



Minutes
December 17, 2015

A meeting of the St. Joseph Downtown Community Improvement District board of directors was held on Thursday, December 17, 2015 from 8:45am until 9:38am at the Commerce Bank downstairs conference room, 328 Felix St. Directors present were: Royce Balak, Ron Barbosa, Pat Dillon and John Spencer. Directors absent were: Teresa Fankhauser, Bobbi Jo Hughes and Lee Sawyer. Also present were Shirlee Allen and Dustin Smith.

Call to Order: Chairman, John Spencer called the meeting to order at 8:45am.

Approval of Meeting Minutes: Pat Dillon made a motion to approve the meeting minutes as written. Ron Barbosa seconded the motion and the board voted in favor (4-0).

Financial Report: After discussion by the board, Royce Balak made a motion to approve the financial report, Ron Barbosa seconded the motion and the board voted in favor (4-0).

Concession Stand Lease: John Spencer summarized changes to the draft of the concession area lease. The primary issue had been with the City Manager approvals. Those references have been removed and replaced with other wording. An issue with a reference in Section I to "auto insurance" was an oversight and needs to be removed. The lease period has been changed to ten years although the city may cancel the lease on 30 days notice. John will continue with his review.

The board discussed how a lease might work if the concession building was being used for multiple purposes. i.e. a private party in concession area at the same time as the park was being used for an event and both required access to the bathrooms. The board expressed a preference for scheduling to be done through the Downtown Partnership office to avoid potential double-booking of the facility. They noted that permits, etc. should be somehow coordinated with concession fees and picnic licenses. Deposits on the concession building would not be refunded unless all keys were returned. It was suggested that installing a keyless entry should be considered. There are

advantages to going keyless and the best time to install one is during construction. Pat Dillon will discuss the possibility with Chris Bennett.

John Spencer recently had a lunch meeting with Lance Taylor and Greg Bigham from the Downtown Association to discuss operational logistics of the concession building. John said that the Downtown Association could be responsible for the day-to-day operations of the building and suggested that a sub-lease, or some other arrangement, may be in order. Becky could recruit a Concession Stand Committee to manage the facility. They also noted the special role that Kim Hurt from the City would play in sharing information regarding the Concession Stand and park reservations with the public. The board discussed the possibility of the CID functioning as the backstop for cash, setting an initial budget and funding needs for additional money through grants, while the Association engaged in the actual operation of the facility. They made special note of the Association's "ownership" of and "pride" in the ongoing development of the Downtown. The CID board would like to either invite Downtown Association members to the next CID meeting or to schedule a special meeting to further discuss Concession Stand logistics with them.

Mosaic Update: Pat Dillon updated the board on the status of Mosaic's downtown projects. The fences are expected to go up early in January. The contract for the German American building interior has been awarded. The parapet wall on the Plymouth building was about to fall off when Mosaic took possession of the property. It is now stabilized with giant "C-clamps". The sidewalk scaffold should be gone before year-end. The parking garage project is in its planning stages but is coming along and Pat felt that the existing garage could come down as early as spring 2016. The board noted the need for people using the garage now to start locking in alternative locations.

Adjourn: Pat Dillon made a motion to adjourn the meeting at 9:38am. John Spencer seconded the motion and the board voted in favor (4-0).

Respectfully submitted,



Rhabecca Boerkircher
Executive Director