Minutes of November 20, 2019 Regular Meeting
Board of Directors of
Downtown Moberly Community Improvement District
Moberly, Missouri

CID Board of Directors met at 3:00 p.m. in the Moberly City Hall Conference Room on Wednesday, November 20, 2019.

Brian Crane, Chair, presiding, called the meeting to order and asked for roll call. CID Board Members answering the roll call were Brian Crane, Michael Bugalski, Tom Sanders, and Doug Sharp. Christy Colson, absent. Others present included: Tim Brubaker, City Council liaison; Tom Cunningham, Legal Counsel, (by conference call); Mary Calcagno, Moberly Director of Public Utilities; Emily Goya-Furlong, Moberly Community Development Department; Michelle Greenwall and Megan Schmitt, Moberly Chamber of Commerce; and Bob Ehle and Erik Cliburn, local media representatives. The Chair announced that Shannon Hance, Deputy City Clerk, would act as Assistant Secretary for the meeting as Shirley Olney was unavailable. The Chair then announced that Christy Colson was resigning her position on the Board of Directors since her business is now outside of the District and asked for suggestions for names to be submitted to the City Council for potential appointment to fill the vacancy for the remainder of the term.

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: Bugalski, Crane, Sanders, Sharp; Nays: None. Agenda approved.

HEARING FROM CITIZENS:

The Chair asked if there were any communications or comments received or if any persons present wished to address the Board. There were none.

OLD BUSINESS:

The Chair called for approval of the minutes of the October 16, 2019 regular meeting. A motion was made by Mr. Sharp to approve the October 16, 2019 minutes. Mr. Bugalski seconded the motion. Ayes: Bugalski, Crane, Sanders, Sharp. Nays: None. Minutes approved.

NEW BUSINESS:

The Chair first called for consideration of a motion to remove Resolution No. 2019-20: A RESOLUTION CONFIRMING CERTAIN FINDINGS; APPROVING AND RATIFYING AN INTERGOVERNMENTAL COOPERATION AGREEMENT; AND PROVIDING FURTHER AUTHORITY from the Table. Legal Counsel explained that Resolution No. 2019-20 was tied to proposed Resolution No. 2019-23 in that the Resolution on the Table would approve a funding agreement for downtown murals and the proposed resolution would approve an amendment to that agreement to include funding for the installation of downtown promotional banners. Discussion ensued regarding additional sources of funding for the murals. No motion was made to bring Resolution No. 2019-20 forward. It was the consensus of the Board that, instead, action be taken on the issue of banner funding alone. Legal Counsel recommended that further discussion of this issue should await consideration of Resolution 2019-23, later in the agenda.

The Chair then called for consideration of Resolution No. 2019-22: A RESOLUTION APPROVING AND RATIFYING AN EXPENDITURE IN SUPPORT OF DOWNTOWN PROMOTION; MAKING CERTAIN FINDINGS; AND PROVIDING FURTHER AUTHORITY. After brief discussion, a motion was made by Mr.

The Chair next called for consideration of Resolution No. 2019-23: **A RESOLUTION APPROVING A FIRST AMENDMENT TO INTERGOVERNMENTAL COOPERATION AGREEMENT; AND PROVIDING FURTHER AUTHORITY.** After discussion, a motion was made by Mr. Sharp to lay Resolution No. 2019-23 on the Table. Mr. Sanders seconded the motion. Speaking on the motion, Legal Counsel recommended that at the next regular meeting Resolution No. 2019-23 could be amended to reflect approval of a stand-alone agreement for downtown banner funding. Noting that the funding amounts would not be needed until the month of December, the Board directed Legal Counsel to prepare an amended resolution and stand-alone agreement for consideration at the Board’s next regular meeting. At the conclusion of discussion, the Chair called for a vote on the motion to lay Resolution No. 2019-23 on the Table. Ayes: Bugalski, Crane, Sanders, Sharp. Nays: None. Resolution No. 2019-23 tabled.

The Chair then called for consideration of Resolution No. 2019-24: **A RESOLUTION DIRECTING REIMBURSEMENT IN ACCORDANCE WITH A MASTER DEVELOPMENT AGREEMENT; AND PROVIDING FURTHER AUTHORITY.** Following brief discussion, a motion was made by Mr. Sanders to approve Resolution No. 2019-24. Mr. Sharp seconded the motion. Ayes: Bugalski, Crane, Sanders, Sharp. Nays: None. Resolution No. 2019-24 adopted.

Items for discussion:

The Chair first called for general discussion of the Banner and Murals Project (Agenda Discussion Item #1). The Chair noted that although the murals portion of the project must await further clarification of funding sources, the banner portion could proceed. Emily Goyea-Furlong announced that the City has obtained signed agreements from downtown businesses permitting installation of banners at their locations. Mr. Bugalski asked if the banners will have the CID logo on them. Ms Goyea-Furlong confirmed they would.

The Chair then called for discussion of the NID Project (Discussion Item #2). Mary Calcagno and Mr. Sanders, representing the City of Moberly, discussed the budget and breakdown of the project which included both sewerage and street repair and improvement portions. Ms Calcagno indicated that costs and work items for the sewerage work had been sent to Legal Counsel for inclusion in ordinances required by the NID Act. The Chair observed that the underlying purpose of the NID project and associated financing was to address odor problems in respect of downtown sewerage, but not street repair issues. Ms Calcagno noted that this season’s inclement weather with an excess of 15 inches of rain has likely alleviated much of the sewerage related odor issues. The Chair requested that Ms. Calcagno and Mr. Sanders work with Bartlett & West to identify costs and scope of the street repair and improvement portions of the project with break outs of the City and CID-funded portions and to pass this information along to Legal Counsel for use in NID ordinance preparation.

The Chair then called for discussion of the status of PPI Program applications (Discussion Item #3). Mr. Bugalski acting as administrator of the PPI Program brought forth four applications for discussion which were received and scored from a scoring committee consisting of Mr. Bugalski, Lindsey McCormick of the Moberly Area Economic Development Corporation, and Aaron Decker with the City of Moberly. The properties for which applications were received include: 213 North 5th Street, 124 West Reed Street, 112 North 4th Street, and 523 West Reed Street. The total funds requested for all four projects is $18,650.00. The scoring committee has recommended funding all four projects at a total of $17,487.49 which includes a adjustment for the property at 213 North 5th Street to account for phasing of the improvements. The Board directed that Legal Counsel prepare an approving resolution for consideration at the next regular meeting.
The Chair then called for discussion of the Living Windows holiday promotion (Discussion Item #4). Megan Schmitt presented plans for “2019 Ringing in the Holiday’s” on December 7, 2019 noting that all available windows are full. Ms Schmitt reported that there will be four or five food trucks at the event and 15 pop-up vendors; Commerce Bank will host pictures with Santa; Home Care is hosting a Family Fun Zone; the Shriners will be participating; and Altrusa is hosting cookies at Trinity United Methodist Church. The total expenses are estimated to be under $2,000.00 this year: $400.00 for event insurance, $200.00 for Facebook promotion advertisements, $185.00 for supplies (hot chocolate mix and dispensers), and $660.00 for local Downtown District specialized disposable cups with a Christmas version of the Downtown District Logo. The branding displayed on the cups will be used simultaneously with other advertisements during the holiday season. Ms Schmitt noted she is still waiting on the quote for signage for the event.

As a last item the Chair called for discussion of the Pitch Pool Program (Discussion Item #5). Mr. Bugalski reminded the Board of Directors that the Program was one of four downtown economic incentive initiatives for possible CID funding, all as previously approved by the Board. Mr. Bugalski then reported on a meeting with John Meystrip of Central Bank regarding specifics of a loan pitch fund in which the CID would allocate one-time funds of $25,000.00 toward a Certificate of Deposit which would be put into a revolving revenue loan fund for applicants to draw against at a low interest rate. A committee would be created to review applications and recommend loans and amounts to the Board. This Program would be available for downtown businesses to apply for improvements in business operations and equipment, but not for building remodeling or repairs. The Board took Mr. Bugalski’s report under advisement.

ADDITIONAL MATTERS:

The Chair inquired whether there were any additional matters to be brought before the Board. Mr. Sharp asked if anyone knew specific information about the legal matters that the City of Columbia’s CID was involved in. At this time there was no more information to be shared, however, Legal Counsel offered to research the matter and to report his findings to the Board at the next meeting. The Chair noted that the next regular meeting would include a discussion on downtown building lighting.

Hearing no other business to come before the Board, the Chair called for a motion to adjourn the meeting. A motion was made by Mr. Bugalski, seconded by Mr. Sharp to adjourn the meeting. Ayes: Bugalski, Crane, Sanders, Sharp. Nays: None. The meeting was adjourned at 4:00 p.m.

The next regular meeting of the Board of Directors will be held on Wednesday, December 18, 2019 at 3:00 PM in the Moberly City Hall Conference Room.

Respectfully submitted: Shannon Hance, Deputy City Clerk, acting Assistant Secretary November 23, 2019