

Downtown Springfield Community
Improvement District Meeting
November 8, 2023

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

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

FY 2023- 2024 Meetings to Date: 3

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

Agenda

Information Welcome – *Chris Ball*

Agenda Call to Order

Information Comments from the Public

Information Safety & Security Update – *Officer Scott Wallace*

Action Approval of October 11, 2023 meeting minutes – *Chris Ball*

Action Approval of October Financial Statements – *Craig Wagoner*

Information/Action Parking & Maintenance Committee – *Dick Scott*

Safety & Security Committee – *Craig Wagoner*

November 3rd First Friday

November 5th Bass Pro Marathon runs thru the square

November 10th Office Closed for Veterans Day

November 11th Veterans Day

November 11th Holiday Open Houses

November 18th Festival of Lights - Mayors Tree Lighting 6:00 pm – 8:30 pm

November 23rd Happy Thanksgiving

November 25th Small Business Saturday

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

Image Enhancement Committee – *Paula Adams*

Information

CID Update – *Barb Baker*

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
October 11, 2023

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

- I. Call to Order
Chris Ball called the Downtown Springfield Community Improvement District Meeting to order at 8:05 am.

The CID Board welcomed our visitor to the meeting, Peter Edwards from the Shrine Mosque.

Safety & Security Update: Officer Wallace sent out the monthly reports before the meeting. Several trespassing tickets have been issued in Jubilee North & South & Founders Park. Cameras around the square have been repaired and will have all the others up and running. Shifts have been filled and will have extra officers on duty for the Halloween Pub Crawl.

- II. **Motion:** To approve September 13, 2023 Meeting Minutes
Moved: Dick Scott
Second: Craig Wagoner
Approved

- III. **Financial Reports:** Craig reported on the September financial reports. Balance Sheet shows money in the bank, CID sales tax \$28,287.75, month of September had 3 payrolls, IE on track, funds spent for pocket park. Next project extend the lights on Park Central East, Maintenance is under budget, Parking had 2 people in September, Safety & Security is over budget waiting for the City Contract to share the expenses. Review of CID FY 2022-2023 has been sent to CPA, waiting to finalize.

Motion: To approve September Financials
Moved: Bruce Adib-Yazdi
Second: Paula Adams
Approved

Parking & Maintenance Committee: CID Parking report was included in the Board packet, Brett reported no update on parking study from the City Manager's office. Study mentioned City hire a company to manage the parking, no funds for this in their budget at this time and will need to be planned for the future, looking to update Wayfinding signs in the downtown area, banners, parking signage, updates to garages. Brett will look to schedule a meeting with City, few people from CID, DSA to discuss the next steps of the study. Look into updating City ordinances, zoning. There is a perception there is no parking in the downtown area, should City charge to park?

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

Image Enhancement Committee: Paula thanked Stacy & Barb for planting the mums downtown. The white edge lights have been placed on the top of the CID Building, Brian and Stacy will begin to change the over the street bulbs to red and white beginning November 13th. November 18th Mayor's Tree Lighting in the square. CID is providing Free Carriage rides on November 18th and December 9th. Bruce suggested we place a live Christmas tree in between the 4 & 7. Andrew mentioned him and Chris, Sculpture Walk continue to discuss the gateways in the CID boundary.

Other: Bruce suggested the CID Board hold a retreat sometime after the first of the year. We will keep everyone informed of the date. Chris mentioned there is no CID December Board meeting and we will have a Holiday Gathering on December 13th 4:30 pm. Invitation will be sent.

CID Update: In Packet

Meeting Adjourned: 8:45am
Minutes submitted by: Barb Baker
Next CID Meeting: November 8, 2023

DOWNTOWN SPRINGFIELD CID Balance Sheet

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Current Assets	
1001 · Checking - Great Southern	7,164.63
1030 · Central Bank Acct	6,353.46
1040 · Central Bank Money Market	289,023.07
1065 · Cert of Dep	254,301.73
Total 1000 · Current Assets	556,842.89
Total Checking/Savings	556,842.89
Accounts Receivable	
1005-05 · CID Property Taxes Receivable	348.45
Total Accounts Receivable	348.45
Other Current Assets	
1110 · Due from Other	16,247.89
Total Other Current Assets	16,247.89
Total Current Assets	573,439.23
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	222,191.75
Total 1090 · Equipment	120,274.50
Total Fixed Assets	836,988.68
TOTAL ASSETS	1,410,427.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 · IRA Payable	1,437.27
Total Other Current Liabilities	1,437.27
Total Current Liabilities	1,437.27
Long Term Liabilities	
2100 · Central Bank Loan	223,029.91
Total Long Term Liabilities	223,029.91
Total Liabilities	224,467.18
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	1,163,575.54
Net Income	(94,721.33)
Total Equity	1,185,960.73
TOTAL LIABILITIES & EQUITY	1,410,427.91

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Oct 23	Budget	Jul - Oct 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Income					
4001 · Gross Tax Assessments	0.00	0.00	0.00	0.00	280,000.00
4003 · Sales Tax	0.00	25,000.00	99,103.30	100,000.00	340,000.00
4004 · Extended Parking Pass Sales	0.00	0.00	0.00	0.00	0.00
4005 · Voluntary Contributions	1,000.00	1,000.00	36,069.00	36,000.00	36,000.00
4007 · Interest Income	1,144.73	50.00	7,824.20	200.00	600.00
4009 · Miscellaneous Income	0.00		0.23		
4012 · Rent Income	1,020.00	1,020.00	4,080.00	10,240.00	18,400.00
Total 4000 · Income	3,164.73	27,070.00	147,076.73	146,440.00	675,000.00
Total Income	3,164.73	27,070.00	147,076.73	146,440.00	675,000.00
Gross Profit	3,164.73	27,070.00	147,076.73	146,440.00	675,000.00
Expense					
5100 · ADMINISTRATION					
5102 · Admin- Payroll					
5102-02 · Salary	6,363.60	6,400.00	28,234.52	25,000.00	76,200.00
5102-04 · Health Insur	0.00		0.00		
5102-06 · Retirement	190.90	175.00	847.01	700.00	2,100.00
5102-08 · Admin- Payroll Taxes	486.81	550.00	2,159.94	2,100.00	6,500.00
Total 5102 · Admin- Payroll	7,041.31	7,125.00	31,241.47	27,800.00	84,800.00
5103 · Miscellaneous - Admin	151.07	350.00	811.02	1,200.00	4,000.00
5105 · Professional Services	0.00	3,000.00	0.00	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	410.60	390.00	1,200.00
5210-30 · Insurance - Officer & Director	0.00	0.00	0.00	0.00	2,000.00
Total 5110 · Admin- Insurance	0.00	0.00	410.60	390.00	3,200.00
5111 · Collection Fee	22.69	0.00	42.41	0.00	3,600.00
5112 · Payroll Fee	139.32	200.00	622.23	800.00	2,400.00
5132 · Office Utilities	0.00	0.00	0.00	0.00	0.00
5134 · Office Phone	135.00	150.00	540.00	600.00	1,800.00
5136 · Office Suplies	59.99	300.00	654.85	1,200.00	3,600.00
5138 · Office Copies	0.00	165.00	383.31	680.00	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	7,728.68	7,728.64	23,186.00
5151-02 · Boonville Bldg Interest	0.00	0.00	0.00	0.00	0.00
5151-05 · Bldg Utilities	524.28	500.00	2,085.19	2,000.00	6,000.00
5151-06 · Bldg Trash	212.68	210.00	1,070.28	840.00	2,520.00
5151-07 · Bldg Alarm	60.01	60.00	240.04	240.00	720.00
5151-10 · Bldg Maintenance	79.44	718.00	1,981.20	2,874.00	8,618.00
Total 5150 · Boonville Bldg Cost	2,808.58	3,420.17	13,105.39	13,682.64	41,044.00
Total 5100 · ADMINISTRATION	10,357.96	14,710.17	47,811.28	49,852.64	153,044.00
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	412.60	3,500.00	7,000.00
Total 5210 · Advertising	0.00	0.00	412.60	3,500.00	7,000.00
5220 · Communications					
5220-15 · Website	100.00	100.00	194.34	150.00	1,200.00
Total 5220 · Communications	100.00	100.00	194.34	150.00	1,200.00

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	<u>Oct 23</u>	<u>Budget</u>	<u>Jul - Oct 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5230 · Events					
5230-05 · Event - Sponsorships	450.00	1,000.00	2,450.00	4,500.00	12,500.00
5230-25 · Square Programming	44.00	500.00	816.37	626.00	5,000.00
Total 5230 · Events	494.00	1,500.00	3,266.37	5,126.00	17,500.00
5240 · Visual Improvements					
5240-05 · Utilities	113.39	130.00	450.75	560.00	1,600.00
5240-06 · Lights	0.00	0.00	0.00	0.00	0.00
5240-13 · Flowers	38.92	0.00	543.38	0.00	8,000.00
5240-15 · Banners	0.00	5,000.00	176.55	5,100.00	6,000.00
5240-20 · Decorations	0.00	2,000.00	17.98	2,000.00	20,000.00
5240-35 · Other	0.00	0.00	0.00	0.00	0.00
5240.25 · IE Projects	325.86	0.00	28,660.59	0.00	60,000.00
Total 5240 · Visual Improvements	478.17	7,130.00	29,849.25	7,660.00	95,600.00
Total 5200 · Image Enhancement	1,072.17	8,730.00	33,722.56	16,436.00	121,300.00
6100 · MAINTENANCE					
6101 · Equipment - Maintenance Repair	299.00	500.00	3,610.81	2,000.00	6,000.00
6103 · Equipment Purchase	0.00	0.00	9,748.00	24,300.00	20,000.00
6104 · Utilities- Maintenance	235.19	200.00	839.43	800.00	2,400.00
6105 · Phone/pager - Maintenance	175.60	250.00	681.50	1,000.00	3,000.00
6106 · Powerwashing - Maintenance	0.00	0.00	199.42	1,000.00	4,000.00
6107 · Supplies - Maintenance	310.26	750.00	1,732.28	3,300.00	10,000.00
6108 · Trash Receptacles	0.00	0.00	0.00	3,000.00	6,000.00
6110 · Clothes/Uniforms - Maintenance	55.08	1,000.00	537.52	1,800.00	4,000.00
6114 · Maintenance Misc	248.06	250.00	745.22	1,000.00	3,000.00
6115 · Vehicle (Rental & Gas)	506.33	500.00	1,818.45	2,000.00	6,000.00
6116 · Storage Rental	0.00	150.00	0.00	600.00	1,800.00
6120-00 · Personnel					
6120-05 · Salaries - Maintenance	10,525.46	11,700.00	46,710.62	47,350.00	140,950.00
6120-10 · Payroll Taxes - Maintenance	805.19	800.00	3,699.44	3,200.00	9,600.00
6120-12 · Main- Health Insur	1,003.06	1,000.00	5,502.86	4,000.00	12,000.00
6120-14 · Main Retirement	281.59	250.00	1,253.52	1,000.00	3,000.00
Total 6120-00 · Personnel	12,615.30	13,750.00	57,166.44	55,550.00	165,550.00
6150 · Insurance					
6150-05 · Insurance - Maintenance- Work C	0.00	0.00	3,050.58	3,000.00	9,000.00
6150-07 · Maint- General Liability	0.00	1,300.00	5,149.00	4,600.00	15,000.00
Total 6150 · Insurance	0.00	1,300.00	8,199.58	7,600.00	24,000.00
Total 6100 · MAINTENANCE	14,444.82	18,650.00	85,278.65	103,950.00	255,750.00
7100 · PARKING					
7106 · Car Expense	454.00	300.00	499.00	1,200.00	4,000.00
7107 · Supplies - Parking	0.00	60.00	0.00	240.00	800.00
7108 · Clothes/Uniforms- Parking	0.00	100.00	0.00	200.00	1,000.00
7120 · Personnel					
7120-05 · Salaries - Parking	1,830.19	2,150.00	11,335.59	8,600.00	25,800.00
7120-10 · Payroll Taxes - Parking	140.03	350.00	1,154.73	1,400.00	4,200.00
7120-15 · Parking Health Insur	0.00		0.00		
7120-17 · Parking- Retirement	0.00		0.00		
Total 7120 · Personnel	1,970.22	2,500.00	12,490.32	10,000.00	30,000.00
Total 7100 · PARKING	2,424.22	2,960.00	12,989.32	11,640.00	35,800.00

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Oct 23	Budget	Jul - Oct 23	YTD Budget	Annual Budget
8100 · SAFETY AND SECURITY					
8110 · Off Duty Police Patrols					
8101-02 · Safety Work Comp	0.00	0.00	2,406.00	2,700.00	11,000.00
8101-04 · Off Duty Police	18,005.00	11,400.00	59,046.25	45,600.00	136,000.00
8101-05 · Library Police Reimbursement	0.00	0.00	0.00	0.00	0.00
8101-06 · City Police Reimburement	0.00	(12,000.00)	0.00	(12,000.00)	(21,000.00)
8101-07 · Other Reimbursement	0.00	0.00	0.00	0.00	0.00
8101-09 · Saftey Misc	162.00	0.00	544.00	0.00	0.00
Total 8110 · Off Duty Police Patrols	18,167.00	(600.00)	61,996.25	36,300.00	126,000.00
Total 8100 · SAFETY AND SECURITY	18,167.00	(600.00)	61,996.25	36,300.00	126,000.00
Total Expense	46,466.17	44,450.17	241,798.06	218,178.64	691,894.00
Net Ordinary Income	(43,301.44)	(17,380.17)	(94,721.33)	(71,738.64)	(16,894.00)
Net Income	(43,301.44)	(17,380.17)	(94,721.33)	(71,738.64)	(16,894.00)

**CID Parking Report
October 2023**

In the month of October 2023 Conservator of the Peace Sweckard (Parking Ambassador) wrote 75 tickets for parking violations. He also issued 16 warnings in the form of verbal warnings or 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.

On 10/24/23 COP Sweckard witnessed a non-injury car crash at Campbell and College. He provided his name/phone number and assisted both drivers in trading information as needed for insurance claims, etc.

COP Sweckard worked 7 six hour shifts in October.

**CID Maintenance Report
October 2023**

The Pocket Park got its chess tables installed and the whole park got over seeded and fertilized. The grass is coming in nicely. We removed all of the dead sunflowers.

We are wrapping up power washing for the season. We will be winterizing and storing the power washer next week.

We have begun vacuuming leaves.

All 3 Mules got serviced.

The shop got a cleaning and some new shelves built for better organization.

We hired a new part timer (Jason Custer) to work from 2:00 to 5:00ish Monday through Friday.

Brian Ussery

CID Work Plan 2023

Image Enhancement 2023	October	November	December	Comments
Priorities				
Plantings				
Trashcans	ordered liners & 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				
RFP Information Gathering				
Bringing of suggestions				
All activities as assigned	yes	yes	yes	
Administration Plan 2023	October	November	December	Comments
Agenda Distribution	yes	yes	yes	
Minutes	yes	yes	yes	
Bid Coordination				as needed for purchases or services
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	
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

BRP Architects opened at 138 Park Central Sq. # 100

Meridian Title opened at 138 Park Central Sq. # 102

Buf Studio opened at 438 W. McDaniel

Youth Connect Center opened at 425 W. McDaniel

The Vault Bar & Grill opened at 400 South Ave

Jenni Hargis Law Firm opened at 406 W. Walnut

The Albatross has closed at 406 W. Walnut

November Events:

November 3rd First Friday
November 5th Bass Pro Marathon
November 10th Office Closed
November 11th Veterans Day
November 11th Holiday Open House
November 18th Festival of Lights
Mayor's Tree Lighting
November 23rd Happy Thanksgiving
November 25th Small Business Saturday

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

November 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