

# 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**

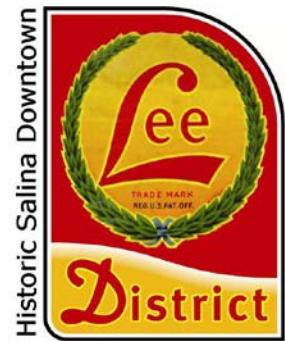
Richardson Developments

### **Norman Yenkey**

Property Developer

### **Phyllis C. Klima**

Executive Director



## NOTICE OF MEETING

### *Lee District*

**Tuesday, December 8, 2009, 3:30 p.m.**

Salina Downtown, Inc., 205 West Ash Street

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

OPEN DISCUSSION – 20 minutes designed to allow Board Members to discuss relevant concerns and non-agenda items

## AGENDA

- I. Call to Order
- II. Roll Call
- III. Recognition of guests
- IV. Additions or changes to the agenda
- V. Approval of minutes-November 10, 2009 meeting
- VI. City Manager's report
  - A. Comprehensive Plan
  - B. Way Finding Signage
  - C. Parking Plan Implementation
  - D. Lighting Study
- VII. New Business
- VIII. Old Business
  - A. Downtown security
- 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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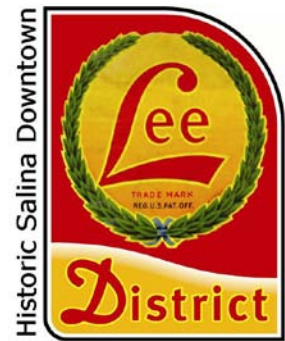
Quilting Station

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## Lee District

Tuesday November 10, 2009, 3:30 p.m.

Board Room, 120 W. Ash

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

OPEN DISCUSSION – 20 minutes designed to allow Board Members to discuss relevant concerns and non-agenda items

### DRAFT MINUTES

- I. **Call to Order** – Beth Vinson called meeting to order.
- II. **Roll Call – Present:** Beth Vinson, Jim Loader, Mike Forristal, Kathryne Perney, Jerry Hinrikus, Robin Cates, Melissa Goetz, Christy Lauer, Ken Rinke, Dennis Lauver, Brian Richardson, Norm Yenkey. **Absent:** Ken Jennison Russ Prophet. **Staff** – Phyll Klima and Cindy Lamer. **City Staff:** None
- III. **Recognition of guests** – John Harvey and Trapper Buettgenbach
- IV. **Additions or changes to the agenda** - None
- V. **Approval of minutes-October 13, 2009 meeting.** Jim Loader moved to approve minutes. Robin Cates seconded. Motion carried.
- VI. **City Manager's report – City Manager not present**
  - A. **Comprehensive Plan** – No report
  - B. **Wayfinding Signage** – No report
  - C. **Parking Plan Implementation** – Equipment purchased. Staff in training.
  - D. **Lighting Study** – No report.
  - E. **New Business** – A. Trapper Buettgenbach and John Harvey reported that a new CityGo bus stop is being considered at 119 W. Iron in what is currently a loading zone. Kathryne Perney made a motion to OK the request for an additional stop. Jim Loader seconded. Motion carried.  
B. Letter was received from Ben Frick requesting electrical service for holiday lights at 100 N. 5<sup>th</sup>. See letter attached. The Board made the decision that they were not in the position to expand the Holiday Lighting project any further this year. A letter will be sent to Ben.
  - F. **Old Business** - None
  - G. **Public Forum** – None

H. **Motion to Adjourn**– Jerry Hinrikus moved to adjourn meeting. Jim Loader seconded. Motion carried. Meeting adjourned at 4:10.

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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### Norm Yenkey

Property Developer

### Phyllis C. Klima

Executive Director

## SALINA DOWNTOWN, INC.

Board of Directors

**Tuesday, December 8, 3:30 p.m.**

Salina Downtown, Inc., 120 W Ash

### AGENDA

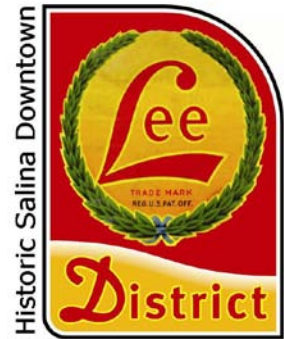
- I. **Call to Order**
- II. **Roll Call**
- III. **Recognition of guests**
- IV. **Additions or changes to the agenda**
- V. **Approval of consent agenda**
  - A. Approval of November 10, 2009 meeting minutes
  - B. Approval of Directors Report
- VI. **Board Committee Reports**
  - A. Friends of the 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. Storage Building
  - B. Sculpture Walk Salina
- XV. **Additional Items**  
**Calendar**

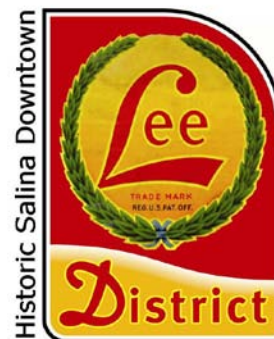
Dec 3	Exec Committee 2:30 PM
Dec 8	Lee District & SDI Board meetings at 3:30PM
Dec 9	Destination Marketing Committee Noon
Dec 10	Design Review Board 4:00 PM
Dec 17	BSR Committee 4:00 PM
Dec 25	SDI CLOSED for Christmas Holiday
Jan 1	SDI CLOSED for New Year Holiday
Jan 7	Exec Committee 2:30 PM
Jan 12	Lee 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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## SALINA DOWNTOWN, INC.

Board of Directors

**Tuesday, November 10, 2009, 3:30 p.m.**

Board Room, 120 W. Ash

### DRAFT MINUTES

- I. President Beth Vinson called the meeting to order.
- II. **Roll Call:** Present: Beth Vinson, Robin Cates, Ken Rinke, Jim Loader, Norm Yenkey, Brian Richardson, Jerry Hinrikus, Christy Lauer, Mike Forristal, Kathryne Perney, Melissa Goetz, Dennis Lauver. Absent: Russ Prophet and Ken Jennison. Staff: Phyllis Klima and Cindy Lamer. City Staff:
- III. **Recognition of guests** - None
- IV. **Additions or changes to the agenda** – Add Board choice for Chamber Board to action items.
- V. **Approval of consent agenda** -
  1. Approval of October, 2009 meeting minutes.
  2. Approval of Directors Report.

Melissa Goetz moved to approve items on consent agenda. Kathryne Perney seconded and motion carried.

## VI Board Committee Reports

- A. Friends of the River – Melissa Goetz will fill the position temporarily.
- B. Business Incentive Package – Fast Trac cancelled. Jack and Jill accepted a Network Kansas loan.
- C. Holiday Lighting – LightTheNight should finish up this week. Connie Ballou has put together a group of volunteers to put up lights and garland on Saturday, Nov. 14.

## VII. Board Committee/Task Force Reports

- Business Support and Recruitment – Approximately \$16,000 of DIP money left. Board would like to offer another round.
- Communications and Advocacy – Phyllis is working with Connie Bonfy on Public Art.
- Destination Marketing – Christmas Parade of Lights and Holiday Lighting are all coming together.

## VII. Action Items

- A. **Board Retreat** – Ken Rinke moved to have the Board Retreat the afternoon of January 27<sup>th</sup>. Discussion regarding having Clark Renfro as facilitator and also to come up with clear cut things to focus on. Mike Forristal seconded. Motion carried.
- B. **Quarterly Stakeholders Meeting** – Scheduled for January 13. One meeting early morning and also late afternoon. Visit with Chief Hill about someone speaking about security downtown.
- C. **Storage Building** – Losing one side of the storage building. Board decided to get rid of what we can and just keep one side. Mike Forristal and Norm Yenkey volunteered to look and see what can be discarded.
- D. **Voting Member of Chamber Board** – Jerry Hinrikus moved to have the SDI President be the voting member. If President not available the Vice-President would fill in. Brian Richardson seconded. Motion carried.

**XI. Public Forum – None**

**XII. Additional Items** – Jerry Hinrikus would like Phyll to visit with Jason Gage regarding downtown signage. Mike Forristal reported that Lee Development will be recending the \$14,000.00 Development Improvement Grant they received.

**XIII.** Jerry Hinrikus moved to adjourn. Ken Rinke seconded. Meeting adjourned at 4:55 PM.

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

Administration – Office was closed for Thanksgiving holiday from Wednesday, November 23 until Monday, November 30, 2009

Program of Work

**1. Board –**

2009 Program of Work

- A.** Smoky Hill River Development –Phase 2 – City is still negotiating contract with consultants
- 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)

Salina has been designated as a NetWork Kansas E-Community! Larry Powell is the hero of selling the State Tax Credits to establish a revolving loan fund for Salina small businesses. The Chamber is administering this program. I serve as Salina representative to the State and Regional E-Community meetings.

- C.** Holiday lighting 2009 – Contracted installation of the LED lights on the roof lines was completed November 5. Connie Ballou recruited and chaired the hanging of the garland and lights on the light poles. Volunteers completed installation on Saturday, November 14. Cox Communications hung the garland on the crosswalk structures. 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, November 19**

- Development Incentive Program will offer a third round funding. Applications are due December 15.
  - **2009 UNAWARDED BALANCE \$16,833.00**
  - **2008 RETURNED FUNDS \$14,732.67**
  - **TOTAL AVAILABLE \$31, 565.67**
- The City Downtown Parking Committee is scheduled to meet Dec 17. Chief Hill requested the purchase of the equipment in October. This system will allow their staff to issue computerized tickets and/or warnings (to individuals who have not received citations in the previous six months.)
- 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 Dec 15, 2009.
- 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.
- 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
  - BUSINESSES CLOSING/CLOSED
    - Temp Closings following fire
    - Premier Martial Arts,
  - 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, November 11**

- Agreed to the design of the Lee District light pole banners. Bid for fabrication had previously been and awarded to low local bidder Western Associates. Working with the City of Salina for possible cost share.

## **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.
- Way finding Signage – Contract deadline for installation is December 15, 2009.
- Parking – Chief Jim Hill presented equipment purchase request in October to start the process of change. Meeting scheduled Dec 17.
- Annual BID Ordinance to set the service fee rates for 2010 was approved early November. Rates remain the same as 2009.
- Following a citizen complaint, the City staff requested that I meet with City engineering and development services to discuss handicap parking – particularly on street parking. No resolution at the meeting, City staff to investigate what type of signage could be used instead of the “blue wheelchair” signage. The City staff reported that ADA parking in the lot is fully compliant.
- Attended two City Comprehensive Plan sessions for the presentation of another draft.
- Attended Salina Economic Development Incentive Council meeting regarding the Chambers’ report about Project Open.

## **Salina Area Chamber of Commerce**

- Project Open - Chamber and SDI staff have been drafting annual SEDIC report which has been rescheduled for presentation to the City Commission in November.
- We officially moved in November 2.
- Salina has been designated as a NetWork Kansas E-Community! The Chamber and SDI jointly authored this application. We now have \$75,000 State Tax Credits to sell 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.

**PR/Speaking engagements** – Nov 4 – Project Open presentation at Downtown Lions Club

**Professional Development** – Webinar - "Arts in Crisis: A Kennedy Center Initiative" Kennedy Center president Michael Kaiser, author of “The Art of the Turnaround: Creating and Maintaining Healthy Arts Organizations.”