

Minutes of April 20, 2022, Regular Meeting
Board of Directors of
Downtown Moberly Community Improvement District
Moberly, Missouri

The Board of Directors (the "Board") met at 3:00 p.m. in the Moberly City Hall Conference Room at 101 West Reed Street, Moberly, Missouri, on Wednesday, April 20, 2022.

Brian Crane, Chair, presiding, called the meeting to order at 3:00 PM and asked for roll call. Board Members answering the roll call were: Michael Bugalski, Brian Crane, Kelsie Jeffries, Tom Sanders. Absent: Doug Sharp. Others present included: Tim Brubaker, City Council liaison; Tom Cunningham, Legal Counsel (via Zoom); Megan Schmidt and Michelle Greenwell, Moberly Area Chamber of Commerce; Randy Asbury, Moberly Area Economic Development Corporation; and J.W. Ballinger.

The Chair first asked for approval of the Agenda. The Chair suggested that the Agenda be amended to move discussion item numbers (a) "Discussion of Car Show Events," (b) "Discussion of Food Truck Events," and (c) "Discussion of Funding for Band" for discussion along with discussion item (h) "Discussion of Intergovernmental Agreement", noting that the various items were all related to events at the Fennel Complex. A motion was made by Mr. Sanders to approve an amended Agenda moving discussion items (a), (b) and (c) to discussion under item (h). Ms. Jeffries seconded the motion. Ayes: Bugalski, Crane, Jeffries, Sanders. Nays: None. Amended Agenda approved.

HEARING FROM CITIZENS:

The Chair next asked if there were any written communications or comments received or if any person present wished to address the Board. There were no communications or requests.

OLD BUSINESS:

Under Old Business, the Chair called for approval the Regular Meeting minutes of March 16, 2022. A motion was made by Mr. Sanders to approve the March 16 minutes. Ms. Jeffries seconded the motion. Ayes: Bugalski, Crane, Jeffries, Sanders. Nays: None. March Minutes approved.

NEW BUSINESS:

Under New Business, the Chair first called for consideration of Resolution No. 2022-08: **A RESOLUTION ACCEPTING A PROPOSAL; APPROVING AN AGREEMENT FOR LIGHT POLE PAINTING; AND PROVIDING FURTHER AUTHORITY.** The Chair explained that this agreement with Remole's Coatings, LLC is for painting and re-painting of sidewalk light poles within the boundaries of the District using materials supplied by the City. A motion was made by Mr. Bugalski to approve Resolution No. 2022-08. Ms. Jeffries seconded the motion. Ayes: Bugalski, Crane, Jeffries, Sanders. Nays: None. Resolution No. 2022-08 adopted.

The Chair then called for consideration of Resolution No. 2022-09: **A RESOLUTION APPROVING A COOPERATION AGREEMENT FOR THE OPERATION OF PUBLIC EVENTS AT THE FENNEL COMPLEX; APPROPRIATING CERTAIN SUMS; AND PROVIDING FURTHER AUTHORITY.** The Chair stated that the resolution authorized a Cooperation Agreement among the District, the City of Moberly, and Moberly Community Betterment which would assist Moberly Community Betterment in promotion and organization of certain public events to be held at the Event Space in the Fennel Complex. After a brief

discussion, a motion was made by Mr. Sanders to approve Resolution No. 2022-09. Ms. Jeffries seconded the motion. Ayes: Bugalski, Crane, Jeffries, Sanders. Nays: None. Resolution No. 2022-09 adopted.

The Chair then called for consideration of Resolution No. 2022-10: **A RESOLUTION APPROVING A REIMBURSEMENT TO THE CITY OF MOBERLY FOR PAYMENTS MADE IN CONNECTION WITH A COOPERATIVE FUNDING AGREEMENT FOR THE FENNEL COMPLEX; MAKING CERTAIN FINDINGS; AND PROVIDING FURTHER AUTHORITY.** The Chair stated that the resolution authorized reimbursement of various payments including those to Westlake Ace Hardware, Warren Construction, Moberly Lumber, Sherwin-Williams Paints, and R. P. Lumber as part of a previously approved program of improvements to the Fennel Complex. Following brief discussion, a motion was made by Mr. Bugalski to approve Resolution No. 2022-10. Ms. Jeffries seconded the motion. Ayes: Bugalski, Crane, Jeffries, Sanders. Nays: None. Resolution No. 2022-10 adopted.

The Chair then called for consideration of Resolution No. 2022-11: **A RESOLUTION DIRECTING PAYMENT FOR SERVICES RENDERED; AND PROVIDING FURTHER AUTHORITY.** The Chair stated that the resolution authorized reimbursement to Corey Roark for snow removal. In follow-up discussion various Board members expressed satisfaction with the snow removal services provided. After discussion, a motion was made by Mr. Bugalski to approve Resolution No. 2022-11. Ms. Jeffries seconded the motion. Ayes: Bugalski, Crane, Jeffries, Sanders. Nays: None. Resolution No. 2022-11 adopted.

The Chair then called for consideration of Resolution No. 2022-12: **A RESOLUTION APPROVING TWO LEASING ASSISTANCE AGREEMENTS UNDER THE DISTRICT'S LEASING ASSISTANCE PROGRAM; AND PROVIDING FURTHER AUTHORITY.** The Chair reminded the Board that the businesses receiving the proposed assistance, the Kai-Zen Day Spa operated by Mary Lopez and A Stroke of Magic operated by Michelle Greenwell, and the proposed terms of the respective leasing assistance had been discussed at the March 16 Regular Meeting. Mr. Bugalski as administrator of the Leasing Assistance Program reviewed the terms of the proposed leasing assistance agreements. After brief discussion, a motion was made by Mr. Sanders to approve Resolution No. 2021-12. Ms. Jeffries seconded the motion. Ayes: Bugalski, Jeffries, Crane, and Sanders. Nays: None. Resolution No. 2021-12 adopted.

The Chair then called for consideration of Resolution No. 2022-13: **A RESOLUTION AUTHORIZING AND DIRECTING PAYMENT OF RENTAL FEES FOR THE FENNEL COMPLEX; AND PROVIDING FURTHER AUTHORITY.** The Chair stated that the resolution appropriates and authorizes to be paid to the Parks Department as agent for the City of Moberly \$300 as rentals for portions of the Fennel Complex to be used for an event scheduled for September 24 and sponsored by Faith Bridge, a Missouri public benefit corporation. After a brief discussion, a motion was made by Mr. Bugalski to approve Resolution No. 2022-13. Ms. Jeffries seconded the motion. Aye: Bugalski, Sanders, Crane and Jeffries. Nays: None. Resolution No. 2022-13 adopted.

ITEMS FOR DISCUSSION:

The first item for discussion under the amended agenda was "Downtown CID Budget" (**Discussion Item "d"**). The Chair reported that Mr. Hodge, City of Moberly Finance Director has presented a budget for the District's Fiscal Year 2022-23 for review. Legal Counsel observed that the proposed budget should also be submitted for Moberly City Council review and comment in accordance with the CID Act. Reviewing budgeted items in the Sales Tax Account, the Chair noted that although the budget provides for \$55,000 in revenue, currently the District has received approximately \$75,000. Accordingly, the estimated budget should be \$100,000. Discussion of this account also noted that the advertising line

item currently shown as \$5,000 may require additional funds. In response, the Chair recommended that Contracted Services currently budgeted at \$30,000 be increased to \$45,000. The Chair also observed that the Special Events line item had been budgeted at \$45,000 to help sponsor events such as Junk Junktion, Railroad Days, Christmas promotions, and various Fennel Complex promotions. Reviewing budgeted items in the Special Property Tax Account, the Chair noted that anticipated revenues are static, reflecting the application of the property tax “freeze” agreed to among the District, the State Auditor and the County Assessor. After brief discussion, the Board expressed general agreement with the budget as presented. Legal Counsel was directed to prepare a resolution to approve the FY 2022-23 Downtown CID Budget to be considered at the Board’s next Regular Meeting.

The next item for discussion was “Proposed PPI Program and Rent Buy Down Award” (**Discussion Item “e”**). Mr. Asbury reported that Hannah Walker, operator of Wild Blooms, LLC, has leased the property at 417 West Reed Street for a six month term and plans to use the premises as a workshop and storefront. After a discussion noting the short term of the lease, Board consensus was that a grant be provided for \$350 per month representing 50% of the rental amount for a three-month period with the proviso that if the lease is extended to a full one year term during the three month period of assistance, the assistance would be extended for an additional three months. Mr. Asbury then reported that Coachlight of Moberly, Inc., operated by Liz and Dale Sosniecke, plans to make repairs to the roof at their premises at 500 West Reed Street. The Sosnieckes will be spending approximately \$29,000 for the repairs and have requested a \$10,000 reimbursement under the Tenth Round of the PPI program. After discussion, Legal Counsel was directed to prepare applicable approving resolutions and documentation for the two transactions.

The next item of discussion was “Downtown Flags” (**Discussion Item “f”**). The Chair noted that inventory had been taken of the supply of flags stored at the Moberly Fire Department. The Chair reported that of the stored flags, only 10 remain usable. The Chair asked that \$2,000 be dedicated towards the purchase of new flags, however any final amount should be based upon an actual supplier price quote. The Chamber of Commerce and Tom Sanders agreed to work together to obtain the quote and communicate the price information to the Board.

The next item of discussion was “Promotional Service Agreement” (**Discussion Item “g”**). The Chair noted that this agreement would consolidate and expand the various downtown services provided by the Chamber of Commerce to the District and the City, revising the current Marketing Agreement and incorporating the current Tourism Agreement. Objectives of the new agreement include coordination and improvement of promotions and special events planning and budgeting. After brief discussion, Legal Counsel was directed to prepare a resolution to approve the Promotional Service Agreement to be considered at the Board’s next Regular Meeting.

The next item of discussion under “Intergovernmental Agreement” (**Discussion Item “h”**) also included discussion of earlier identified items per the Board’s revised agenda. The Chair first noted that the Car Show, Food Truck Events, and Band Funding (**Discussion Items “a”, “b”, and “c”**) had been provided for in the Cooperation Agreement for Fennel Complex Special Events approved in Resolution 2022-09. Ms. Schmitt reported that car cruise dates and food truck throw down dates have been scheduled. Band dates are a “work in progress” with the months of June, September and October scheduled to date. Moving to the Intergovernmental Agreement, the Chair noted that the Randolph County Health Department has agreed to promote, organize, and administer a seasonal farmer’s market at the Fennel Complex with only nominal support from the City and the District. After a brief discussion, Legal Counsel was directed to prepare a resolution to approve the Intergovernmental Agreement to be considered at the Board’s next Regular Meeting.

The last item of discussion was “Railroad Day Sponsorship” (**Discussion Item “I”**). The Chair reported that Moberly Rotary Club had presented a letter to Moberly City Council requesting funds for the Railroad Days Event, however, the Council had denied the request. The Chair recommended that the District provide a \$1,000 contribution to the Moberly Rotary Club for this event. After brief discussion, a motion was made by Mr. Sanders to approve an allocation of \$1,000 to support the Railroad Days event. Ms. Jeffries seconded the motion. Ayes: Bugalski, Crane, Jeffries, Sanders. Nays: None. Motion approved.

ADDITIONAL MATTERS:

Noting that all items specified on the approved amended agenda had been addressed, the Chair asked if there were any additional matters for discussion in Open Session.

Hearing none, the Chair then asked for a motion to adjourn to Closed Session. A motion was made by Mr. Bugalski and seconded by Ms. Jeffries to adjourn the meeting and to go into closed session to discuss legal matters as provided in Sections 610.021 (1) of the Missouri Revised Statutes, as amended. The results of a roll call vote on the motion were: Ayes: Sanders, Bugalski, Crane, Jeffries. Nays: None. The Chair stated that upon completion of the items in Closed Session, the Board would return to Open Session only to adjourn the meeting.

Following the Closed Session, the Board reconvened in Open Session at approximately 4:20 PM.

The Chair then asked if there were any further matters or concerns to be brought before the Board. Hearing none, the Chair then asked for a motion to adjourn. A motion was made by Mr. Sanders and seconded by Ms. Jeffries to adjourn. Ayes: Jeffries, Sanders, Bugalski and Crane. Nays: None. The meeting was adjourned at approximately 4:25 p.m.

The next regular meeting of the Board of Directors will be held on Wednesday, May 18, 2022, at 3:00 p.m. in the Moberly City Hall Conference Room.

Respectfully submitted:
Shirley Olney for Doug Sharp, Secretary