



## Minutes

December 13, 2018

A meeting of the St. Joseph Downtown Community Improvement District was held on Thursday, December 13, 2018 from 8:31 am to 9:18 am in the Allied Arts Council conference room, 128 S. 8<sup>th</sup> St. Directors present were: Teresa Fankhauser, Joe Houts, Pat Dillon, Ron Barbosa, John Spencer, Lee Sawyer, Bobbi Jo Hausman and Rhabecca Boerkircher.

**Call to Order:** Chairman, Ron Barbosa called the meeting to order at 8:31 am.

**Approval of Meeting Minutes:** The board discussed the meeting minutes from the October 17, 2018 special meeting where they approved a grant to the Downtown Holiday Experience committee. The board requested a financial statement on how the money was spent which was a stipulation of the approval of the \$5,000.00 grant. After discussion, Joe Houts made a motion to approve the special meeting minutes. Lee Sawyer seconded the motion and the board voted in favor (7-0). Lee Sawyer made a motion to approve the meeting minutes from the October 25, 2018 regular meeting of the board as written. Teresa Fankhauser seconded the motion and the board voted in favor (7-0).

**Financial Report:** Ron Barbosa stated that Royce Balak had given the board a review of the financial reports in the past and asked if Joe Houts would agree to do so moving forward. Joe Houts agreed to the request. Ron Barbosa made a motion to make Joe Houts treasurer of the organization. Teresa Fankhauser seconded the motion and the board voted in favor (7-0). Ron Barbosa and Rhabecca Boerkircher reported to the board on the financial reports for November and December. After discussion, Teresa Fankhauser made a motion to approve the financial reports for November and December. Bobbi Jo Hughes seconded the motion and the board voted in favor (7-0). Teresa Fankhauser made a motion to approve the concession building financial reports for November and December. Lee Sawyer seconded the motion and the board voted in favor.

**Recommendations for New Director:** Lee Sawyer was successful in his campaign to be the next presiding commissioner for Buchanan County. He informed the board that he will be resigning his position on the board and that this will be his last meeting. Rhabecca Boerkircher requested that he submit his resignation in writing. The board congratulated Lee on his new position. They discussed some possible individuals to replace him on the board. Names included Stacy Hill, Chief Operating Officer for the News-Press, another representative from the News-Press, Terri Modlin, a representative from Hillyard's and Matt Robertson. Ron Barbosa suggested a committee to review and make a recommendation to the board at the January meeting. Teresa Fankhauser and John Spencer agreed to serve on the committee.

**Downtown Partnership Update:** Pat Dillon told the board that Downtown First has joined the Downtown Partnership as a new member. Cris Coffman, their president is the representative. They contributed \$500 to the organization.

**GIS map/sales tax information request from State:** Rhabecca Boerkircher told the board about the request from the state pertaining to House Bill 1858 that requires the Missouri Department of Revenue to have a sales tax map for the CID district in an ESRI Shape format. She spoke with the city about helping with it and they were unable so she contacted Buchanan County and they were able to provide the map for the state. The Missouri Department of Revenue also requested a report listing the last three years of sales tax collection by business. She complied with their request on both requests by the November 30<sup>th</sup> deadline.

**MOPERM Policy:** The board discussed the MOPERM policy that offers liability insurance for each director up to \$100,000. The board requested a quote for \$250,000, \$500,000 and one million.

**Concessions Building:** John Spencer gave the board an update on the annual meeting with the city to see if they will make any concessions on the insurance for the building and issuing an annual liquor license. The city will still make the CID insure the building even though they have it insured as well. He said instead of double insuring the building he requested that they check into gap coverage since the reason that the city has taken this position is because they have a \$50,000 deductible. Rhabecca Boerkircher checked with the CID insurance broker and there is no gap coverage available. Based on information from Larry Stobbs, a yearlong liquor license to help reduce costs is not an option either. Therefore, groups will have to continue pulling picnic licenses for events.

**2019 Meeting Dates and Time:** It was the consensus of the board to leave the meeting date on the fourth Thursday of the month at 8:30 am at the Allied Arts Council conference room, 128 S. 8<sup>th</sup> St.

**Other Business:**

**Bench Dividers:** John Spencer told the board that he has heard back from Hillyard's Technical School about fabricating dividers for the benches downtown to discourage individuals sleeping on them. He showed the board the prototype of the project. The cost would be approximately \$75 each. John Spencer made a motion to proceed with Hillyard's fabricating the dividers. Pat Dillon seconded the motion and the board voted in favor.

**Grant Request:** Ron Barbosa referenced the responses about the grant requests that have been on the books for a lengthy amount of time. Teresa Fankhauser made a motion that we notify the recipients that they must obtain their certificate of occupancy by June 30<sup>th</sup> to receive the funding. If not, the CID will take it off the books and they will have to re-apply. Bobbi Jo Hausman seconded the motion and the board voted in favor (7-0).

**Adjourn:** Pat Dillon made a motion to adjourn the meeting at 9:18 am. Joe Houts seconded the motion and the board voted in favor (7-0).

The board entered into a closed session to discuss personnel issues.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Rhabecca Boerkircher". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Rhabecca Boerkircher  
Executive Director