Minutes of October 16, 2019, Regular Meeting
Board of Directors of
Downtown Moberly Community Improvement District
Moberly, Missouri

The Board of Directors met in the Moberly Area Economic Development Conference room on Wednesday, October 16, 2019.

The Chair called the meeting to order at 3:00 p.m. and asked for roll call. Board members answering the roll call were: Brian Crane, Chair; Michael Bugalski and Tom Sanders. Absent: Christy Colston and Doug Sharp. Attendees included: Tom Cunningham – Legal Counsel (by conference call); Tim Brubaker, City Council Liaison; Megan Schmitt, Moberly Chamber of Commerce; Bob Ehle, local media representative; Mary Calcagno, Director of Public Utilities; Steve Calcagno and Emily Goyea-Furlong, PR Specialist/Grant Writer for the City of Moberly.

The Chair then asked for approval of the Agenda. A motion was made by Mr. Bugalski to approve the Agenda. Mr. Sanders seconded the motion. Ayes: Crane, Bugalski, Sanders; Nays: None. Agenda approved.

HEARING FROM CITIZENS:

The Chair asked if there were communications or comments received or if any persons present wished to address the Board on any matter. No other comments or communications were received.

OLD BUSINESS:

The Chair called for approval of the draft minutes of the September 18, 2019 regular meeting. A motion was made by Mr. Sanders to approve the minutes. Mr. Bugalski seconded the motion. Ayes: Crane, Bugalski and Sanders; Nays: None. Minutes approved.

NEW BUSINESS:

As a first item under New Business the Chair called for consideration of Resolution No. 2019-19: A RESOLUTION MAKING CERTAIN FINDINGS; APPROVING AND RATIFYING AN AMENDED AND RESTATED COOPERATIVE DEVELOPMENT AGREEMENT; AND PROVIDING FURTHER AUTHORITY. The Chair reminded the Board that the amended agreement under consideration would extend the term for project developers’ performance in connection with a proposal to develop approximately 35 senior citizen housing units at the vacant Moberly Junior High School building at 101 North Johnson Street within the District. The Chair recalled that as reported at the September 18 regular meeting, the developers plan to re-apply for State assistance for the project and had asked how timing on the renewed application would affect the previously approved reimbursement of the District’s Special Real Property Tax for this project. At that time Legal Counsel indicated that time for performance provided by the previously approved agreement would expire before the renewed application could be considered. Legal Counsel suggested that an amended agreement be prepared which would extend the time for developer’s performance. In light of the pendency of the re-application, Legal Counsel also observed that, at the direction of the Board, the Chair could execute and deliver an amended agreement upon the terms with the actions to be ratified by resolution at the next regular meeting of the Board. The Board had so directed and the Chair noted that Proposed Resolution 2019-19, ratifying the execution and deliver of the accompanying Amended and Restated Cooperative Agreement, is responsive to this direction. After brief discussion, a motion to approve Resolution 2019-19 was made by Mr. Bugalski, seconded by Mr. Sanders. Ayes: Crane, Bugalski and Sanders; Nays: None. Resolution 2019-19 approved.

The Chair then called for consideration of Resolution No. 2019-20: A RESOLUTION CERTAIN FINDINGS; APPROVING AND RATIFYING AN INTERGOVERNMENTAL COOPERATION AGREEMENT; AND PROVIDING FURTHER AUTHORITY. The Chair recalled that he City of Moberly in conjunction with the Moberly Chamber of Commerce has obtained various licenses
allowing for installation of decorative murals promoting the history, culture, tourism, and economics of the City’s downtown area. The City and the Chamber are seeking support funding for the mural installation. Megan Schmitt representing the Chamber reported that at this time business owners Caleb and Dusty Pollard (107 N. Williams St.) and Ms. Kitchen (Johnson Street) have each agreed to permit installation of murals on their properties. After presenting potential designs, Ms Schmitt indicated that quotes for the work had been received from Prince Sign of Laurel, offering two murals at $17,700, and from Scott Rule of Chillicothe, offering one mural at $16,500. Ms Schmitt also noted that Main Street Moberly has also obtained an expression of interest from another individual offering a rough quote for the work of between $13,750 and $17,500. At the Chair’s suggestion, the Chamber has applied to the Tourism Advisory Commission for funding of the mural installation in the amount of $5,000. The agreement between the City and the District referenced in proposed Resolution 2019-20 would provide for $12,700 to be contributed by the District. Ms Schmitt observed that a meeting at the City to consider the funding arrangement was schedule for 6 PM. Mr. Bugalski questioned whether action on the agreement should be postponed until after a decision at the 6 PM meeting and further direction was obtained for the proposal. Following brief discussion, a motion to table Resolution 2019-20 was made by Mr. Bugalski, seconded by Mr. Sanders. Ayes: Crane, Bugalski, and Sanders; Nays: None. Resolution 2019-20 tabled.

The Chair then called for consideration of Resolution No. 2019-21: A RESOLUTION DIRECTING REIMBURSEMENT IN ACCORDANCE WITH A MASTER DEVELOPMENT AGREEMENT; AND PROVIDING FURTHER AUTHORITY. As presented, the Resolution called for reimbursements of $1,138.50 from deposits made to the District’s account for the CID Sales Tax, and $0 from deposits made to the District’s account for the CID Special Property Tax, a total of $1,138.50. This amount involved an invoice from Cunningham, Vogel and Rost. After brief discussion, a motion to approve Resolution 2019-21 was made by Mr. Sanders, seconded by Mr. Bugalski. Ayes: Crane, Bugalski and Sanders; Nays: None. Resolution 2019-21 approved.

ITEMS FOR DISCUSSION:

The first item of discussion involved an update on the NID Project. Mary Calcagno indicated that she is working to finalize the list of items and individualized improvement costs with Jim Ross which will presented to the Board soon. The list will take into account findings and recommendations contained in a 2006 Jacobs report for Reed Street as well as a 2004 facility plan for water/sewer system improvements. Ms Calcagno reported that at this point engineers at Bartlett & West have inspected private lines and manholes and have noted where repairs are required. The City will notify affected property owners of repairs to be undertaken on private property. The Chair asked that costs estimates and a scope of work for the project be prepared and forwarded to Legal Counsel as soon as practicable to initiate NID financing.

The second item of discussion the Chair reviewed was Year-end Holidays activity funding. Ms Schmitt presented an initial budget for the Holiday season noting that Main Street Moberly is unable to participate this year in the Living Windows activity so the Chamber will take on this activity. Ms. Schmitt also noted that the horse drawn carriage ride is a big draw to the downtown area especially during the Living Windows event. Mr. Bugalski stated his concern of the CID board giving funding toward cash prizes. General Board discussion indicated a greater comfort level with purchases of promotional mugs or similar. After further discussion Mr. Sanders made a motion to approve an expenditure of $2000 with $1800 slated for purchase of promotional mugs and $200 for a portion of the cost of providing the carriage rides. Mr. Bugalski seconded the motion. In discussion on the motion, Mr. Sanders accepted an amendment to the effect that if carriage rides were not provided for any reason that the $200 allotment may be used for advertising of the events. Following a brief discussion Legal Counsel was directed to as prepared a resolution for action at the next regular meeting of the Board.

The third item of discussion the Chair involved an update on the 4th Street Theatre project funded under the District’s PPI program. Mr. Bugalski stated that he has had a conversation with Mr. Riley, and will be completing a Private Property Improvement Contract to help with the terra cotta work on the theatre. The Board questioned whether PPI program grants and agreements incorporate a requirement for the placement of signage acknowledging the District’s participation. Legal Counsel stated that although the requirement which was discussed in connection with the District’s
Leasing Assistance Program has been incorporated in the standard form of agreement for Leasing Assistance, the requirement has not as yet been carried over into the PPI form agreement. Legal Counsel stated that the form agreement will be revised to incorporate the signage requirement and that a revised form will be forward to Mr. Bugalski as PPI program administrator. Mr. Bugalski noted that three more contracts should be executed by the time of the next regular meeting of the Board.

The fourth item of discussion involved the possibility of expanding downtown promotion activities associated with the downtown mural proposal considered earlier by including promotional banners. The Chair introduced the issue by inviting the Chamber to offer input. Ms. Schmitt then presented potential designs, reporting that the Chamber had received quotes for the work of $500 for five banners. Ms. Schmitt also reported that Chamber has investigated and identified possible areas, buildings and locations within the downtown area suitable for placement of banners. At this time business owners Eldon Smith (217 N. 4th St), Emily Furlong (501 W. Reed St), Moberly Chamber of Commerce (211 W. Reed St), Christopher George (533 W. Coates Street), the Randolph County Historical Society (2223 N. Clark St), Done Right (122 Reed St), and Pollard Investment (505 W. Reed St) each have agreed to allow placement of banners at their premises and have executed licenses with the City of Moberly. Following brief discussion, Legal Counsel was directed to prepare an amendment to the cooperative agreement proposed in tabled Resolution 2019-20 and to draft an approving resolution for consideration at the next regular meeting of the Board.

Ms. Schmitt stated the Chamber is also considering the permanent placement of lights highlighting and outlining building masses along and across intersections at Reed St. and Coates St. As part of this investigation, the Chamber has obtained bids for the work from Butler Supply Company and from Craighead. Ms. Schmitt observed that of the two locations, Reed S., would be the less expensive because Coates St. has a number of open lots. The Chair observed that permanent easements would need to be acquired from property owners to attach the lights to their building. After further discussion the Board expressed the opinion that a revised style of lighting could help reduce costs. The Chair speculated that this work might be incorporated in the NID Project. Further discussion was deferred to the next regular meeting of the Board.

ADDITIONAL MATTERS:

No Additional Matters required the attention of the Board.

A motion was then made by Mr. Bugalski, seconded by Mr. Sanders to adjourn the meeting. Ayes: Crane, Bugalski, and Sanders; Nays: None. Meeting adjourned at 4:30 p.m.

The next regular meeting of the Board is tentatively scheduled for Wednesday, November 20, 2019 at 3:00 p.m. in the conference room at City Hall.

Respectfully Submitted: Shirley Olney, Assistant Secretary
November 7, 2019