

Downtown Springfield Community
Improvement District Meeting

October 9, 2019

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

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

FY 2019 – 2020 Meetings to Date: 3

Paula Adams	3	Charlie Rosenbury	2
Chris Ball	3	Jeff Schrag	2
Michelle Billionis	2	Dick Scott	2
Ken Chumbley	2	Mary Lilly Smith	2
Allen Kunkel	1	Bart Tacke	
Dylan Rauhoff	1	Craig Wagoner	3
Doug Roller	1	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 Keith Wright, Officer Casandra Lightwine,
Sgt. Nelson Kibby*

Information

Festival of Lights Update – *Cora Scott*

Action

Approval of September 11, 2019 Meeting Minutes

Action

Approval of September Financial Reports – *Craig Wagoner*

Action

Line of Credit – *Craig Wagoner*

Information/

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

Information

CID Review 2018-2019 – *Craig Wagoner*

Information/Action

Parking & Maintenance Committee – *Bruce Adib-Yazdi*
Safety & Security Committee – *Craig Wagoner*

October Events

October 4th Pop Up Traffic Calming at South & Elm 6:00 pm – 8:00 pm

October 4th First Friday 6:00 pm

October 4th First Firkin Friday @ Mother's 6:00 pm

October 5th Downtown Open in the Square noon

October 5th Backyard Vibes @ Mother's 6:00pm

October 10th SGF Blues Day – downtown 7:00 pm *alcohol event*

October 10th, 17th, 24th Thirst-Day @ Mothers 6:00 pm

October 11th Partio Music @ Mother's 6:00 pm

October 12th Pridefest in the Square noon-11:00 pm *alcohol event*

October 19th Pets & Pumpkins in the Square noon 5:30 pm

October 19th Fish & Sips @ Mother's 1:00pm

October 26th Stand Up Speak Out in the Square 4:00 pm-7:00 pm

October 26th Halloween Pub Crawl 9:00 pm

Image Enhancement Committee – *Paula Adams*

InformationCID Update – *Barb Baker*

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 Public Hearing Meeting Minutes
September 11, 2019

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

- I. Call to Order
Chris Ball called the Downtown Springfield Community Improvement District Public Hearing Meeting to order at 8:10 am. And welcomed Debby LeMasters from INDIV
- II. Roll call was taken and quorum was present

Open Public Hearing: Craig Wagoner reported on the DCID Assessments. 2019 Total Assessed value \$ 60,451,780.00. Using the levy of \$ 0.402 per \$ 100.00 this will generate \$ 243,016.16 in revenue. The DCID 2018 Total Assessed value was \$ 61,460,330.00. DCID Budgeted \$ 240,000.00 for the CID Tax. There were no questions on the Assessments and the Levy.
Public hearing is closed.

Motion: To set Levy at \$ 0.402 per \$ 100.00 of Assessed Value
Moved: Allen Kunkel
Second: Ken Chumbley

Safety & Security: Officer Keith Wright mentioned things were going pretty good downtown. College Street area and by Grant viaduct has been cleaned out. There are complaints of smoking on Park Central West in front of Intrinsic's breakroom. Ideas were to expand the area of no smoking which would require an ordinance change. Talking to the State Office employees to move to Patton behind Heers building for smoking or can they go to the breezeway. Part of the breezeway area is Heers property and part the State's property. Sarah and Barb will look at the area. CID will remove the black ash bucket on Park Central West and will attach an ash urn on Patton.

- III. **Motion:** To approve August 14, 2019 Board meeting minutes
Moved: Jeff Schrag
Second: Mary Lilly Smith

- IV. **Financial Reports:** Craig reported on the August Financials. Invoices were mailed for Voluntary Contributions Sales tax down but up over budget for the year. Profit & Loss statement, Maintenance under budget, Parking over budget for labor, Safety & Security over budget since we had extra off duty patrols and also timing issue to be reimbursed from the City and money from the Library. Year to Date \$ 20,000 to the plus.

Motion: To approve August 2019 Financial Reports
Moved: Ken Chumbley
Second: Paula Adams

650 N. Boonville Update: Stucco is done, drain in, sewer work, gas line & concrete. Drywall inside starting soon. Right on budget with the project. Craig talking to the bank about borrowing money or securing a line of credit. No borrowing of money would leave about \$40,000 in the hole. Securing a line of credit is not a loan, not borrow all of it and only when needed. Checking on interest rate.

Motion: To approve securing a line of credit for 650 N. Boonville
Moved: Jeff Schrag
Second: Mary Lilly Smith

Safety & Security Committee: Shifts have been filled and going well. Craig asked about the City requiring porta potties for events in the square. The larger events provide them but the smaller groups do not have one and we have been receiving complaints of attendees going into all the businesses to use the restroom. Barb will contact PIO who issues the permits to let them know about the complaints we have received about no porta potties on the square.

Image Enhancement Committee: Paula reported the CID IE Committee had their first online sponsorship requests. Thanks to Charlie for providing the forms online. This time there were 4 requests to consider and lots to review. Next time hopefully only one or two requests. Pets & Pumpkins sponsored at \$2,000.00 and told next year to request at the \$1,000.00 level, First Friday Art Walk sponsored at \$ 1,000.00, Downtown Open sponsored at \$ 500.00, Christmas Parade sponsored at \$ 1,000.00. Total \$ 4,500.00.

CID Update: Included in packet

Other:

Meeting Adjourned: 9:00 am
Minutes submitted by: Barb Baker
Next CID Meeting: October 9, 2019

DOWNTOWN SPRINGFIELD CID Balance Sheet

Sep 30, 19

ASSETS	
Current Assets	
Checking/Savings	
1000 · Current Assets	
1001 · Checking - Great Southern	280,544.94
1030 · Central Bank Acct	2,411.00
Total 1000 · Current Assets	282,955.94
Total Checking/Savings	282,955.94
Accounts Receivable	
Accounts Receivable	19,750.00
1005-05 · CID Property Taxes Receivable	3,856.62
Total Accounts Receivable	23,606.62
Total Current Assets	306,562.56
Fixed Assets	
Land	26,000.00
1080 · Boonville Building	512,212.47
1090 · Equipment	
1095 · Accumulated Depreciation	(68,104.37)
1090 · Equipment - Other	125,830.31
Total 1090 · Equipment	57,725.94
Total Fixed Assets	595,938.41
TOTAL ASSETS	902,500.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 · IRA Payable	506.94
Total Other Current Liabilities	506.94
Total Current Liabilities	506.94
Long Term Liabilities	
2100 · Central Bank Loan	307,752.09
Total Long Term Liabilities	307,752.09
Total Liabilities	308,259.03
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	(12,385.52)
Total Equity	594,241.94
TOTAL LIABILITIES & EQUITY	902,500.97

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Sep 19	Budget	Jul - Sep 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Income					
4001 · Gross Tax Assessments	0.00	0.00	0.00	0.00	240,000.00
4003 · Sales Tax	0.00	20,000.00	58,994.93	77,000.00	335,000.00
4004 · Extended Parking Pass Sales	200.00	200.00	600.00	575.00	2,400.00
4005 · Voluntary Contributions	0.00	0.00	34,319.00	34,000.00	34,000.00
4007 · Interest Income	738.92	70.00	889.58	190.00	1,000.00
4009 · Miscellaneous Income	0.00		0.00		0.00
Total 4000 · Income	938.92	20,270.00	94,803.51	111,765.00	612,400.00
Total Income	938.92	20,270.00	94,803.51	111,765.00	612,400.00
Gross Profit	938.92	20,270.00	94,803.51	111,765.00	612,400.00
Expense					
5100 · ADMINISTRATION					
5102 · Admin- Payroll					
5102-02 · Salary	5,369.24	5,369.24	16,107.72	16,107.72	69,800.12
5102-04 · Health Insur	0.00		0.00		
5102-06 · Retirement	161.08	161.08	483.24	483.24	2,094.04
5102-08 · Admin- Payroll Taxes	410.74	410.74	1,232.24	1,232.24	5,593.15
Total 5102 · Admin- Payroll	5,941.06	5,941.06	17,823.20	17,823.20	77,487.31
5103 · Miscellaneous - Admin	54.02	333.33	107.65	1,000.03	4,000.00
5105 · Professional Services	0.00	0.00	0.00	0.00	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	200.00	0.00	200.00	2,512.69
5210-30 · Insurance - Officer & Director	0.00	0.00	0.00	0.00	1,800.00
Total 5110 · Admin- Insurance	0.00	200.00	0.00	200.00	4,312.69
5111 · Collection Fee	0.00	10.00	9.71	25.00	3,000.00
5112 · Payroll Fee	121.06	183.33	361.04	550.03	2,200.00
5130 · Office Rent	1,060.00	0.00	3,180.00	0.00	0.00
5132 · Office Utilities	173.80	0.00	652.81	0.00	0.00
5134 · Office Phone	175.00	100.00	525.00	300.00	1,200.00
5136 · Office Suplies	35.98	320.00	393.53	960.00	4,000.00
5138 · Office Copies	189.26	166.67	506.36	499.97	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	5,796.51	5,796.51	23,186.04
5151-02 · Boonville 2nd loan	0.00	2,000.00	0.00	6,057.96	24,057.96
5151-05 · Bldg Utilities	138.20	700.00	382.11	2,100.00	8,400.00
5151-06 · Bldg Trash	555.26	250.00	744.10	750.00	3,000.00
5151-07 · Bldg Alarm	766.95	70.00	876.85	210.00	840.00
5151-10 · Bldg Maintenance	70.00	500.00	687.51	1,500.00	6,000.00
5150 · Boonville Bldg Cost - Other	0.00	0.00	0.00	0.00	0.00
Total 5150 · Boonville Bldg Cost	3,462.58	5,452.17	8,487.08	16,414.47	65,484.00
Total 5100 · ADMINISTRATION	11,212.76	12,706.56	35,046.38	40,772.70	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	0.00	0.00	115.00	0.00	7,000.00
5210.3 · Grant Advertising	0.00	0.00	0.00	0.00	0.00
Total 5210 · Advertising	0.00	0.00	115.00	0.00	7,000.00
5220 · Communications					
5220-15 · Website	0.00	250.00	100.00	250.00	500.00
5220-20 · Map	0.00		40.89		
Total 5220 · Communications	0.00	250.00	140.89	250.00	500.00
5230 · Events					
5230-05 · Event - Sponsorships	3,629.70	2,000.00	3,629.70	4,000.00	12,500.00
5230-25 · Square Programming	41.00	530.00	123.00	720.00	3,560.00
Total 5230 · Events	3,670.70	2,530.00	3,752.70	4,720.00	16,060.00

DOWNTOWN SPRINGFIELD CID
Profit & Loss Budget Performance

	Sep 19	Budget	Jul - Sep 19	YTD Budget	Annual Budget
5240 · Visual Improvements					
5240-05 · Utilities	105.10	120.00	319.04	360.00	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	1,000.00	6,000.00
5240-20 · Decorations	0.00	1,000.00	0.00	1,000.00	20,000.00
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	105.10	2,120.00	404.91	2,360.00	67,440.00
Total 5200 · Image Enhancement	3,775.80	4,900.00	4,413.50	7,330.00	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	225.25	166.66	684.89	500.06	2,000.00
6105 · Phone/pager - Maintenance	217.22	250.00	645.12	750.00	3,000.00
6106 · Powerwashing - Maintenance	0.00	400.00	387.64	1,300.00	4,000.00
6107 · Supplies - Maintenance	172.73	500.00	353.88	1,500.00	6,000.00
6108 · Trash Receptacles	146.00	2,000.00	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)	429.88	590.00	1,187.77	1,690.00	7,000.00
6120-00 · Personnel					
6120-05 · Salaries - Maintenance	8,009.03	12,000.00	25,590.81	36,000.00	144,000.00
6120-10 · Payroll Taxes - Maintenance	612.70	1,231.92	2,061.89	3,695.72	14,783.00
6120-12 · Main- Health Insur	0.00	0.00	0.00	0.00	0.00
6120-14 · Main Retirement	92.39	96.67	286.28	296.00	1,217.00
Total 6120-00 · Personnel	8,714.12	13,328.59	27,938.98	39,991.72	160,000.00
6150 · Insurance					
6150-05 · Insurance - Maintenance- Work C	0.00	500.00	0.00	1,500.00	6,000.00
6150-07 · Maint- General Liability	826.00	1,000.00	2,478.00	3,000.00	12,000.00
Total 6150 · Insurance	826.00	1,500.00	2,478.00	4,500.00	18,000.00
Total 6100 · MAINTENANCE	10,731.20	18,735.25	35,246.94	52,231.78	217,000.00
7100 · PARKING					
7106 · Car Expense	0.00	166.67	119.00	499.97	2,000.00
7107 · Supplies - Parking	0.00	37.50	0.00	112.50	450.00
7108 · Clothes/Uniforms- Parking	0.00	0.00	0.00	0.00	0.00
7120 · Personnel					
7120-05 · Salaries - Parking	2,240.47	2,800.00	7,323.01	7,200.00	33,460.00
7120-10 · Payroll Taxes - Parking	171.39	210.00	560.20	570.00	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	2,411.86	3,010.00	7,883.21	7,770.00	36,000.00
Total 7100 · PARKING	2,411.86	3,214.17	8,002.21	8,382.47	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	3,000.00	12,000.00
8101-04 · Off Duty Police	15,610.00	16,000.00	49,910.00	43,000.00	176,000.00
8101-05 · Library Police Reimbursement	(4,622.00)	(4,700.00)	(9,244.00)	(9,200.00)	(28,000.00)
8101-06 · City Police Reimbursement	(7,494.37)	0.00	(15,242.50)	0.00	(21,000.00)
8101-07 · Other Reimbursement	(943.50)	0.00	(943.50)	0.00	0.00
8101-09 · Saffey Misc	0.00	0.00	0.00	0.00	0.00
Total 8110 · Off Duty Police Patrols	2,550.13	12,300.00	24,480.00	36,800.00	139,000.00
8100 · SAFETY AND SECURITY - Other	0.00	0.00	0.00	0.00	0.00
Total 8100 · SAFETY AND SECURITY	2,550.13	12,300.00	24,480.00	36,800.00	139,000.00
Total Expense	30,681.75	51,855.98	107,189.03	145,516.95	654,634.00
Net Ordinary Income	(29,742.83)	(31,585.98)	(12,385.52)	(33,751.95)	(42,234.00)
Net Income	(29,742.83)	(31,585.98)	(12,385.52)	(33,751.95)	(42,234.00)

SEPTEMBER 2019 Downtown Springfield CID Parking Report

There were 145 total tickets written for September 2019, of those 32 were voided. There were 132 total tickets written for September 2018, of these 18 were voided. Not much to report this month. Ticket volume is a little higher this year compared to last year but given the time of year it could have been a lot worse.

There continues to be more compliance than usual for this time of year. I gave a lot of verbal and written warnings this month as folks get used to the new school year. The Jefferson corridor requires frequent attention but this is really due to increased traffic and not compliance.

There is now a one way street sign in front of Yoselin's on Jefferson alerting those leaving the Vue on Walnut that Jefferson Avenue has one way traffic. I haven't looked at the other side closely again but I am wondering if private signage/markings might help with the wrong way on one way problem as well. Yoselin's has reported this to be a significant problem at night and on the weekends. They suggested making it where individuals could only exit into left lane. I will continue to speak with them and watch the area as we resolve this issue.

The North Boonville area seems to be transitioning well to increased enforcement in this Fall semester. In October I will continue to monitor the North Boonville area on Tuesdays and Thursdays and keep a close eye on the Jefferson and Campbell areas.

Respectfully yours,

Krista Louderback
Downtown Springfield CID
Parking Ambassador

		DOWNTOWN SPRINGFIELD CID PARKING REPORT			
		SEPTEMBER 2019	AUGUST 2019	JULY 2019	JUNE 2019*
TICKETS ISSUED		133	114	79	81
CID LOT 2 (BOONVILLE WEST)	9	6	13	0	0
CID LOT 3 (BOONVILLE EAST)	17	6	3	0	0
CID LOT 4 (PCW)	2	0	1	2	6
CAMPBELL	3	8	4	1	2
JEFFERSON	19	16	24	15	15
MCDANIEL	12	11	2	12	15
SOUTH	12	11	8	18	14
WALNUT	1	17	1	19	13
WELSHING	1	5	0	9	9
WILSON	2	8	2	2	6
BATTON	1	1	0	0	0
OTHER	10	22	6	8	11
TOTAL ISSUED	113	114	79	81	102
VOIDED	32	18	14	10	10
TOTAL ISSUED & VOIDED	145	132	93	91	125
*Lots 8 & 10 have been returned to Lots 2 & 3					

**CID Work Plan
2019**

Image Enhancement Plan	September	October	November	Comments
Priorities				
Plantings				
Trashcans				
Banners	on-going	on-going	on-going	
Website	on-going	on-going	on-going	
Ash urns	1 placed in Patton & PCW			
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	September	October	November	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				Invoices sent in August
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

Tonik Sweetwater Saloon has opened at 310 S. Campbell

Tonik's Sweetwater Yoga Studio has opened at 310 S. Campbell

"Before My Time" Antiques & Uniques has opened at 409 N. Boonville

October 4th Pop Up Traffic Calming at South & Pershing
6:00 pm—8:00 pm

October 4th First Friday 6:00 pm

October 4th First Firkin Friday @ Mother's 6:00 pm

October 5th Downtown Open 12:00 noon

October 5th Backyard Vibes @Mother's 6:00 pm

October 10th SGF Blues Day (Stanley Cup in Springfield)
downtown 7:00 pm - 11:00 pm

October 10th,17th,24th Thirst-Day @ Mother's 6:00 pm

October 11th Partico Music @ Mother's 6:00 pm

October 12th Pridefest in the Square noon-11:00 pm

October 19th Pets n Pumpkins in the Square noon-5:30 pm

October 19th Fish & Sips @Mother's 1:00 pm

October 26th Stand Up Speak Out in the Square
4:00-7:00 pm

October 26h Halloween PubCrawl 9:00 pm

October 4, 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

September 2019 Sales Tax \$ 25,487.90
September 2018 Sales Tax \$ 20,090.70

Barb Baker
CID Manager