

AGENDA

Dickman Road Business Improvement District

Board of Directors

THURSDAY November 7, 2024 – 8:30 AM

**MEETING LOCATION – Department of Public Works Conference Room 204
150 S. Kendall Street**

- Call to Order: by Chair
- Welcome and introductions (as needed)
- Approval of minutes: May 2, 2024 (action required)
- Financials:
 - Interim financials through 3 months
 - Preliminary FY 2024 year-end financials
- Old Business
 - Insurance (property coverage policy) alternative coverage
 - Dickman Rd ROW cleanup
- New Business
 - Springfield car show sponsorship
 - Public safety update (introduction of new downtown officer)
 - Banner maintenance
- Comments by the public
- Board Member Comments
- Adjourn

Attachments:

- Agenda
- Meeting minutes, May 2, 2024
- Interim financials FY 25
- Preliminary FY 2024 year-end financials
- Springfield car show sponsorship request

Upcoming meetings: February 6, 2025, Department of Public Works – Room 204

**DICKMAN ROAD
BUSINESS IMPROVEMENT DISTRICT BOARD MEETING
May 02, 2024**

At the Thursday, May 02, 2024 meeting of the Dickman Road Business Improvement District Board held at 8:30 a.m., the following attended: Scott Baxter, Jim DeMaagd, Todd Gerber, Tim Kool and Gary Minneman. Excused: Vester Davis Jr, Clayton Hulsey and

Also in attendance: John Hart, Officer Smith CCS, and Officer Dowley BCPD

Chair – Gary Minneman called the meeting to order at 8:34 AM. Jim DeMaagd arrived at 8:48

Welcome and Introductions

NONE

Board Appointment/Resignation

NONE

Approval of Minutes – Meeting February 01, 2024

Baxter/Kool

Review/Approval of Interim Financials - 9 Months

Kool/DeMaagd

Review/Approval of Fiscal Year 2025 Budget

Kool/DeMaagd

OLD BUSINESS:

Gas Station Demolition

Staff/Hart informed the Board of the City's effort to remove blight by demolition of the property located at 3 Spring Street. The vacant and abandoned structures have been removed and the site cleaned up. The hard surfaces remain.

Dickman Road ROW Cleanup – Staff/Hart gave update on Turfworks progress on the spring cleanup and reviewed an initiative to cut back vegetation from the sidewalks within the district and to remove brush from a vacant lot at S. Kendall and W. Dickman. The Board approved to spend up to \$5,000 to do both projects.

Approval of \$5,000 Landscaping Expense

Minnemen/DeMaagd

NEW BUSINESS:

Police Department Update – CCPD Officer Dowley reported that KIA thefts were up. CCS Officer Smith reported that there is potential for businesses within the corridor to work with County Dispatch through a letter of understanding to review their camera footage to investigate criminal activity. He will follow up as soon as there is additional information to share with the board and staff.

Air Show Dealership Support – Staff/Hart presented the marketing and sponsorship opportunities for the Field of Flight Airshow. The Board chose to continue to support the event with dealership cars and to pay for the cost of cleaning and detailing them upon return, as they have done in the past at \$200 per car. They also agreed to a balloonist carrying the Motor Mile banner at \$600.

Approval of \$600 Marketing Expense for Balloonist Display of Banner at Airshow

Approval of \$200 per Vehicle for Cleaning and Detailing of Dealerships cars upon their return from use at the Airshow (approximately 35 vehicles)

Minnemen/DeMaagd

Insurance (property coverage policy) – Discussion – Staff/Hart shared with the Board that staff was meeting with an alternative insurance agency to get competitive quotes on their existing insurance policy.

Board Member Comments:

None

Adjournment:

The meeting adjourned at 9:10

The next Board Meeting is Thursday August 1, 2024 at 8:30 a.m. Department of Public Works – Room 204

Financial Report of the
Dickman Road Busiess Improvement District (BDD)

192.50.9323

	Budget for the Year ending 30-Jun-25	Actuals (Pending Audit) 30-Sep-24	Differential
REVENUE			
SPECIAL ASSESSMENTS			
City of Springfield	22,000		(22,000)
City of Battle Creek	40,111	1,768	(38,343)
Misc. (investment) income	-		-
TOTAL REVENUE	<u>62,111</u>	<u>1,768</u>	<u>(60,343)</u>
EXPENSES			
Administrative & Project Management Fees	12,000	3,000	(9,000)
General Marketing	12,000	600	(11,400)
Legal Services	500	-	(500)
Matching Grants (signage, landscaping)	2,500	-	(2,500)
Utilities	-	157	157
Physical Improvements/Maintenance	<u>35,000</u>	<u>4,939</u>	<u>(30,061)</u>
TOTAL EXPENSES	<u>62,000</u>	<u>8,696</u>	<u>(53,304)</u>
NET SURPLUS/(DEFICIT)	<u>111</u>	<u>(6,928)</u>	<u>(7,039)</u>
Balance carried forward	118,707	118,818	
Ending Balance	<u>118,818</u>	<u>111,890</u>	<u>(7,039)</u>

* Note: Authorized matching grants:

Financial Report of the
Dickman Road Business Improvement District (BDD)
(Preliminary Year End - Fiscal Year 2024)

192.50.9323

	Budget for the Year ending 30-Jun-24	Actuals (Pending Audit) 30-Jun-24	Differential
REVENUE			
SPECIAL ASSESSMENTS			
City of Springfield	22,000	23,377	1,377
City of Battle Creek	26,000	25,080	(920)
Misc. (investment) income	-	76	76
TOTAL REVENUE	48,000	48,533	533
EXPENSES			
Administrative & Project Management Fees	12,000	12,000	-
General Marketing	12,000	11,941	(59)
Legal Services	500	-	(500)
Matching Grants (signage, landscaping)	1,500	758 *	(742)
Utilities	660	1,066	406
Physical Improvements/Maintenance	32,000	29,852	(2,148)
TOTAL EXPENSES	58,660	55,617	(3,043)
NET SURPLUS/(DEFICIT)	(10,660)	(7,084)	3,576
Balance carried forward	125,791	118,707	
Ending Balance	115,131	111,623	3,576

* Note: Authorized matching grants:

Ted E. Dearing

From: Vester Davis, Jr. <VDavis@springfieldmich.com>
Sent: Wednesday, July 31, 2024 3:19 PM
To: Ted E. Dearing
Cc: Patricia Worden; John J. Hart
Subject: RE: Dickman Rd. BID board appointment

I've been reminded that the BID board has approved a \$1,000 sponsorship for the Springfield car show. Can this request be on the next meeting agenda?

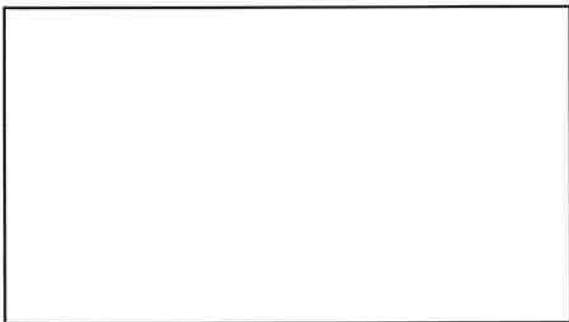
Vester Davis, Jr.
He/Him/His
City Manager
City of Springfield
601 Avenue A
Springfield, MI 49037
Office: (269) 441-9271
Fax: (269) 965-0114
vdavis@springfieldmich.com
www.springfieldmich.com



CONFIDENTIALITY NOTICE: This email is confidential and is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. The City of Springfield will not accept responsibility for information, errors or omissions contained in it. If you received this email in error, please inform us by reply. No legally binding commitments are, or will be, created by this email. All email received and sent by us may be monitored to protect the business interests of the City of Springfield.

From: Ted E. Dearing <TEDearing@battlecreekmi.gov>
Sent: Wednesday, July 31, 2024 3:16 PM
To: Vester Davis, Jr. <VDavis@springfieldmich.com>
Cc: Patricia Worden <psworden@battlecreekmi.gov>; John J. Hart <jjhart@battlecreekmi.gov>
Subject: RE: Dickman Rd. BID board appointment

Thanks Vester.



From: Vester Davis, Jr. <VDavis@springfieldmich.com>
Sent: Wednesday, July 31, 2024 3:07 PM
To: Ted E. Dearing <TEDearing@battlecreekmi.gov>