

## **AGENDA**

**January 9, 2018 at 8:30 a.m.  
Foster Conference Room – City Hall  
222 Lewis Street River Falls, WI 54022**

### **CALL TO ORDER**

### **APPROVAL OF AGENDA/MINUTES**

### **FINANCIAL REPORT**

### **GRANT REQUESTS**

1. None this month

### **OTHER BUSINESS**

2. Presentation on Regional Business Fund – Tobi LeMahieu, Fund Manager
3. Website update
4. Business or other updates

### **ADJOURN**

## MINUTES

December 12<sup>th</sup>, 2017 at 8:30 a.m.  
Training Room - City Hall  
222 Lewis Street River Falls, WI 54022

**CALL TO ORDER**– Joleen Larson called the meeting to order at 8:36 a.m.

**Members present:** Joleen Larson, Kerri Olson, Mike Miller, Chris Blasius, Amy Halvorson, Mike Pepin, Shari Frisbee, Terry McKay

**Members Absent:** Lori Moran

**Others present:** Amy Peterson

### Agenda/Meeting Minutes

The agenda and the November 14, 2017 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 Dollar General.

### Grant requests

Remax - 128 S Main –M/S Halvorson/Miller to approve \$287 for the sign project; unanimous.

### Other Business

- Grant application process items – Larson asked if there are application changes that anyone in the group would like to make/discuss and none were brought forward. Blasius wondered if the Regional Business Fund’s façade program may be combined with the BID grant and all thought that it could depending on the Business fund program criteria. Peterson will contact WCWRPC and ask for a business fund presentation at the January BID Board.
- Website – Blasius provided the Board another alternative for website upgrades. The Chamber has been working with Anchor Websites, LLC and provided an estimate and project examples for the Board to review. Larson stated that it would be good for the Board to complete a website upgrade so that it could be the “go to” site for downtown and more of a resource than it is now. A fresh look and increased content would go a long way. Larson will contact the current website vendor to discuss, prior to the Board making a decision.
- Business or other updates – Peterson reminded Terry, Shari, Kerri and Lori that their terms are up this month. Please provide a letter/email to the Mayor if you would like to continue on the Board, or let us know if you are no longer interested. Downtown updates were discussed amongst the group.

### Next Meeting

Next meeting is December 12, 2017 at 8:30 a.m. in the Foster Room, City Hall.

### ADJOURNMENT

Meeting adjourned at 9:35 a.m.

## 2017 BID Receipts & Disbursements

Checking Account balance forward as of December 31, 2016: \$ 34,315.29

<u>Date</u>	<u>Type</u>	<u>Check #</u>	<u>Project or Charge/Use</u>	<u>Amount</u>	<u>Balance</u>
01/03/2017	Debit	2831	Display Sales / banner hangers	- 1,764.00	\$ 32,551.29
01/05/2017	Debit	2832	Leitch Ins. Agency / liability ins.	- 600.00	\$ 31,951.29
01/06/2017	Debit	2833	QUI YUN ZHANG / façade grant (Song Garden)	- 6,000.00	\$ 25,951.29
01/12/2017	Debit	2834	Jim MacTavish / sign grant (Sunshine Acup.)	- 392.00	\$ 25,559.29
01/28/2017	Debit	2835-e.check	Dept. of Financial Inst./annual report filing fee	- 10.00	\$ 25,549.29
01/31/2017	Credit	2830	Dustin Dodge/Misplaced check (not redeemed)	+ 1,000.00	\$ 26,549.29
01/31/2017	Debit	2836	Dustin Dodge/sign grant (Swinging Br.Brew) Check reissued (misplaced check)	- 1,000.00	\$ 25,549.29
02/13/2017	Debit	2837	Darby LLC	- 997.50	\$ 24,551.79
02/28/2017	Credit		Assessments from City	+ 42,000.00	\$ 66,551.79
03/22/2017	Debit	2838	PressEnter / web hosting	- 59.85	\$ 66,491.94
03/28/2017	Debit	2839	Brilliant Impact / website updates	- 76.13	\$ 66,415.81
04/24/2017	Debit	2840	RF CAB / annual sponsorship	- 1,000.00	\$ 65,415.81
05/01/2017	Credit	2827	Steve Trebus/Misplaced check (not redeemed)	+ 500.00	\$ 65,915.81
05/01/2017	Debit	2841	Steve Trebus/ façade grant (full amount)	- 796.96	\$ 65,118.85
06/13/2017	Debit	2842	Terry McKay / sign grant	- 83.11	\$ 65,035.74
06/16/2017	Debit	2843	PressEnter / web hosting	- 59.85	\$ 64,975.89
06/28/2017	Debit	2844	Sandy Bowen / 2 <sup>nd</sup> St gardens	- 1,500.00	\$ 63,475.89
07/03/2017	Debit	2845	Pearson Florist / hanging baskets	- 2,100.00	\$ 61,375.89
07/12/2017	Debit	2846	Adoray (Treasures) / sign grant	- 841.40	\$ 60,534.49
08/02/2017	Debit	2847	Clear Lake Iron Works / brackets for h.baskets	- 432.00	\$ 60,102.49
08/04/2017	Debit	2848	Sherri Wells / sign grant	- 565.60	\$ 59,536.89
08/08/2017	Debit	2849	RF Chamber / River Dazzle sponsorship	- 6,000.00	\$ 53,536.89
08/08/2017	Debit	2850	David Markson / mural start-up costs	- 1,000.00	\$ 52,536.89
09/08/2017	Debit	2851	PressEnter / web hosting	- 59.85	\$ 52,477.04
10/02/2017	Debit	2852	Falls Theatre / sign & façade grant	- 2,021.08	\$ 50,455.96
10/10/2017	Debit	2853	US Postal Service / PO box rent (annual)	- 62.00	\$ 50,393.96
10/10/2017	Debit	2854	VOIDED CHECK/over payment to Cedar Hill		
10/10/2017	Debit	2855	Cedar Hill Greenhouse/flowers&baskets	- 2,003.96	\$ 48,390.00
10/12/2017	Credit	2852	Falls Theatre/Misplaced check (not redeemed)	+ 2,021.08	\$ 50,411.08
10/12/2017	Debit	2856	Falls Theatre/ sign & façade grant Check reissued (misplaced check)	- 2,021.08	\$ 48,390.00
10/17/2017	Debit	2857	Nathan Newes-Opatz / sign & façade grant (128 S. Main St.)	- 1,204.40	\$ 47,185.60
10/30/2017	Debit	2858	US Postal Service / PO box rent (late fee)	- 22.00	\$ 47,163.60
10/30/2017	Debit	2859	David Markson / mural project	- 3,500.00	\$ 43,663.60
10/30/2017	Debit	2860	RF Insurance Center / sign & façade grant	- 4,094.29	\$ 39,569.31
11/03/2017	Debit	2861	Jim MacTavish / sign grant (Sunshine Acup.)	- 42.00	\$ 39,527.31
11/14/2017	Debit	2862	Lori's Salon & Day Spa / façade grant	- 6,000.00	\$ 33,527.31
12/07/2017	Debit	2863	Castro Corp. (Burrito Express) / façade grant	- 5,000.00	\$ 28,527.31

12/13/2017	Debit	2864	Jim Leske (Dollar General) / façade grant	- 2,235.00	\$ 26,292.31
12/13/2017	Debit	2865	PressEnter / web hosting	- 59.85	\$ 26,232.46
12/28/2017	Debit	2866	Castro Corp. (Burrito Express)/sign grant	- 1,000.00	\$ 25,232.46

## BID Grants Paid in 2017

### Grants approved by BID and paid in 2017

Date approved	Entity receiving grant	Use of grant money	Amount granted
<b>Date paid</b>			
09/13/2016 <b>01/06/2017</b>	QUI YUN ZHANG (Song Garden)	façade grant	\$ 6,000.00
12/13/2016 <b>01/12/2017</b>	Sunshine Traditional Chinese Acupuncture	sign grant	\$ 392.00
01/10/2017 <b>02/13/2017</b>	Darby LLC	façade grant	\$ 997.50
11/08/2016 <b>05/01/2017</b>	Steve Trebus	façade grant	\$ 796.96
12/13/2016 <b>07/12/2017</b>	Adoray's (Treas from Heart)	sign grant	\$ 841.40
08/08/2017 08/08/2017 <b>10/02/2017</b>	Falls Theatre Falls Theatre	sign grant façade grant	\$ 909.30 \$ 1,111.78
06/14/2017 06/14/2017 <b>10/17/2017</b>	128 S. Main St 128 S. Main St	sign grant façade grant	\$ 1,000.00 \$ 204.40
10/10/2017 10/10/2017 <b>10/31/2017</b>	RF Insurance Center RF Insurance Center	sign grant façade grant	\$ 711.54 \$ 3,382.75
05/09/2017 <b>11/03/2017</b>	Sunshine Traditional Chinese Acupuncture	sign grant	\$ 42.00
11/08/2016 <b>11/14/2017</b>	Lori's Salon & Day Spa	façade grant	\$ 6,000.00
06/14/2017 <b>12/07/2017</b>	Burrito Xpress	façade grant	\$ 5,000.00

09/05/2017 <b>12/13/2017</b>	Dollar General	façade grant	\$ 2,235.00
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06/14/2017 <b>12/28/2017</b>	Burrito Xpress	sign grant	\$ 1,000.00
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**2017 sign grant total: \$ 4,896.24**

**2017 façade grant total: \$ 25,728.39**

**2017 grant total: \$ 30,624.63**

**2017 sign grant total: \$**

**2017 façade grant total: \$**

**2017 grant total: \$**

## 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>
11/14/2017	River City Stitch	sign grant	\$ 797.00
12/12/2017	Terry McKay	sign grant	\$ 287.00
		<b>Total to date:</b>	<b>\$ 1,084.00</b>

### Special Projects as outlined in "BID Board 2017 Budget"

<u>Explanation of special project</u>	<u>Estimated amount BID will contribute to project</u>
Division Street Bridge hanging baskets (start-up costs, this year only)	\$ 2,530.00
Main Street benches/trash bins (purchase & maintenance)	\$ 2,400.00
Main Street banners/partnership with CAB	\$ 3,736.00
Building mural project (continuing & maintenance)	\$ 500.00
Heritage Park sign (maintenance)	\$ 200.00
Large Main Street projects	\$ 2,500.00
Wayfinding implementation (one-time budgeted item; approved 02/14/2017)	\$ 7,000.00
	<b>Total to date: \$ 18,866.00</b>

### Summary

Pending Grants approved by BID:	\$ 1,084.00
Pending Special Projects BID participates in:	<u>\$ 18,866.00</u>
Total pending BID obligations:	\$ 19,950.00
<b>Balance in checking account as of 12/28/17:</b>	<b>\$ 25,232.46</b>
<b>2017 pending obligations:</b>	<b><u>\$ 19,950.00</u></b>
<b>Funds available for grant requests:</b>	<b>\$ 5,282.46</b>