

# Salina Downtown, Inc

... to champion a healthy, vibrant downtown community!

## BOARD OF DIRECTORS

### Beth Vinson

Salina Regional Health Center  
SDI President

### Robin Cates

On The Pot  
SDI Vice President

### Russel Prophet

Hampton and Royce  
SDI Secretary

### Kenneth Rinke

Salina Taco Johns  
SDI Treasurer

### Mike Forristal

Lee Development LLC

### Melissa Goetz

KC&G Business Appraisal  
Associates

### Jerry Hinrikus

Sign Pro

### Ken Jennison

Salina Media Group

### Christy Lauer

Simply Baby and More

### Jim Loader

The Market Shop

### Kathryne Perney

Quilting Station

### Brian Richardson

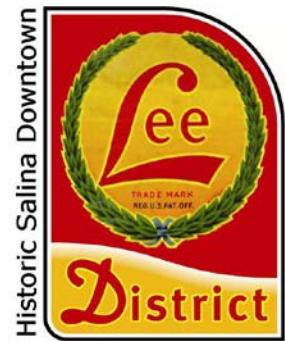
Richardson Developments

### Norman Yenkey

Property Developer

### Phyllis C. Klima

Executive Director



## NOTICE OF MEETING

### *Lee District*

**3:30 p.m., Tuesday, January 12, 2010**

Salina Downtown, Inc., 120 West Ash Street

Established in 1983 by the City of Salina for Downtown Economic Revitalization

## AGENDA

- I. Call to Order
- II. Roll Call
- III. Recognition of guests
- IV. Additions or changes to the agenda
- V. Approval of minutes-December 8, 2009 meeting
- VI. City Manager's report
  - A. Way Finding Signage
  - B. Parking Plan Implementation
  - C. Lighting Study
  - D. Comprehensive Plan
  - E. Capital Budget 2010-2014
- VII. New Business
  - A. Board Position on metal security bars installed in the Lee District
- VIII. Old Business
- IX. Public Forum - time set aside for any member or general public to address the Board.
- X. Motion to Adjourn

Cc: City of Salina/Jason Gage, Greg Bengtson, City Attorney  
Salina Journal, Salina Radio stations, ACCESS-TV, KSN-  
TV & KWCH-Salina

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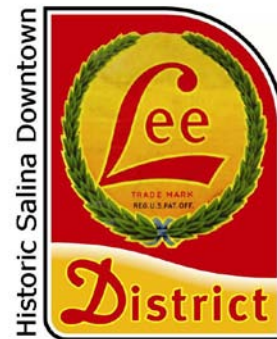
Quilting Station

### Brian Richardson

Richardson Developments

### Phyllis C. Klima

Executive Director



## Lee District

Tuesday December 15, 2009, 3:30 p.m.

Board Room, 120 W. Ash

Established in 1983 by the City of Salina for Downtown Economic Revitalization

## MINUTES

- I. **Call to Order** – Robin Cates called meeting to order.
- II. **Roll Call – Present:** Jim Loader, Mike Forristal, Jerry Hinrikus, Robin Cates, Melissa Goetz, Christy Lauer, Ken Rinke, Brian Richardson, Norm Yenkey, Russ Prophet.  
**Absent:** Ken Jennison, Beth Vinson, Kathryne Perney. **Staff** – Phyll Klima and Cindy Lamer. **City Staff:** None
- III. **Recognition of guests** – Jim Ravenkamp, Judy Irvin, Officer A.V. Plank, Troy Vancil, Erin Mathews, Bart Miller.
- IV. **Additions or changes to the agenda** – Moved Old Business up on agenda. Moved New Business up on agenda. Snow Removal procedures presented by Judy Irvin from Neighborhood Services.
- V. **Old Business** – Officer Plank, Salina Police Department, discussed the increase in break-ins and vandalism in the downtown area. He will have a more comprehensive report and some suggestions for better security at the All-Stakeholders meeting in January. See attached.
- VI. **New Business** – Judy Irvin, Neighborhood Services, discussed snow removal procedures for the downtown area. See attached.
- VII. **Approval of minutes-November 10, 2009 meeting.** Jerry Hinrikus moved to approve minutes. Jim Loader seconded. Motion carried.
- VIII. **City Manager's report – City Manager not present**
  - A. **Comprehensive Plan** – Is not completed
  - B. **Wayfinding Signage** – Phyll showed samples of new signage.
  - C. **Parking Plan Implementation** – About 6 months out.
  - D. **Lighting Study** – No report.
  - E. **Motion to Adjourn**– Jim Loader moved to adjourn meeting. Russ Prophet seconded. Motion carried. Meeting adjourned at 4:50.

Cc: City of Salina/Jason Gage, Greg Bengtson, City Attorney  
Salina Journal, Salina Radio stations, ACCESS-TV, KSN-  
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Property Developer

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Executive Director

## SALINA DOWNTOWN, INC.

Board of Directors

**Tuesday, January 12, 3:30 p.m.**

Salina Downtown, Inc., 120 W Ash

### AGENDA

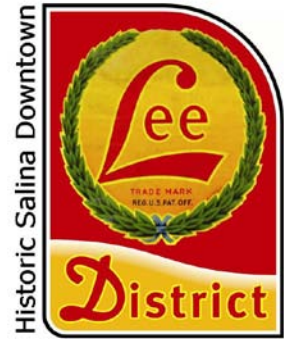
- I. **Call to Order**
- II. **Roll Call**
- III. **Recognition of guests**
- IV. **Additions or changes to the agenda**
- V. **Approval of consent agenda**
  - A. Approval of December 8, 2009 meeting minutes
  - B. Approval of Director's Report
  - C. Set 2009 Annual Meeting Date as February 23
  - D. Accept the recommendations of the DIP Review Committee to approve the following awards to be accrued in 2009:
    - Jack & Jill's Salon, 117 S Santa Fe, \$807.00
    - Jilka Furniture, 132 S 5th Street, \$1,436.48
    - Salina Area Chamber of Commerce, 120 W Ash, \$2,485.38
    - Taco John's, 303 S Santa Fe, \$1,526.00
    - Paula A. Fried Trust, 159 S 4th Street, \$15,000.00 Forgivable Loan
- VI. **Board Committee Reports**
  - A. Friends of the River
  - B. Business Incentive Package
  - C. Holiday Lighting
- VIII. **Standing Committee/Task Force Reports**
  - A. Business Support and Recruitment
  - B. Communications and Advocacy
  - C. Destination Marketing
- IX. **Action Items**
  - A. Board Retreat Agenda – Jan 27
  - B. Annual Meeting
- XV. **Additional Items**  
**Calendar**

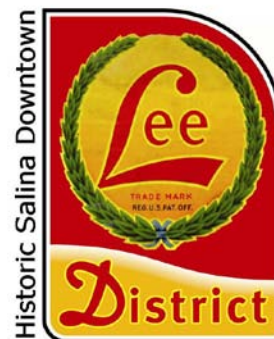
Jan 7	Exec Committee 2:30 PM
Jan 7	Lee District & SDI Board meetings at 3:30 PM
Jan 13	Stakeholders Meetings 7:30 AM and 5:30 PM
Jan 13	Destination Marketing Committee Noon
Jan 14	Design Review Board 4:00 PM
Jan 21	BSR Committee 4:00 PM
Jan 27	Board Retreat Noon until ???
Feb 4	Exec Committee 2:30 PM
Feb 9	Lee District & SDI Board meetings at 3:30 PM

**XVI. Public Forum** – time set aside for any member or general public to address the Board.

**XVII. Motion to adjourn is in order**

Cc: City Manager, local media





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**Phyllis C. Klima**  
Executive Director

## SALINA DOWNTOWN, INC.

Board of Directors

**Tuesday, December 15, 2009, 3:30 p.m.**

Board Room, 120 W. Ash

### MINUTES

- I. Vice-President Robin Cates called the meeting to order.
- II. **Roll Call:** Present: Robin Cates, Ken Rinke, Jim Loader, Norm Yenkey, Brian Richardson, Jerry Hinrikus, Christy Lauer, Mike Forristal, Russ Prophet, Melissa Goetz, Absent: Beth Vinson, Kathryne Perney and Ken Jennison. Staff: Phyllis Klima and Cindy Lamer. City Staff:
- III. **Recognition of guests** – Erin Mathews, Bart Miller, Jim Ravenkamp and Troy Vancil.
- IV. **Additions or changes to the agenda** – None.
- V. **Approval of consent agenda** -
  1. Approval of November 10, 2009 meeting minutes.
  2. Approval of Directors Report.

Mike Forristal moved to approve items on consent agenda. Christy Lauer seconded and motion carried.

## VI Board Committee Reports

- A. Friends of the River – Troy Vancil reported that City has approved \$400,000 of funding for Phase II of River Project. He encouraged the Board to get involved.
- B. Business Incentive Package – Continue to work on Project Open. Phyll reported that Larry Powell, Chamber of Commerce, has done a tremendous job of selling tax credits.
- C. Holiday Lighting - Board requested that Phyll contact City and have the lights turned on at 5:00p.m. instead of waiting until 6:00p.m..

## VII. Board Committee/Task Force Reports

- Business Support and Recruitment – December 15 was deadline for DIP applications. Have received 5 applications. A youth council with The Volunteer Connection will be taking down the garland in January. They will also do some other projects downtown in the next few months.
- Communications and Advocacy – Annual meeting date not set yet.
- Destination Marketing – Committee working on marketing opportunities. Brian Richardson asked about framed license plates. Phyll will ask John Breggren about the ones they used for Breast Cancer Awareness.

## VII. Action Items

- A. **CD Renewal** – Brian Richardson moved to take the CD to First Bank for 8 months.
- B. **Sculpture Walk** – Ken Rinke moved to endorse the project and put \$5000.00 from the 2009 budget to support the project. Melissa Goetz questioned waiting for the All-Stakeholders meeting. Norm Yenkey seconded the motion and motion carried.
- C. **Quarterly Stakeholders Meeting** – Scheduled for January 13, one at 7:30 am and another at 5:30 pm. Agenda was set as following: Security, Sculpture Walk, Snow Removal and then open meeting to floor.
- D. **Board Retreat Agenda** – Agenda as follows: Priorities for staff, Salina Downtown Inc image to members-what do we do for them, What do we want the City to do.

**XI. Public Forum – None**

**XIII.** Ken Rinke moved to adjourn. Mike Forristal seconded. Meeting adjourned at 5:15 pm..

**SALINA DOWNTOWN, INC.**  
**Executive Director's Report**  
**December 2009**

Administration – Office was closed for Christmas December 24 & 25. Klima used one vacation day 12/24. Office was closed for New Years Day, January 1, 2010.

Program of Work

**1. Board –**

2009 Program of Work

- A.** Smoky Hill River Development – City Commission approved contract with Design West Studios for Phase 2.
- B.** Business Incentive Package – The Board members working on this priority have not met since February 18. However, board members are continuing to make personal calls on Lee District member businesses.

Project Open - Spring FastTrac is scheduled for March 29 – April 28 (Mondays and Wednesdays from 5:45 PM until 8:45 PM through the CLASS program at the Salina Public Library)

NetWork Kansas E-Community-Larry Powell, Chamber sold all Salina's allotment. This will establish a small business revolving loan fund in Salina. The Chamber is administering this program. I serve as Salina representative to the State and Regional E-Community meetings.

- C.** Holiday lighting 2009 – Completed. Business Support and Recruitment Committee is working with a group of youth volunteers through Volunteer Connection on several projects including the removal of the garland on the light poles.

**2. Committee Reports**

**A. Business Support and Recruitment**

**Met Thursday, December 17**

Development Incentive Program offered a third round funding. Five applications are recommended for funding as follows:

○ <b>UNAWARDED BALANCE as of 12/14/09</b>	<b>\$16,833.00</b>
○ <b>2008 RETURNED FUNDS</b>	<b>\$14,732.67</b>
○ <b>TOTAL AVAILABLE as of 12/14/09</b>	<b>\$31, 565.67</b>
○ Jack & Jill's Salon, 117 S Santa Fe,	\$ 807.00
○ Jilka Furniture, 132 S 5th Street,	\$ 1,436.48
○ Salina Area Chamber of Commerce, 120 W Ash Street,	\$ 2,485.38
○ Taco John's, 303 S Santa Fe,	\$ 1,526.00
○ Paula A. Fried Trust, 159 S 4th Street	\$ 15,000.00
○ <b>2009 Carry Forward to 2010</b>	<b>\$10,390.98</b>

- The City Downtown Parking Committee met Dec 17. Brian Rose from the SDI BSR Committee attended also. Committee reviewed all signage, parking duration changes, enforcement and violation fee changes. Anticipate implementation of computerized ticketing in March, 2010. Violation fees will remain unchanged until we have gathered 6 months of data. City anticipates increasing fines to \$5/violation with graduated increase for multiple violations. NOTE: The first violation in a six month period will be granted a warning.
- The City Commission approved the wayfinding signage bid at their regular meeting July 6. This package includes the Lee District wayfinding and parking signage. Anticipate installation by ???
- The City has received the final lighting study report in early May. Report was presented to the City Commission in Study Session at 2:30 PM September 21. No action since that time
- Continue individual contact with developers on as requested basis.
- Continue individual business consultations.

- Business Activity Reports
  - NEW BUSINESSES –
  - BUSINESSES FOR SALE
    - Carol Lee Donuts
    - Santa Fe Phillies and Subs
  - BUSINESS SOLD
    - Nail and Hair Addition, 113 N Santa Fe, will remain at current location with new owner and name, effective in January, 2010
  - BUSINESSES CLOSING/CLOSED
    - Shirts & Stuff
  - RELOCATED WITHIN DISTRICT:

#### **B. Communications and Advocacy**

Published e-newsletter and direct mailed to about 70 businesses who either report no e-mail address or who have indicated mail as their communication preference.

#### **C. Destination Marketing –**

##### **Met Wednesday, December 9**

- 62 Lee District light pole banners are being fabricated and the City of Salina is cost sharing up to \$3,000 – which is about half of the total cost.
- Co-sponsored carriage rides with Smoky Hill Museum December 5 – the weekend of the museums Holiday Open House and the Masonic Temple's Christmas Fantasy.
- Working on 2010 budget allocations, program of work

#### **City of Salina**

Downtown Improvements –

- City Comprehensive Planning process is nearing completion. I have been attending City Commission Study Sessions regarding the proposed plan. The Plan contains significant emphasis on downtown and the Smoky Hill River Revitalization project. However, there is no corresponding inclusion in the 2010-2014 Capital Improvement Program at this time.
- Way finding Signage – Contract deadline for installation was December 15, 2009. Contractor now being fined daily for delays.
- Parking – See above
- Annual BID Inventory Survey was completed and change orders for 2010 BID fees reported to City staff.

#### **Salina Area Chamber of Commerce**

- Project Open – Attended Chamber presentation to the City Commission in December.
- Salina has been designated as a NetWork Kansas E-Community! The Chamber sold \$75,000 State Tax Credits to establish a revolving loan fund for Salina small businesses. The Chamber will administer this program. I will serve as Salina representative to the State and Regional E-Community meetings.
- Lee District news included in Chamber monthly newsletter.

#### **PR/Speaking engagements –**

#### **Professional Development –**