

**Business Loop Community Improvement District  
Board of Directors Meeting Minutes**

601 Business Loop 70 West #128  
Thursday, May 18, 2017 8:00 am

**Present:**

Paul Land  
Dave Griggs  
Vicki Kemna  
Cris Burnam

Lili Vianello  
Gary Ennis  
James Roarke-Gruender  
Carrie Gartner

Griggs opened the meeting and welcomed our two new board members Lili Vianello and James Roarke-Gruender. Vianello moved to accept the regular minutes with a small modification, Kemna seconded. Motion passed. Vianello moved to accept the Executive Committee minutes, Kemna seconded. Motion passed. Roarke-Gruender abstained from this portion stating he was not on the board at the time.

Gartner reviewed financials. Roarke-Gruender moved to accept the financials, Vianello seconded. Motion passed unanimously.

**New Business**

Review of Arcturis Proposal

Gartner explained some modifications that had been made based on board input. Specifically, the schedule for completion was extended by approximately 30 days to account for the summer months and to better allow for input from college students. Burnam stated that a 2017 completion date was an appropriate goal and that it would maintain forward momentum. Vianello recommended making it clear that the schedule was subject to adjustments.

Roarke-Gruender emphasized the public outreach portion and others agreed—not just for the general public but for the business owners, property owners, and residents (both in the district and surrounding it). Burnam emphasized the importance of explaining how tax dollars will be spent to members. Gartner outlined several methods for outreach, including but not limited to mailings, door-to-door, email and social media announcements, and visiting adjacent neighborhood association meetings with invites. Roarke-Gruender volunteered to go door-to-door as well.

Vianello asked if the city's Percent for Art program would apply to this project. Gartner explained that while specific improvements would be based on the planning process, this program only applies to construction or remodeling of city buildings so it would not apply.

Final fee numbers were not available for the meeting so a special meeting was proposed for the following week to formally approve the contract.

Budget Review

Gartner gave an overview of the budget process, a review of expected revenues, and a detailed overview of proposed expenditures. The board had previously prioritized corridor planning and the budget reflected that. Burnam, board treasurer, emphasized that corridor planning accounted for approximately 62% of the budget, reflecting board and member priorities.

Burnam also explained yearly cash flow and that they are highest in the first quarter. Griggs highlighted the conservative nature of the revenue estimates and all agreed this was the proper approach. Vianello spoke of the importance of communicating this to the public. Gartner gave a brief overview what is done in this area on a yearly basis. She also explained that, while a formal annual report is created and all budget documents placed online, we now have both the funds and the data for a "State of The Loop" report.

Roarke-Gruender recommended \$10,000 be placed in CID Establishment as a contingency for any future legal fees. Gartner said that adjustment could be made and reminded all that if it was not used, it would simply roll over into the fund balance to be used for future corridor improvements.

Vianello motioned to approve the budget with the aforementioned change. Roarke-Gruender seconded. Motion passed unanimously.

### **Directors Report**

#### Database

Gartner gave a quick overview of database management—a database of property owners and businesses necessary for outreach to members, communicating to customers, and for sales tax collection. She is currently working on major updates, although this is a constant task throughout the year.

#### Site Surveying

Gartner is also taking photos of the streets at morning rush hour and evening rush hour for a visual sense of traffic patterns. Kemna also recommended the section around Hickman around 3 pm. These photos will be useful in the planning process and will serve as good "before" photos.

### **Public Comment**

No public comment.