from Olive to Chestnut Street. CID sponsoring 2 nights of Free Carriage Rides, November 23rd & December 14th, 6:00 pm – 9:00pm

CID Update: Included in packet

Other:

Meeting Adjourned: 9:00 am

Minutes submitted by: Barb Baker
Next CID Meeting: November 13, 2019

DOWNTOWN SPRINGFIELD CID Balance Sheet

Oct 31, 19

ASSETS	
Current Assets	
Checking/Savings	
1000 · Current Assets	
1001 · Checking - Great Southern	166,811.76
1030 · Central Bank Acct	72,411.00
Total 1000 · Current Assets	239,222.76
Total Checking/Savings	239,222.76
Accounts Receivable	
Accounts Receivable	750.00
1005-05 · CID Property Taxes Receivable	246,872.78
1006 · Sales Tax Receivable	26,246.62
Total Accounts Receivable	273,869.40
Other Current Assets	
1110 · Due from Other	1,144.00
Total Other Current Assets	1,144.00
Total Current Assets	514,236.16
Fixed Assets	
Land	26,000.00
1080 · Boonville Building	539,703.12
1090 · Equipment	
1095 · Accumulated Depreciation	(68,104.37)
1090 · Equipment - Other	125,830.31
Total 1090 · Equipment	57,725.94
Total Fixed Assets	623,429.06
TOTAL ASSETS	1,137,665.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 · IRA Payable	753.78
Total Other Current Liabilities	753.78
Total Current Liabilities	753.78
Long Term Liabilities	
2100 · Central Bank Loan	307,752.09
Total Long Term Liabilities	307,752.09
Total Liabilities	308,505.87
Equity	
3000-05 · Renewal Reserve (Bd Desig)	12,000.00
3000-06 · Investment in fixed assets	72,016.94
3000-20 · Maintenance Reserve	12,154.00
3000 · Fund Balance	510,456.52
Net Income	222,531.89
Total Equity	829,159.35
TOTAL LIABILITIES & EQUITY	1,137,665.22

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Oct 19	Budget	Jul - Oct 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Income					
4001 · Gross Tax Assessments	243,016.16	0.00	243,016.16	0.00	240,000.00
4003 · Sales Tax	26,246.62	25,000.00	110,729.45	102,000.00	335,000.00
4004 · Extended Parking Pass Sales	225.00	200.00	825.00	775.00	2,400.00
4005 · Voluntary Contributions	2,000.00	0.00	36,319.00	34,000.00	34,000.00
4007 · Interest Income	13.82	70.00	903.40	260.00	1,000.00
4009 · Miscellaneous Income	0.00		0.00		0.00
Total 4000 · Income	271,501.60	25,270.00	391,793.01	137,035.00	612,400.00
Total Income	271,501.60	25,270.00	391,793.01	137,035.00	612,400.00
Gross Profit	271,501.60	25,270.00	391,793.01	137,035.00	612,400.00
Expense					
5100 · ADMINISTRATION					
5102 · Admin- Payroll					
5102-02 · Salary	8,053.86	5,369.24	24,161.58	21,476.96	69,800.12
5102-04 · Health Insur	0.00		0.00		
5102-06 · Retirement	241.62	161.08	724.86	644.32	2,094.04
5102-08 · Admin- Payroll Taxes	616.12	410.76	1,848.36	1,643.00	5,593.15
Total 5102 · Admin- Payroll	8,911.60	5,941.08	26,734.80	23,764.28	77,487.31
5103 · Miscellaneous - Admin	419.50	333.33	527.15	1,333.36	4,000.00
5105 · Professional Services	2,695.00	2,500.00	2,695.00	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	(425.63)	200.00	(425.63)	400.00	2,512.69
5210-30 · Insurance - Officer & Director	0.00	0.00	0.00	0.00	1,800.00
Total 5110 · Admin- Insurance	(425.63)	200.00	(425.63)	400.00	4,312.69
5111 · Collection Fee	0.00	10.00	9.71	35.00	3,000.00
5112 · Payroll Fee	246.49	183.33	607.53	733.36	2,200.00
5130 · Office Rent	1,060.00	0.00	4,240.00	0.00	0.00
5132 · Office Utilities	172.53	0.00	825.34	0.00	0.00
5134 · Office Phone	175.00	100.00	700.00	400.00	1,200.00
5136 · Office Suplies	138.49	320.00	532.02	1,280.00	4,000.00
5138 · Office Copies	100.85	166.67	607.21	666.64	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	7,728.68	7,728.68	23,186.04
5151-02 · Boonville 2nd loan	0.00	2,000.00	0.00	8,057.96	24,057.96
5151-05 · Bldg Utilities	124.71	700.00	506.82	2,800.00	8,400.00
5151-06 · Bldg Trash	51.62	250.00	795.72	1,000.00	3,000.00
5151-07 · Bldg Alarm	174.95	70.00	1,051.80	280.00	840.00
5151-10 · Bldg Maintenance	1,660.08	500.00	2,347.59	2,000.00	6,000.00
5150 · Boonville Bldg Cost - Other	0.00	0.00	0.00	0.00	0.00
Total 5150 · Boonville Bldg Cost	3,943.53	5,452.17	12,430.61	21,866.64	65,484.00
Total 5100 · ADMINISTRATION	17,437.36	15,206.58	52,483.74	55,979.28	169,184.00
5200 · Image Enhancement					
5210 · Advertising					
Marketing & Communications	0.00	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	295.00	3,500.00	410.00	3,500.00	7,000.00
5210.3 · Grant Advertising	0.00	0.00	0.00	0.00	0.00
Total 5210 · Advertising	295.00	3,500.00	410.00	3,500.00	7,000.00
5220 · Communications					
5220-15 · Website	100.00	0.00	200.00	250.00	500.00
5220-20 · Map	0.00		40.89		
Total 5220 · Communications	100.00	0.00	240.89	250.00	500.00
5230 · Events					
5230-05 · Event - Sponsorships	0.00	1,000.00	3,629.70	5,000.00	12,500.00
5230-25 · Square Programming	41.00	40.00	164.00	760.00	3,560.00
Total 5230 · Events	41.00	1,040.00	3,793.70	5,760.00	16,060.00

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Oct 19	Budget	Jul - Oct 19	YTD Budget	Annual Budget
5240 · Visual Improvements					
5240-05 · Utilities	106.18	120.00	425.22	480.00	1,440.00
5240-10 · Trash Receptacles	0.00	0.00	0.00	0.00	0.00
5240-13 · Flowers	0.00	0.00	0.00	0.00	10,000.00
5240-15 · Banners	0.00	1,000.00	85.87	2,000.00	6,000.00
5240-20 · Decorations	10,000.00	7,000.00	10,000.00	8,000.00	20,000.00
5240-35 · Other	146.00		146.00		
5240.25 · IE Projects	0.00	0.00	0.00	0.00	30,000.00
5240 · Visual Improvements - Other	0.00		0.00		
Total 5240 · Visual Improvements	10,252.18	8,120.00	10,657.09	10,480.00	67,440.00
Total 5200 · Image Enhancement	10,688.18	12,660.00	15,101.68	19,990.00	91,000.00
6100 · MAINTENANCE					
6101 · Equipment - Maintenance Repair	0.00	0.00	1,067.85	0.00	0.00
6103 · Equipment Purchase	0.00	0.00	0.00	0.00	13,000.00
6104 · Utilities- Maintenance	238.83	166.66	923.72	666.72	2,000.00
6105 · Phone/pager - Maintenance	215.22	250.00	860.34	1,000.00	3,000.00
6106 · Powerwashing - Maintenance	0.00	400.00	387.64	1,700.00	4,000.00
6107 · Supplies - Maintenance	235.72	500.00	589.60	2,000.00	6,000.00
6108 · Trash Receptacles	0.00	0.00	146.00	2,000.00	4,000.00
6110 · Clothes/Uniforms - Maintenance	0.00	0.00	116.81	0.00	0.00
6114 · Maintenance Misc	0.00	0.00	240.00	0.00	0.00
6115 · Vehicle (Rental & Gas)	277.52	590.00	1,465.29	2,280.00	7,000.00
6120-00 · Personnel					
6120-05 · Salaries - Maintenance	11,563.88	12,000.00	37,154.69	48,000.00	144,000.00
6120-10 · Payroll Taxes - Maintenance	884.62	1,231.92	2,946.51	4,927.64	14,783.00
6120-12 · Main- Health Insur	0.00	0.00	0.00	0.00	0.00
6120-14 · Main Retirement	135.27	94.68	421.55	390.68	1,217.00
Total 6120-00 · Personnel	12,583.77	13,326.60	40,522.75	53,318.32	160,000.00
6150 · Insurance					
6150-05 · Insurance - Maintenance- Work C	0.00	500.00	0.00	2,000.00	6,000.00
6150-07 · Maint- General Liability	826.00	1,000.00	3,304.00	4,000.00	12,000.00
Total 6150 · Insurance	826.00	1,500.00	3,304.00	6,000.00	18,000.00
Total 6100 · MAINTENANCE	14,377.06	16,733.26	49,624.00	68,965.04	217,000.00
7100 · PARKING					
7106 · Car Expense	0.00	166.67	119.00	666.64	2,000.00
7107 · Supplies - Parking	0.00	37.50	0.00	150.00	450.00
7108 · Clothes/Uniforms- Parking	0.00	0.00	0.00	0.00	0.00
7120 · Personnel					
7120-05 · Salaries - Parking	3,429.85	2,800.00	10,752.86	10,000.00	33,460.00
7120-10 · Payroll Taxes - Parking	262.39	210.00	822.59	780.00	2,540.00
7120-15 · Parking Health Insur	0.00	0.00	0.00	0.00	0.00
7120-17 · Parking- Retirement	0.00		0.00		
Total 7120 · Personnel	3,692.24	3,010.00	11,575.45	10,780.00	36,000.00
Total 7100 · PARKING	3,692.24	3,214.17	11,694.45	11,596.64	38,450.00
8100 · SAFETY AND SECURITY					
8102-08 · Equipment Purchase	0.00	0.00	0.00	0.00	0.00
8110 · Off Duty Police Patrols					
8101-02 · Safety Work Comp	0.00	1,000.00	0.00	4,000.00	12,000.00
8101-04 · Off Duty Police	24,218.75	13,000.00	74,128.75	56,000.00	176,000.00
8101-05 · Library Police Reimbursement	0.00	(4,700.00)	(9,244.00)	(13,900.00)	(28,000.00)
8101-06 · City Police Reimbursement	(5,757.50)	(15,000.00)	(21,000.00)	(15,000.00)	(21,000.00)
8101-07 · Other Reimbursement	(2,584.00)	0.00	(3,527.50)	0.00	0.00
8101-09 · Saffey Misc	0.00	0.00	0.00	0.00	0.00
Total 8110 · Off Duty Police Patrols	15,877.25	(5,700.00)	40,357.25	31,100.00	139,000.00
8100 · SAFETY AND SECURITY - Other	0.00	0.00	0.00	0.00	0.00
Total 8100 · SAFETY AND SECURITY	15,877.25	(5,700.00)	40,357.25	31,100.00	139,000.00
Total Expense	62,072.09	42,114.01	169,261.12	187,630.96	654,634.00
Net Ordinary Income	209,429.51	(16,844.01)	222,531.89	(50,595.96)	(42,234.00)
Net Income	209,429.51	(16,844.01)	222,531.89	(50,595.96)	(42,234.00)

Downtown Springfield Community Improvement District Board of Directors

November 2019

Seat	Name	Date Appointed	Council Resolution	Term to Expire	Qualification	Notes
1	Doug Roller	1/16/2018	10357	12/31/2021	Registered voter living in the district	Reappointment
2	Mary Lilly Smith	1/16/2018	10357	12/31/2021	Tax-exempt real property owner	Reappointment
3	Paula Adams	1/16/2018	10357	12/31/2021	Business that owns real property	Reappointment
4	Allen Kunkel	1/16/2018	10357	12/31/2021	Tax-exempt real property owner	Reappointment
5	Dylan Rauhoff	11/27/2017	10348	12/31/2021	Business that owns real property	New appointment
6	Jeff Schrag	1/4/2019	10422	12/31/2022	Business that owns real property	Reappointment
7	Craig Wagoner	1/4/2019	10422	12/31/2022	Business that owns real property / registered voter	Reappointment
8	Andrew Wells	1/4/2019	10422	12/31/2022	Business that does not own real property	Reappointment
9	Charlie Rosenbury	1/4/2019	10422	12/31/2022	Business that does not own real property	Reappointment
10	Michelle Billionis	1/4/2019	10422	12/31/2022	Business that does not own real property	Reappointment
11	Chris Ball	2/6/2017	10308	12/31/2020	Business that owns real property	Reappointment
12	Bart Tacke	2/6/2017	10308	12/31/2020	Business that owns real property	New appointment
13	Ken Chumbley	2/6/2017	10308	12/31/2020	Tax-exempt real property owner	Reappointment
14	Bruce Adib-Yazdi	2/6/2017	10308	12/31/2020	Business that owns real property	Reappointment
15	Dick Scott	2/6/2017	10308	12/31/2020	Business that owns real property	Reappointment

OCTOBER 2019 Downtown Springfield CID Parking Report

There were 121 total tickets written for October 2019, of those 37 were voided. There were 62 total tickets written for October 2018, of these 14 were voided. Last year at this time I was off on sick leave, so it is not a good comparison for this October. The year before had 158 total tickets. I feel this October should have been between 158-200 but was significantly lower this month due to an unusual ticket issue. I had a week without tickets as I kept missing my ticket contact at work.

Compliance has decreased this month, probably due to colder weather. Increased patrolling is needed for November. The West side including Campbell/McDaniel/Market area has been pretty slow timed parking wise. Campbell has been pretty sparsely parked during the day, with one day not having one car parked. Eastern side of downtown continues to be pretty busy.

North Boonville corridor is looking very nice with the new pavement. Unfortunately it is no longer bumpy, slowing speeders down. As many already know Boonville is a favorite place for folks to speed and race down. Speeding is getting ridiculous over there. Students are speeding out of the MSU parking lot very frequently at class changes as well, there is already poor visibility out of that lot onto Boonville. Now the students are speeding out of the lot and not paying attention to pedestrians crossing the street or bicycles.

This is far from a new problem and I have seen individuals of all sorts speeding on Boonville. It is just much easier to accomplish a higher speed comfortably now and increased police patrolling is needed.

Respectfully yours,

Krista Louderback
Downtown Springfield CID
Parking Ambassador

	OCTOBER 2019	OCTOBER 2018	SEPTEMBER *2019	AUGUST 2019	JULY 2019	JUNE 2019	MAY 2019
TICKETS ISSUED							
CID LOT 2 (BOONVILLE WEST) *	14	9	9	13	0	3	11
CID LOT 3 (BOONVILLE EAST) *	14	10	17	5	0	6	14
CID LOT 4 (PCW)	0	0	2	1	2	9	4
CAMPBELL	0	5	5	4	1	15	7
JEFFERSON	20	5	19	24	15	5	1
MCDANIEL	7	9	17	2	9	14	6
SOUTH	6	1	12	8	16	11	4
WALNUT	10	1	17	11	16	13	8
OLIVE	0	1	1	3	3	0	1
PERSHING	5	1	1	0	9	9	0
ROBBERSON	7	2	2	2	2	6	1
PATTON	0	0	1	0	0	0	0
OTHER	1	8	10	6	8	11	2
TOTAL ISSUED	84	48	113	79	81	102	59
VOIDED	37	14	32	14	10	23	23
TOTAL ISSUED & VOIDED	121	62	145	93	91	125	82
		OCT 2017: 158					
*Lots 9 & 10 have been renamed to Lots 2 & 3							

**CID Work Plan
2019**

Image Enhancement Plan	October	November	December	Comments
Priorities				
Plantings				
Trashcans				
Banners	New banners on Boonville	on-going	on-going	
Website	on-going	on-going	on-going	monthly updates & as needed
Ash urns	Purchased 2 ash urns			Placed on Patton behind Heers Building
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 2019				
	October	November	December	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	Yearly Budget information sent to State
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	Received MSU contribution			
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

Traders Printing is now Multi-Printing

Palm Beach Vapors at 212 S. Campbell has closed

Frank 'n Steins at 535 W. Walnut has closed

November 8th Honor Flight – L-Bird Movie at Fox Theatre
6:00 pm

November 8th Friday Night Jam – Shaun Munday at
Mother's 6:00 pm

November 9th Saturday Night Vibes – Bryan Copeland at
Mother's 6:00 pm

November 11th Veterans Day

November 14th Thirst-Day Night Live – Barak Hill 6:00 pm

Nov 16th – 30th Cellar Sale at Mother's 1:00 pm

November 23rd Festival of Lights in the Square
6:30 pm – 7:30 pm

November 23rd Free Carriage Rides 6:00 pm – 9:00 pm

November 28th Happy Thanksgiving

November 30th Saturday Night Vibes – Shaun Monday at
Mother's 6:00 pm

October 2019 Sales Tax \$ 26,246.62
October 2018 Sales Tax \$ 26,173.98

November 8, 2019

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

Barb Baker
CID Manager

