

AGENDA

January 8, 2019 at 8:30 a.m.
Foster Conference Room – City Hall
222 Lewis Street River Falls, WI 54022

*****Action May Be Taken On Any Of The Following Items*****

CALL TO ORDER

APPROVAL OF AGENDA/MINUTES

FINANCIAL REPORT

GRANT REQUESTS

1. None at this time

OTHER BUSINESS

2. 2019 Budget and Project Review
3. Garden Plans
4. Grant/business communication

ADJOURN

Next Meeting: February 12, 2019

MINUTES

December 11, 2018 at 8:30 a.m.
Foster Conference Room - City Hall
222 Lewis Street River Falls, WI 54022

CALL TO ORDER– Joleen Larson called the meeting to order at 8:26 a.m.

Members present: Joleen Larson, Kerri Olson, Mike Miller, Terry McKay, Chris Blasius, Lori Moran

Members Absent:, Shari Frisbee, Mike Pepin, Amy Halvorson

Others present: Kip, Luedtke, Amy Peterson

Agenda/Meeting Minutes

The agenda and the September 2018 meeting minutes were reviewed. M/S McKay/Blasius to approve the minutes; unanimous.

Financial Report

Olson reviewed the financial receipts and pending obligations. Peterson will contact St. Croix Gas regarding invoices.

Grant requests

None at this time

Other Business

- Taylor Berman and Kip Luedtke talked with the Board about the potential mural project under the Maple Street bridge. The course was popular this year and a few students have expressed further mural/art interest after completing the course. There are other “walls” downtown that would be great for murals, however under the bridge is the Board’s first priority. Luedtke expressed that time for students is tight to complete such a project during the school year. Berman talked about a panel system that would allow students to create the work over winter, then install it in spring. Peterson will discuss installation options with the city engineer. Miller reminded people to check out the mural on the service shop behind the Legion; it’s a good one. Blasius offered to help Berman coordinate with downtown businesses for interior mural options. Berman will begin site data gathering on the bridge location and will be in contact with Peterson.
- Wayfinding – Peterson updated the Board on the re-bid of the wayfinding project. The city bid implementation for 2019 and 2020. The majority of the directional wayfinding signs for downtown and major partners are included in these two years. Bids came in close to estimates and the city selected Creative Signs, a WI company to complete the work.

Next Meeting

Next meeting is January 8th at 8:30 a.m. in the Foster Room, City Hall.

ADJOURNMENT

M/S Olson/Moran to adjourn; unanimous vote at 9:05 a.m.

BID Grants Paid in 2018

Grants approved by BID and paid in 2018

Date approved			
<u>Date paid</u>	<u>Entity receiving grant</u>	<u>Use of grant money</u>	<u>Amount granted</u>
11/14/2017 02/07/2018	River City Stitch	sign grant	\$ 797.00
12/12/2017 02/23/2018	Remax Synergy	sign grant	\$ 287.00
05/08/2018 05/15/2018	Thermography of WI	sign grant	\$ 131.00
02/13/2018 06/05/2018	Dodge Properties (Glass Express)	façade grant	\$ 7,000.00
07/10/2018 07/20/2018	Boles Prop. Management	sign grant	\$ 1,000.00
07/10/2018 07/20/2018	MJE Properties, LLC (Mike Pepin)	sign grant	\$ 71.42
04/10/2018 07/25/2018	Junior's Restaurant	façade grant	\$ 6,000.00
03/13/2018 08/24/2018	Mei Mei's Cookies	sign grant	\$ 1,000.00
07/10/2018 09/11/2018	Falls Theatre	sign grant façade grant	\$ 525.00 \$ 2,038.14
		2018 sign grant total:	\$ 3,811.42
		2018 façade grant total:	\$ 15,038.14
		2018 grant total:	\$ 18,849.56

2018 BID Receipts & Disbursements

Checking Account balance forward as of December 31, 2017: \$ 25,232.46

<u>Date</u>	<u>Type</u>	<u>Check #</u>	<u>Project or Charge/Use</u>	<u>Amount</u>	<u>Balance</u>
01/12/2018	Debit	2867	Leitch Ins. Agency / liability ins.	- 600.00	\$ 24,632.46
01/31/2018	Debit	2868	Dept. of Financial Inst. / annual report filing fee	- 10.00	\$ 24,622.46
02/07/2018	Debit	2869	River City Stitch / sign grant	- 797.00	\$ 23,825.46
02/16/2018	VOID	2870	VOIDED check, incorrectly written		
02/23/2018	Debit	2871	Remax Synergy / sign grant	- 287.00	\$ 23,538.46
03/14/2018	Debit	2872	PressEnter! / web hosting	- 59.85	\$ 23,478.61
03/23/2018	Credit		2018 assessments paid to BID	+42,000.00	\$ 65,478.61
03/30/2018	Debit	2873	RF CAB/music in park sponsorship	- 1,000.00	\$ 64,478.61
05/15/2018	Debit	2874	Lori Novak (Thermography of WI)/ sign grant	- 131.00	\$ 64,347.61
06/05/2018	Debit	2875	Dodge Properties (Glass Express)/ façade grant	- 7,000.00	\$ 57,347.61
06/14/2018	Debit	2876	PressEnter! / web hosting	- 59.85	\$ 57,287.76
06/18/2018	Debit	2877	Sandy Bowen / 2 nd St gardens	- 1,300.00	\$ 55,987.76
06/29/2018	Debit	2878	Pearson's / hanging baskets	- 2,000.00	\$ 53,987.76
07/10/2018	Debit	2879	Boles Prop. Management / sign grant	- 1,000.00	\$ 52,987.76
07/10/2018	Debit	2880	Mike Pepin / sign grant	- 71.42	\$ 52,916.34
07/25/2018	Debit	2881	Cedar Hill Greenhouse / hanging baskets	- 3,163.63	\$ 49,752.71
07/25/2018	Debit	2882	Junior's Restaurant / façade grant	- 6,000.00	\$ 43,752.71
08/14/2018	Debit	2883	RF Chamber of Commerce / River Dazzle spons	- 6,000.00	\$ 37,752.71
08/24/2018	Debit	2884	Mei Mei's / sign grant	- 1,000.00	\$ 36,752.71
09/10/2018	Debit	2885	PressEnter! / web hotsing	- 59.85	\$ 36,692.86
09/10/2018	Debit	2886	USPS / PO box rental (annual renewal)	- 62.00	\$ 36,630.86
09/11/2018	Debit	2887	Falls Theatre / sign & façade grants	- 2,563.14	\$ 34,067.72
09/25/2018	Debit	2888	Mei Mei's / reception for 2 nd St gardeners	- 101.28	\$ 33,966.44
09/25/2018	Debit	2889	Junior's / reception for 2 nd St gardeners	- 56.94	\$ 33,909.50
12/11/2018	Debit	2890	City of River Falls / wayfinding implementation	- 7,000.00	\$ 26,909.50
12/21/2018	Credit		Refund from PressEnter!	+ 37.91	\$ 26,947.41
12/21/2018	Debit		Order checks	- 35.70	\$ 26,911.71

Pending BID Obligations

Grants approved by BID

<u>Date approved</u>	<u>Entity receiving grant</u>	<u>Use of grant money</u>	<u>Amount granted</u>
08/14/2018	St. Croix Gas	façade grant	\$ 6,000.00
09/11/2018	Dollar General	sign grant	\$ 1,000.00
09/11/2018	Dollar General	façade grant	\$ 1,365.35
Total to date:			\$ 8,365.35

Special Projects as outlined in "BID Board 2018 Budget"

<u>Explanation of special project</u>	<u>Estimated amount BID will contribute to project</u>
Division Street Bridge hanging baskets	\$ 1,337.00
Main Street benches/trash bins (purchase & maintenance)	\$ 2,400.00
Main Street banners/partnership with CAB	\$ 3,700.00
Building mural project (continuing & maintenance)	\$ 1,000.00
Total to date:	\$ 8,437.00

Projects – funds set aside for Main Street projects

<u>Explanation of one-time budgeted item</u>	<u>Date approved</u>	<u>Amount approved</u>
Wayfinding signage (\$4,250 in 2018; \$4,250 in 2019)	04/10/2018	\$ 4,250.00
Large Main Street projects (\$2,500 in 2018; \$2,500 in 2019)	08/14/2018	\$ 2,500.00
Total to date:		\$ 6,750.00

Summary

Pending Grants approved by BID:	\$ 8,365.35
Pending Special Projects BID participates in:	\$ 8,437.00
Pending One-Time Budgeted item:	<u>\$ 6,750.00</u>
Total pending BID obligations:	\$ 23,552.35

Balance in checking account as of 12/31/2018: \$ 26,911.71

2018 pending obligations: \$ 23,552.35

Funds available for grant requests: \$ 3,359.36

River Falls Business Improvement District "BID" Board 2019 Budget

Date: September 11, 2018
To: Julie Bergstrom, City of River Falls
From: BID Board / Joleen Larson, President
Subject: Proposed 2019 Annual Budget Projection

INCOME

Projected BID Assessment income: \$ 44,500.00

OPERATING EXPENSES:

--PO Box service fee \$ 60.00
--Liability Insurance \$ 600.00
--City of RF administrative fees \$ 2,500.00
--Misc. printing, postage & supplies \$ 500.00
--Website maintenance \$ 500.00

Total Operating Expenses: \$ 4,160.00

SPECIAL PROJECTS:

(projects supported by BID year after year)

--Music in the Park sponsorship \$ 1,000.00
--Main Street flowers/hanging baskets \$ 7,700.00
--Second Street Gardens \$ 1,500.00
--Main St. benches/trash bins
(purchase/maintenance) \$ 2,400.00
--River Dazzle parade sponsorship \$ 6,000.00
--Main St. banners \$ 3,700.00
--Building mural project/Heritage Park sign
(continuing maintenance) \$ 2,500.00

MAIN ST. PROJECTS:

(BID monies designated for projects)

--Large Main St. projects \$ 2,500.00
--Wayfinding (2nd half of BID signage) \$ 4,250.00

Total Special Projects: \$ 31,550.00

FAÇADE & SIGN GRANT FUNDING AVAILABLE: \$ 8,790.00