

City of River Falls Business Improvement District



AGENDA

June 13, 2023 at 8:30 a.m.
City Hall – Foster Conference Room
222 Lewis Street River Falls, WI 54022

CALL TO ORDER

APPROVAL OF AGENDA/MINUTES

March 21, 2023, BID Meeting Minutes

FINANCIAL REPORT

BID Financials

GRANT APPLICANTS

OTHER BUSINESS

1. Façade Loan Review Committee
2. Website Update
3. Hanging baskets and 2nd St Gardens
4. River Falls Day Discussion

ADJOURN

Next Meeting: July 11, 2023 8:30 a.m.

NOTE: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials to be in an accessible location or format, may contact City Clerk Amy White at (715) 426-3408 or in person at 222 Lewis Street, for accommodations. Requests for accommodations should be made at least three (3) business days in advance of the meeting. Every effort will be made to arrange accommodations.

BID Board Chair: Joleen Larson
BID Staff: Sam Burns

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MINUTES

March 21, 2023 at 8:30 a.m.
Foster Conference Room – City Hall
222 Lewis Street River Falls, WI 54022

Members present: Terry McKay, Joleen Larson, Amy Freeman, Heidi Hanson

Members Absent: Mike Pepin, Amy Halvorson, Vince Seidling, Kerri Olson, Mike Miller, Russ Korpela

Others present: Shawn Olson

CALL TO ORDER– Larson called the meeting to order at 8:33 a.m.

Agenda/Meeting Minutes

The meeting minutes for the January 2023 meeting were approved. **Unanimous**

Financials

The BID Financials were approved. **Unanimous**

Grant Applications

202 N Main St – Glass Express

Shawn Olson from Glass Express provided some information on their project of replacing their building awning. Shawn also described his intent to replace a glass panel and do the labor himself. The board stated he was eligible for 35% of those costs. Shawn will provide the receipts after the work is completed. The applicant is seeking \$1,000 for the awning and potentially more for the single pane. **Unanimous.**

120/122 S Main St – Swinging Bridge

Heidi Hanson is a part owner of the building and provided background on the project. The business is looking to replace the upper windows with new glass, add double doors, remove the concrete planters, and restore the base of the building. The applicant is seeking \$6,000 in grant applicants. Heidi Hanson abstained from the vote. **Unanimous.**

Potato Soup Crawl Request

Terry McKay told the board that River Falls Business leaders were looking to plan activities to celebrate St. Patrick's Day. McKay reported that BID Board received a request to provide money for the Potato Soup Crawl Participants. A discussion was had on the costs of making potato soup. The group originally requested \$4,000 and the Board felt that it was too much of an ask. The board agreed on a \$2,000 donation to the Potato Soup Crawl. **The donation was approved 7-1.**

BID Board Website

Planner Burns provided the quotes from two vendors to host and update the BID Board's website. A discussion on what features the website should have had, and the costs that would result. The group opted to table the discussion until the next meeting when more members were present.

Murals and Public Art

Planner Burns provided the updated language for Murals and Public Art that was discussed during the last meeting. The updated language provides a maximum of \$6,000 for businesses that are looking to paint murals on their buildings. The board opened a vote to adopt the language. **Unanimous.**

Next meeting

The group had a discussion on the meeting date for the month of March. Many members were going to be absent on the 14th. The Board decided to change next month's meeting date to March 21st at the same time and location.

ADJOURNMENT

Vote to adjourn at 8:45; **Unanimous**

2023 BID Receipts & Disbursements

Checking Account balance forward as of December 31, 2022: \$ 63,840.46

<u>Date</u>	<u>Type</u>	<u>Check #</u>	<u>Project or Charge/Use</u>	<u>Amount</u>	<u>Balance</u>
1/23/2023	Debit	2965	West Bend Ins Co / liability ins	\$ 565.00	\$ 63,275.46
2/24/2023	Debit	2966	RF CAB / Music in the Park sponsorship	\$ 1,000.00	\$ 62,275.46
2/28/2023	Debit	2967	DFI e-check / annual report filing fee	\$ 25.00	\$ 62,250.46
3/8/2023	Debit	2968	RF Business Leaders / potato crawl	\$ 2,000.00	\$ 60,250.46
3/9/2023	Credit		Assessment from City of RF	+ \$42,000.00	\$102,250.46
4/5/2023	Debit	2969	Hub70 / façade grant	\$ 532.55	\$101,717.91
4/19/2023	Debit	2970	Anchor Websites, LLC / website	\$ 1,092.50	\$100,625.41

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>
4/12/2022	Tarnation Tavern	sign & façade grants	\$ 7,000.00
6/14/2022	Edward Jones	façade grant	\$ 6,000.00
6/14/2022	Junior's	sign grant	\$ 1,000.00
1/10/2023	Kinni Properties	sign & façade grants	\$ 7,000.00
2/14/2023	Glass Express	sign grant	\$ 1,000.00
2/14/2023	Swinging Bridge	façade grant	\$ 6,000.00
Total to date:			\$ 28,000.00

Operating Expenses as outlined in "BID Board 2023 Budget"

PO Box service fee	\$ 74.00
Liability insurance	\$ 600.00
Misc. printing, postage & supplies	\$ 500.00
Website maintenance	\$ 1,000.00
Total to date:	\$ 2,174.00

Special Projects as outlined in "BID Board 2023 Budget"

<u>Explanation of special project</u>	<u>Estimated amount BID will contribute to project</u>
Main Street flowers / hanging baskets	\$ 7,700.00
Second Street gardens	\$ 1,500.00
Main Street benches/trash bins	\$ 2,400.00
River Dazzle sponsorship	\$ 6,000.00
Building mural projects/Heritage Park sign (continuing maintenance)	\$ 1,000.00
Total to date:	\$ 18,600.00

Projects – funds set aside for Main Street projects

<u>Explanation of one-time budgeted item</u>	<u>Date approved</u>	<u>Amount approved</u>
Large Main Street projects (\$2,500 in 2018; \$2,500 in 2019; \$2,500 in 2020; \$2,500 in 2021; \$2,500 in 2022; \$2,500 in 2023)	08/14/2018	\$ 15,000.00
Building mural project (partner with RFHS) (\$2,500 in 2022)	09/10/2019	\$ 2,500.00
Total to date:		\$ 17,500.00

Summary of BID Obligations

Pending Grants approved by BID:	\$ 28,000.00
Operating Expenses:	\$ 2,174.00
Pending Special Projects:	\$ 18,600.00
Pending One-Time Budgeted items:	<u>\$ 17,500.00</u>
Total pending BID obligations:	\$ 66,274.00

Balance in checking account as of 5/31/2023:	\$100,625.41
2023 pending obligations:	<u>\$ 66,274.00</u>
Funds available for grant requests:	\$ 34,351.41