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## Minutes

April 26, 2018

A meeting of the St. Joseph Downtown Community District board of directors was held on Thursday, April 26, 2018 from 8:35 am to 9:48 am at the Allied Arts Council conference room, 128 S. 8<sup>th</sup> St. Directors present were: Royce Balak, Teresa Fankhauser, Bobbi Jo Hausman, Ron Barbosa, Pat Dillon, Lee Sawyer and Rhabecca Boerkircher. Also present was: Judy Hovey, Associate Director of Finance for the city of St. Joseph. Director's absent were: John Spencer.

**Call to Order:** Vice-Chairman, Ron Barbosa called the meeting to order at 8:35 am.

**Approval of Meeting Minutes:** Pat Dillon made a motion to approve the meeting minutes as written. Royce Balak seconded the motion and the board voted in favor (6-0).

**Financial Report:** The board discussed the process of the city's collection of sales tax with Judy Hovey, Association Director of Finance. Judy stated that the city has the ability to revoke a business license for non-payment of taxes and business license renewal time is coming up. She suggested that the CID send a list of non-paying businesses to the city and they will see what they can do to help. After the discussion with Judy Hovey, Royce Balak gave the board a report on the finances of the organization. At the conclusion of the report, Pat Dillon made a motion to approve the financial report. Bobbi Jo Hausman seconded the motion and the board voted in favor. Rhabecca Boerkircher requested a transfer of funds to the concession account to cover insurance for the building and a plumbing bill to replace the sensors in the restrooms with manual flushing devices. Royce Balak made a motion to move \$1,000.00 to the concessions building account. Teresa Fankhauser seconded the motion and the board voted in favor (6-0).

### **Grant Requests:**

**Bliss Salon:** Bliss Salon is requesting a \$10,000.00 grant to assist them with the expansion of their business. The business is doing a complete remodel of their second floor to be able to double the number of employees at the business. After discussion by the board, Royce Balak made a motion to approve the grant to be payable when the CID receives copies of the invoices for the work and a copy of the certificate of occupancy for the remodeled space. Teresa Fankhauser seconded the motion and the board voted in favor (5-0, Bobbi Jo Hausman abstained).

**Rock the Park:** The St. Joseph Downtown Association is requesting a \$1,500.00 grant for the St. Joseph Downtown Community Improvement District to be the presenting sponsor of the Rock the Park concert to be held on June 1<sup>st</sup> beginning at 5 pm at Coleman Hawkins Park at Felix Street Square. Royce Balak made a motion to approve the request. Lee Sawyer seconded the motion and the board voted in favor (6-0).

**Sounds of Summer concert series:** The St. Joseph Downtown Association submitted a grant for \$1,200.00 for the St. Joseph Downtown Community Improvement District to be a platinum sponsor of their “Sounds of Summer” concert series. Royce Balak made a motion to approve the request. Lee Sawyer seconded the motion and the board voted in favor (6-0).

**Partnership Contract:** Rhabecca Boerkircher told the board that the contract is the same as last year and that there has been no increase in the amount requested. Teresa Fankhauser made a motion to approve the Partnership Contract. Lee Sawyer seconded the motion and the board voted in favor (6-0).

**Proposed Budget:** The board reviewed the proposed budget. Rhabecca Boerkircher told the board that revenues are down this year and the projections do not look like they will pick up next year. Therefore, a conservative budget has been proposed for next year. After discussion by the board, Royce Balak made a motion to approve the budget as presented. Teresa Fankhauser seconded the motion and the board voted in favor.

**Maintenance Contract:** Rhabecca Boerkircher told the board that she had sent out RFP’s to six companies for the maintenance of the gateway park and the planting of the planters. Only one, Grass Roots, our current provider responded to the request. The quote is about the same as last year. Teresa Fankhauser made a motion to approve the agreement. Royce Balak seconded the motion and the board voted in favor (6-0). Rhabecca Boerkircher told the board that she has found someone to water the planters for \$600 for the whole season. Teresa Fankhauser made a motion to approve the expenditure for watering. Royce Balak seconded the motion and the board voted in favor (6-0).

**Downtown Strategic Plan:** Rhabecca Boerkircher gave the board an update on the downtown strategic plan. The committee has been selected to include representatives from all the downtown groups, residents, property owners and businesses. Brandt Shields from MWSU is facilitating the process. The group has had their first meeting and plan on meeting every two weeks. They will have a half-day session with Rebecca Ryan on May 16<sup>th</sup>.

**Board Positions:** Rhabecca Boerkircher informed the board that no decisions need to be made now but they should be aware that Royce Balak and John Spencer’s board positions are up in September. Also, Lee Sawyer is running for Presiding Commissioner and she is not sure what his status will be if he is elected. Royce Balak told the board that he will not seek another term on the board because he is retiring. Lee Sawyer said that he will check and see if he can still serve if he gets elected.

**Other Business:**

**Gate Project:** Pat Dillon told the board that he and Rhabecca Boerkircher have met with Clint Thompson, Brian Carter and Andrew Clement again about the gate project. The city wants the CID to insure the gates or they may have to be re-designed. Rhabecca told the board that the quote to add the gates to the concession building insurance policy is \$1,079.00. The deductible is \$1,000.00; wind/hail damage deductible is \$2,500.00.

**Grant Request:** Royce Balak told the board that there is a grant request from the JoeStock Festival this week. The committee has not had time to review the request and would like to postpone to the May meeting.

**Awnings:** The cost to repair and install the awnings at the park is \$1,000.00. Rhabecca Boerkircher told the board that the Downtown Association would pay for half and requested that the CID pay the other half. Pat Dillon made a motion to pay \$500.00 for the awning repair and installment. Lee Sawyer seconded the motion and the board voted in favor (6-0).

**Adjourn:** Teresa Fankhauser made a motion to adjourn the meeting at 9:58 am. Pat Dillon seconded the motion and the board voted in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rhabecca Boerkircher". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Rhabecca Boerkircher  
Executive Director