



Minutes
March 24, 2016

A meeting of the St. Joseph Downtown Community Improvement District board of directors was held on Thursday, March 24, 2016 from 8:31am until 9:46am at the Allied Arts Council conference room, 128 S. 8th Street. Directors present were: Lee Sawyer, John Spencer, Royce Balak, Pat Dillon, Teresa Fankhauser and Rhabecca Boerkircher. Also present was Lance Taylor. Directors absent were: Ron Barbosa and Bobbi Jo Hughes.

Call to Order: Chairman, John Spencer called the meeting to order at 8:31am.

Approval of Meeting Minutes: Pat Dillon made a motion to approve the meeting minutes as written. Teresa Fankhauser seconded the motion and the board voted in favor (5-0).

Financial Report: After discussion by the board, Royce Balak made a motion to approve the financial report. Lee Sawyer seconded the motion and the board voted in favor (5-0).

Budget: Royce Balak made a motion to approve the 2016-2017 Budget as presented. Teresa Fankhauser seconded the motion and the board voted in favor (5-0).

Management Agreement: John Spencer told the board that he is working on the management agreement with the Downtown Association to manage the new concessions building. He said that he is trying to get a meeting with the city to discuss how the fees are collected for the rental of the building. From a customer service aspect, it would make sense to have all the fees paid at the city so that they don't have to go to different places to lease the park and the concessions building.

Grant Requests: Royce Balak explained the grant requests to the board.

Trail Theater: The Trail Theater requested a \$10,000 grant to help with the final expenses of rehabilitating their building at 111 S. 9th St. John Spencer made a motion to approve their request with the grant payable upon the receipt of their

occupancy permit. Pat Dillon seconded the motion and the board voted in favor (4-0, Royce Balak abstained)

"Sounds of Summer": The St. Joseph Downtown Association requested that the St. Joseph Downtown Community Improvement District become a Platinum Sponsor of the "Sounds of Summer" concert series for \$1,200. Pat Dillon made a motion to approve their sponsorship request. Lee Sawyer seconded the motion and the board voted in favor (5-0).

R&M Machines LLC: Rick and Marcia Gilmore applied for a \$10,000 grant to do the final rehab on their property at 107 S. 6th St. The project includes twelve market rate apartments that should be available for leasing in summer, 2016. Royce Balak made a motion to approve the grant with the payout to be given in July, 2016 (the new fiscal year for the St. Joseph Downtown Community Improvement District). Lee Sawyer seconded the motion and the board voted in favor (5-0).

Discover Downtown: First Saturday's Downtown St. Joseph, Inc. requested a grant in the amount of \$1,000 to help with the expenses of the event. Teresa Fankhauser made a motion to approve the grant request. Pat Dillon seconded it and the board voted in favor (5-0).

St. Joseph Downtown Association: The St. Joseph Downtown Association applied for a grant for \$4,576.09 for audio/video equipment, security cameras and wifi for the new concessions building. No action was taken by the board on this request.

Maintenance Bids: The board received bids from Grass Roots, Earl May and Ritchheart Lawn Care to plant the downtown planters and do the maintenance at the Gateway Park. Teresa Fankhauser made a motion to approve the bid from Grass Roots. Royce Balak seconded the motion and the board voted in favor (5-0).

Security System for Concessions Building: The board discussed the need for a security system for the new building. John Spencer requested a RFP be prepared to determine the costs associated with a system.

Other Business:

Trash Can: Rhabecca Boerkircher told the board that the lady from Edmond Street Parlor has requested a trash can for the second time for her block on Edmond. Teresa Fankhauser made a motion to purchase a trash can for the block between 6th and 7th

on Edmond. Lee Sawyer seconded the motion and the board voted in favor (5-0).

Adjourn: Lee Sawyer made a motion to adjourn at 9:46am. Royce Balak seconded the motion and the board voted in favor (5-0).

Respectfully submitted,

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

Rhabecca Boerkircher
Executive Director