



**ST. JOSEPH**  
*Downtown*  
**COMMUNITY IMPROVEMENT DISTRICT**  
Minutes

October 25, 2018

A meeting of the St. Joseph Downtown Community Improvement District board of directors was held on Thursday, October 25, 2018 from 8:33 am to 9:46 am in the Allied Arts Council conference room, 128 S. 8<sup>th</sup> St. Directors present were: Pat Dillon, Teresa Fankhauser, Joe Houts, Ron Barbosa, Lee Sawyer and Rhabecca Boerkircher. Directors absent were: Bobbi Jo Hausman and John Spencer.

**Call to Order:** Chairman, Ron Barbosa called the meeting to order at 8:33 am.

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

**Financial Report:** The board reviewed and discussed the financial report. Regarding the grant commitments that were approved in excess of a year or more ago, the board requested that a letter be sent to the recipients requesting an update on the status of their project and an indication if they still anticipated claiming their approved grant. They also requested that the grant form be revised to indicate an expiration of one year from the time the grant is approved unless the recipient could give the board an acceptable reason for an extension. In the budget comparison report, the board requested that the term “reserve fund” be changed to “miscellaneous”. After discussion, Teresa Fankhauser made a motion to approve the financial reports. Lee Sawyer seconded the motion and the board voted in favor (5-0).

**Concession Building Account:** Lee Sawyer informed the board that he and John Spencer met with Lance Taylor and David Peppard representing the Downtown Association board. The concession building account needs about \$5,000 including \$2,000 for insurance on the building to make payments until the beginning of event season in May. He said that they discussed the CID getting out of the lease with the city and perhaps the city would enter into a lease directly with the Downtown Association. The management agreement with the Downtown Association has expired and they are trying to decide if they want to enter into another agreement. The insurance on the building will not be due until May so the immediate need for funding isn't substantial. He said that John Spencer wants to follow up with the city and see if the issue of insurance and some other items can be addressed to make the building cash flow better. Teresa Fankhauser made a motion to move \$1,500 into the concessions account. Joe Houts seconded the motion and the board voted in favor.

**Gate Project Update:** Rhabecca Boerkircher told the board that council approved the bid from K&M Concrete and the project will move forward. The timeline is to have the structures fabricated during the winter and installed in the spring prior to event season.

**Food Kitchen Update:** Joe Houts told the board that they have raised enough money to build the building, however they still need to raise money to pay for the kitchen equipment. The goal is \$899,000 and they are about \$150,000 short of the goal so they are working on grants and other fundraising ideas. The local churches are taking up a second collection for the cause on November 18<sup>th</sup>.

**Strategic Plan:** Pat Dillon told the board that the committee is making good progress on the new plan for downtown. They are on target to complete the project by the end of the year.

**November Meeting:** Rhabecca Boerkircher inquired about what the board would like to do about the November meeting since it falls on Thanksgiving. The board decided to combine the November and December meetings into one meeting for both months and picked December 13<sup>th</sup> at 8:30 am as the date and time.

**Other Business:**

**Downtown Partnership board of directors:** Ron Barbosa told the board that John Spencer had contacted him about continuing as the representative on the Downtown Partnership board. He told him that it was ok with him and wanted the board to know the decision.

**Grant Request:** Teresa Fankhauser told the board that it is the time of the year to start fundraising for the 2019 Sculpture Walk. The Allied Arts Council would like to raise more money this year so that they can bring in eighteen sculptures again. Last year they only had enough money for fifteen and she said that people commented on the lower number. She said that they had good response from the public and that about one-third of the individuals commenting are from outside of Buchanan County so we are seeing some good tourist activity downtown. She told the board that they are requesting \$20,000 again this year. Last year due to budget restrictions, the board donated \$15,000 to the project. After discussion by the board, Pat Dillon made a motion to donate a minimum of \$10,000 to the project with the possibility of adding an additional \$5,000 if the funds are available after a review in January. Lee Sawyer seconded the motion and the board voted in favor (5-0).

**Over the Edge:** Ron Barbosa told the board that he is participating in the Over the Edge fundraiser to benefit the Children's Advocacy Center. The event will take place on October 27<sup>th</sup>. Between forty and forty five individuals will scale the side of the Hillyard's building at 4<sup>th</sup> and Jules Street. Each participant has raised a minimum of \$1,000 for the charity. There will be a party after the event at the Ground Round.

**Adjourn:** Pat Dillon made a motion to adjourn the meeting at 9:46 am. Joe Houts seconded the motion and the board voted in favor (5-0).

Respectfully Submitted,



Rhabecca Boerkircher  
Executive Director