



**HISTORIC RAILROAD SQUARE ASSOCIATION
Community Benefit District**

RRSQ Association Board Meeting

Thursday, August 19, 2021

8:30 AM per ZOOM DUE TO COVID

Board Members Present: Mike Montague, Dee Richardson, Jim McCalligan, Noelle Hermann, Florine Ellingson, Curt Nichols, Hardeep Gil, Marianne Neufeld, Paul Quattrocci, Hugh Futrell

Board Members Absent: Theresa Tommasi, Rafael Rivero, Larry Silver

Guests: MaryGwen Neisingh, Geoffrey Smith, Brad Calkins

AGENDA/MINUTES

1. **CALL TO ORDER AND ROLL CALL:** President Mike Montague called the meeting to order at 8:36am
2. **PUBLIC COMMENTS ON NON-AGENDA ITEMS** (limited to 2 minutes each): Geoffrey acknowledged the Association and expressed appreciation of progress being made in district.
3. **CONSENT ITEMS**
 - 3.1 Approval of July 15, 2021, Board Minutes: Motion to approve minutes was made by Curt Nichols and seconded by Jim McCalligan followed by vote to approve.
4. **PRESIDENT'S REPORT-** Mike Montague: Discussed need to focus on projects & improvements with more visual results to our merchants and property owners. Mike identified key projects/issues to address this year as: (Discussion under Ad Hoc Committee reports).
 - *Tree trimming
 - *LED lighting similar to what's been done downtown & at Memorial Hospital
 - *Wayfinding signage
 - *Light pole painting
 - *Trash can cleaning/replacing as needed
 - *New planters (Spring 2022)
 - *Lighting across 4th Street
 - 4.1 District updates: Addressed in AdHoc committee reports.
5. **FINANCIAL REPORT:** Marianne Neufeld, treasurer: Some past due property tax assessment fees have been received and deposited. Meeting pending with Allied Security to clarify their billings.
6. **EXECUTIVE DIRECTOR'S REPORT-** Kris Wilson

6.1 Property Assessment Billing update: Reports from City of SR are being received on a more timely basis with outreach to past due property owners with new contact information. Kris to draft letter to reach out to properties who have been delinquent and received billings to updated addresses. Letter is to explain the history of the Community Benefit District and offer to meet to discuss benefits of the new CBD.

6.2 Marketing & Events: Kris is working on Sponsorship requests for as we move in to Fall/ holiday marketing and events. Kris is looking at advertising opportunities and will bring back to the next board meeting to discuss. Dee to provide proposal for the holiday carriage rides for Mike as he may have a sponsor for this popular event. The RRSQ Restaurant Guide is being updated. Kris is also working with a local photographer to capture photos that showcase our district in all marketing efforts. The first Summer Music Stroll is happening on Sunday, August 22nd with a variety of musicians along 4th Street and a Chops Teen Club art show in Depot Park. A second Music Stroll is being planned for Sunday, September 26th.

7. AD HOC COMMITTEE REPORTS/GOALS

7.1 Security – Mike: Security is working well and have been alerted to break-ins in AC Hotel parking lot. Mike reiterated need to “show” our property owners what we’re doing and to focus on key projects that can be completed this year that have a more visible impact.

7.2 Wayfinding signs – Noelle Hermann: Application for encroachment permit is being submitted to the City. Hugh Futrell will be assisting to help move this project forward this year.

7.3 Tree Report- Jim McCalligan: Received 3 bids for trimming trees on 4th Street with Bright View being the lowest one. Bright View will include removing any hazardous trees. Dee suggested trees on 3rd street to be included as well. Discussion to include 5th Street and cross streets to create more visual impact. Focus on getting first bid solidified and then move to next street. Removal of existing lights on trees may be a separate issue. Coordination with the City and property owners regarding encroachment and blocking streets for work needs to be done. Curt will check on fees with City. Our goal is to complete this work before the holidays. Jim made the motion for an approval of up to \$15000 for scope of project. Marianne Neufeld seconded the motion which was approved by the board.

7.4 Street Cleaning / Trash receptacles-Paul Quattrocci: Paul has been in continued discussion with the City to power wash trash cans and replace locks. He will also get bid from Bright View to power wash if needed. Replacement of trash cans, 30 in total, may be a future project and Paul suggests we look at the ones Petaluma has placed in their Riverfront area.

a. Bollard painting update: Thank you to all the volunteers who came out to paint bollards in the area as it’s a definite improvement to the look on the streets.

b. Light pole painting: Mike is gathering information regarding powder coating & painting the light poles which would be much longer lasting and durable. Paul & Mike to reach out to Jason Nutt, City Public Works, to discuss possible cost sharing with the City. A suggested alternative is to partially paint the poles, but there was concern about the overall look of doing that. Hugh suggested we approach the City to add money’s in next year’s budget to assist in the cost of this project. He also suggested getting a master encroachment permit to cover projects on an open-ended basis, so we don’t have to keep going back for additional permits. Hugh to contact Gabe Osborn to help with this process.

7.5 Project Review Committee - Curt Nichols

a. Priority list for 2021: As discussed in previous notes, tree trimming will be our top priority starting with 4th Street. Lighting trees and across 4th street similar to what's been done in the downtown area were discussed. Kris has reached out to the DAO to identify contractor used for lighting installation there.

7.6 Lighting- Hardeep Gill:

a. Depot Park lighting update: Hardeep reported that after meeting with the City Public Works, commitment was made to remove the existing lights from the trees in Depot Park and confirm the electrical is working. A contractor would need to be hired to install new lights. The tree trimming in Depot Park is in the que with the city with the hope to be completed by October.

8. FUTURE AGENDA ITEMS

Depot Park update

9. ADJOURNMENT: Meeting was adjourned at 10 am

ACTION ITEMS:

Next Meeting: Thursday, September 16, 2021 - 8:30 AM - location to be confirmed per COVID