

City of River Falls Business Improvement District



AGENDA

August 13, 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. Erin Tomlinson, 119 S Main St, Tomlinson Financial Services, Inc., power wash and repaint

OTHER BUSINESS

2. Wayfinding Overview
3. BID Survey/Business Communication - Discussion
4. BID Board membership and photo
5. Next month
 - 2020 BID Budget Discussion and Action,
 - Mike Noreen, downtown sound system

ADJOURN

Next Meeting: September 10, 2019, 8:30 a.m.

MINUTES

July 9, 2019 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 8:35 a.m.

Members present: Joleen Larson, Terry McKay, Kerri Olson, Mike Miller, Jodi Nelson

Members Absent: Amy Halvorson, Mike Pepin, Lori Moran

Others present: Sam Wessel

Agenda/Meeting Minutes

The agenda and the June 2019 meeting minutes were reviewed. M/S McKay/Miller to approve the minutes; unanimous.

Financial Report

Financials were reviewed; Larson explained that only \$750 was left in BID funding for 2019, which won't be recharged until March 2020. In special cases, the BID Budget may be amended to move discretionary funds to the general fund for big projects.

Grant requests

1. Jon Longsdorf, 112 S Main St, The Barber Shop. City Staff updated the BID Committee that the sign had already been installed, when previously it was thought that it was still being designed. The committee confirmed the applicant can still receive grant funding because the project was completed in 2019, contingent on pulling a sign permit.

Other Business

1. BID Survey/Business Communication

Larson presented the postcards and the committee divided a map the BID district for each BID Committee member to choose an area to distribute the postcard/survey.

2. BID Board Membership and Photo

This item will be completed later when more board members are present.

Other

The BID Committee welcomed its newest member, Jodi Nelson.

Next Meeting

Next meeting is August 13 at 8:30 a.m. in the Foster Room, City Hall.

ADJOURNMENT

M/S Larson/McKay to adjourn; unanimous vote at 9:45 a.m.

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>
09/11/2018	Dollar General	façade grant	\$ 1,365.35
03/12/2019	Kristin Jepson/State Farm	sign grant	\$ 770.00
03/12/2019	Kristin Jepson/State Farm	façade grant	\$ 2,397.50
05/14/2019	Bo's N Mine	sign grant	\$ 1,000.00
05/14/2019	Bo's N Mine	façade grant	\$ 6,000.00
06/11/2019	Kinni Valley Chiropractic	façade grant	\$ 1,246.87
06/11/2019	The Barber Shop	sign grant	\$ 157.40
06/11/2019	The Barber Shop	façade grant	\$ 1,488.08
06/11/2019	Best Western Plus	façade grant	\$ 6,000.00
Total to date:			\$ 20,425.20

Special Projects as outlined in "BID Board 2019 Budget"

<u>Explanation of special project</u>	<u>Estimated amount BID will contribute to project</u>
Main Street flowers / hanging baskets	\$ 3,180.00
Second Street gardens	\$ 502.25
Main Street benches / trash bins (purchase/maintenance)	\$ 2,400.00
River Dazzle parade sponsorship	\$ 6,000.00
Main Street banners	\$ 3,700.00
Building mural projects/Heritage Park sign (continuing maintenance)	\$ 2,500.00
Total to date:	\$ 18,282.25

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	\$ 8,500.00
Large Main Street projects (\$2,500 in 2018; \$2,500 in 2019)	08/14/2018	\$ 5,000.00
Total to date:		\$ 13,500.00

Summary

Pending Grants approved by BID:	\$ 20,425.20
Pending Special Projects BID participates in:	\$ 18,282.25
Pending One-Time Budgeted items:	<u>\$ 13,500.00</u>
Total pending BID obligations:	\$ 52,207.45

Balance in checking account as of 7/25/2019:	\$ 53,440.95
2019 pending obligations:	<u>\$ 52,207.45</u>
Funds available for grant requests:	\$ 1,233.50

BID Grants Paid in 2019

Grants approved by BID and paid in 2019

Date approved			
<u>Date paid</u>	<u>Entity receiving grant</u>	<u>Use of grant money</u>	<u>Amount granted</u>
9/11/2018 3/14/2019	Jim Leske/Dollar General	sign grant	\$ 1,000.00
5/14/2019 5/31/2019	Portfolio Design Services	sign grant	\$ 399.00
8/14/2018 6/20/2019	St. Croix Gas	façade grant	\$ 6,000.00
6/11/2019 7/11/2019	The Dance Project	sign grant	\$ 238.00
3/12/2019 7/25/2019	Inspiring Actions Yoga	sign grant	\$ 344.51
		2019 sign grant total:	\$
		2019 façade grant total:	\$
		2019 grant total:	\$

2019 BID Receipts & Disbursements

Checking Account balance forward as of December 31, 2018: \$ 26,911.71

<u>Date</u>	<u>Type</u>	<u>Check #</u>	<u>Project or Charge/Use</u>	<u>Amount</u>	<u>Balance</u>
01/02/2019	Debit	2891	Leitch Ins. Agency / liability ins.	- 540.00	\$ 26,371.71
02/13/2019	Debit	e-check	WI DFI / annual report filing fee	- 10.00	\$ 26,361.71
03/05/2019	Credit		Assessment fees from City of RF	+ 42,000.00	\$ 68,361.71
03/14/2019	VOID	2892	error in amount		
03/14/2019	Debit	2893	Jim Leske (Dollar General) / sign grant	- 1,000.00	\$ 67,361.71
05/07/2019	Debit	2894	Eckert's Greenhouse/plugs for planters	- 145.78	\$ 67,215.93
05/07/2019	Debit	2895	Community Arts Base/music in park sponsor	- 1,000.00	\$ 66,215.93
05/28/2019	Debit	2896	UWRF Greenhouse/second st gardens	- 188.75	\$ 66,027.18
05/31/2019	Debit	2897	Portfolio Design Services / sign grant	- 399.00	\$ 65,628.18
06/11/2019	Debit	2898	Hub70 / postcards	- 129.77	\$ 65,498.41
06/11/2019	Debit	2899	Joleen Larson / reimburse web hosting cost	- 145.95	\$ 65,352.46
06/18/2019	Debit	2900	Pearson's / hanging baskets (25)	- 2,500.00	\$ 62,852.46
06/20/2019	Debit	2901	St. Croix Gas / façade grant	- 6,000.00	\$ 56,852.46
07/11/2019	Debit	2902	The Dance Project / sign grant	- 238.00	\$ 56,614.46
07/16/2019	Debit	2903	Barnyard Botanicals / 2 nd St gardens	- 809.00	\$ 55,805.46
07/25/2019	Debit	2904	Inspiring Actions Yoga / sign grant	- 344.51	\$ 55,460.95
07/25/2019	Debit	2905	Cedar Hill Greenhouse / hanging baskets (20)	- 2,020.00	\$ 53,440.95

**River Falls Main Street BID Board
Façade & Sign Grant Application**

Owner's Name: Erin Tomlinson Phone #: 715-425-6611
 Applicant/Agent's Name: "
 Business/Building: Tomlinson Financial
 Address of Project: 119 S Main RF
 Daytime Phone: above Fax: _____
 Email: Erin@erin.tomlinson.com

- Project Description: Powerwash and paint building and trim
- Goal of Project: update
- Project Time Frame: within the next 3 months
- Estimated Cost of Project: \$825

5. Grant Amount Requested

Signs & Awnings	\$
Building Façade & Exteriors	\$ <u>288.75</u>
Total	\$

- Have you contacted the City of River Falls and received approval from the Community Development Department or Design Review Committee? YES / NO
- Name of your Architect, Designer, and Contractor: (if applicable) Jim DeBeau
- Certificate of Insurance (with the City of River Falls as a notified party) must be obtained and submitted **before** the project is started, with a minimum liability limit of \$300,000.

The application must be completed and signed. ALL related documentation must be submitted prior to consideration.

I understand and agree to comply with all applicable codes, conditions of the Grant Agreement and conditions of approval. I certify that the above and attached information is accurate.

Applicant Signature Erin Tomlinson Date: 3 July 2019

Print Name Erin Tomlinson

For City and BID use:

Date complete application received: _____
 City or DRC approval date: _____
 BID Board approval date: _____ Amount Approved: \$ _____
 Conditions of Grant Approval: _____

Subject: Re: Estimate for labor and materials

Date: Tuesday, July 2, 2019 at 12:15:51 PM Central Daylight Time

From: James Du Beau

To: Erin Tomlinson

Power wash \$200
by Adam Larson

Tomilson Building
119 South Main
River Falls , WI

The following is for painting exterior front siding and trim . Painting backside siding and trim.

Work to be done is spot prime as needed and finish coat.

Materials included are Behr Marquee exterior for all trim and siding. Materials to tape off and protect surfaces that are not to be painted.

Total cost \$535

Jim Du Beau Painting

106 East Elm

River Falls , WI

Hope this is what you are looking for if not I'm not sure what you need.

Sent from my iPhone

On Jul 1, 2019, at 7:36 PM, Erin Tomlinson <Erin@erintomlinson.com> wrote:

Itemized via e mail. I don't want an incomplete bid. Thank you.

Get [Outlook for iOS](#)

From: James Du Beau <dyemonjim@yahoo.com>

Sent: Monday, July 1, 2019 6:07:42 PM

To: Erin Tomlinson

Subject: Re: Estimate for labor and materials

Do they need an itemized material list and can it be email or do you need a hard copy

Sent from my iPhone

> On Jul 1, 2019, at 12:23 PM, Erin Tomlinson <Erin@erintomlinson.com> wrote:

>

> Jim,

>

> I need the complete bid ASAP as I am applying for a grant, not just materials to complete job.

Thank you.

>

> Erin J Tomlinson

> www.erintomlinson.com

> 715-425-6611

> Tomlinson Financial

> Balancing your financial life

> Financial Advisor/Retirement Plan Consultant



SECURA INSURANCE, A Mutual Company

P. O. BOX 819 APPLETON, WI 54912-0819

BUSINESSOWNERS POLICY

RENEWAL DECLARATION

POLICY NO. 20-BP-003105989-8/000
RENEWAL OF 20-BP-003105989-7

NAMED INSURED AND MAILING ADDRESS

AGENCY AND MAILING ADDRESS 484231 01

TOMLINSON FINANCIAL SERVICES INC
119 S MAIN ST
RIVER FALLS WI 54022

REIS INS AGY INC
220 S MAIN ST
PO BOX 195
RIVER FALLS WI 54022

POLICY PERIOD: From 09/14/2018 to 09/14/2019
ATTACH THIS RENEWAL DECLARATION TO YOUR POLICY.

BUILDING-1

PREM. NO. 1 BLDG. NO. 1
119 S MAIN ST RIVER FALLS WI 54022

ACCOUNTING AUDITING & BOOKKEEPING

CLASS: 87211 ACCOUNTING, AUDITING, AND BOOKKEEPING
DEDUCTIBLE:\$ 500

BASIC COVERAGES FORM TYPE: SPECIAL

BUILDING
EXTERIOR BUILDING GLASS

BASIS: REPLACEMENT COST
AUTOMATIC INCREASE IN INSURANCE: 6%
OPTIONAL COVERAGE/EXTERIOR BUILDING GLASS DEDUCTIBLE: \$ 250

BUSINESS PERSONAL PROPERTY

BASIS: REPLACEMENT COST
OPTIONAL COVERAGE/EXTERIOR BUILDING GLASS DEDUCTIBLE: \$ 250

BUSINESS INCOME

LIMIT
\$
276,000
INCLUDED

15,500

ACTUAL LOSS SUSTAINED

PREM. NO. 1 BLDG. NO. 1

SELECTED COVERAGES

MONEY & SECURITIES

ACCOUNTS RECEIVABLE

VALUABLE PAPERS

BUSINESS PROTECTOR PLUS ENDORSEMENT, BPE0671

LIMIT
\$

5,000 ON PREMISES

2,500 OFF PREMISES

25,000

25,000

TOMLINSON FINANCIAL
ERIN TOMLINSON



