



**COMMUNITY IMPROVEMENT CORPORATION  
MEETING MINUTES  
DECEMBER 13, 2022**

**CALL TO ORDER/ROLL CALL**

Chairman Jim Hrivnak called the Community Improvement Corporation Meeting of December 13, 2022 to order at 6:30 p.m. Members present included: Jim Hrivnak, Andrew White and Nicole Scott. Brian Lorenz was absent. City Staff in attendance were Jeffrey Tyler, Assistant City Manager/Community Development Director.

**APPROVAL OF MINUTES**

**Approval of CIC Meeting Minutes of November 29, 2022, - Table to January 31, 2023 Meeting**

MOTION: Jim Hrivnak moved to table the minutes of November 29, 2022, to the January 31, 2023 meeting.

VOTE: Y 3 N 0 (None) AB 0 (None)

Minutes for CIC Meeting of November 29, 2022, tabled to January 31, 2023, meeting with a vote of 3-0-0.

**REPORT OF THE PRESIDENT**

None

**REPORT OF THE TREASURER**

**a. CIC Financial Reports for November 2022**

[CIC Financial Report November 2022.pdf](#)

**b. Invoices**

1. Chamber of Commerce 2023 Community Guide Full Page Ad

MOTION: Jim Hrivnak moved to reallocate funds from the contingency fund to pay for the full - page ad, in the amount of \$1,650.00. Andrew White seconded the motion.

VOTE: Y 3 N 0 (None) AB 0 (None)

The reallocation of funds from the contingency fund to pay for the full – page ad in the 2023 Chamber of Commerce Community Guide approved with a vote of 3-0-0.

MOTION: Nicole Scott moved to pay \$1,650.00 to the Chamber of Commerce for the full - page ad in the 2023 Chamber of Commerce Community Guide. Andrew White seconded the motion.

VOTE: Y 3 N 0 (None) AB 0 (None)

Payment of \$1,650.00 to the Chamber of Commerce approved with a vote of 3-0-0.

## 2. [Westbend Insurance Policy.pdf](#)

MOTION: Jim Hrivnak moved to approve the payment of \$495.00 to Westbend Insurance for the renewal of insurance for the CIC. Nicole Scott seconded the motion.

VOTE: Y 3 N 0 (None) AB 0 (None)

Payment of \$495.00 for insurance renewal to Westbend Insurance approved with a vote of 3-0-0.

## 3. Camoin and Associates

MOTION: Jim Hrivnak moved to approve the payment of \$17,196.60 to Camoin and Associates per the contract. Andrew White seconded the motion.

VOTE: Y 3 N 0 (None) AB 0 (None)

Payment of \$17,196.60 to Camoin and Associates approved with a vote of 3-0-0.

## **CITY COUNCIL / COMMISSION / COMMITTEE REPORTS**

### **City Council Report**

#### **i. CIC Appointment from Planning and Zoning Commission**

#### **Planning and Zoning Commission**

#### **i. Update on open and pending City development projects**

## **OLD BUSINESS**

### **CIC 2023 Budget Approval**

MOTION: Andrew White moved to approve the 2023 CIC Budget. Jim Hrivnak seconded the motion.

VOTE: Y 3 N 0 (None) AB 0 (None)

The 2023 CIC Budget approved with a vote of 3-0-0.

### **Economic Development Plan - Camoin Update**

**Rebranding of the CIC**

**44 N. Liberty - Building Clean Out**

**CIC Funding from City Council**

**44 N. Liberty - Sub Lease / Health Giving**

**Hall Street Car Charging Stations - Convert to Pay to Charge**

**Calm & Scents Candle Co.**

**Chamber 2023 Community Guide**

**Other Old Business**

MOTION: Jim Hrivnak moved to refund the Security Deposit in the amount of \$2,200.00 in addition to an overpayment of rent in the amount of \$700.00, to the Chamber of Commerce, bringing the total sum to \$2,900.00. Andrew White seconded the motion.

VOTE:        Y   3          N   0   (None)        AB   0   (None)

Payment of \$2,900.00 to the Chamber of Commerce for the Security Deposit refund in addition to overpayment of rent, approved with a vote of 3-0-0.

**OTHER BUSINESS**

**Website Review and Update Plan**

**CIC Records Retention Plan**

**i. Status, Member Access and City ID's - Staff to report**

**Plan a CIC - 2023 Goal Setting Meeting**

**CIC Presentation to Council**

**Downtown Quadrant Mailbox Project Update**

**OTHER CIC MATTERS**

**FUTURE BUSINESS**


**ADJOURNMENT**

MOTION: Jim Hrivnak moved to adjourn.

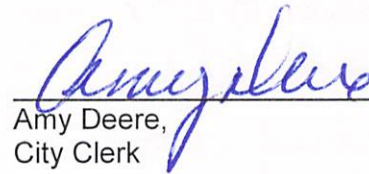
VOTE:        Y   3          N   0   (None)        AB   0   (None)

Meeting adjourned at 7:47 p.m. with a vote of 3-0-0.

MINUTES APPROVED: JANUARY 31, 2023

  
\_\_\_\_\_  
Jim Hrivnak,  
Chair

2-28-23  
Date

  
\_\_\_\_\_  
Amy Deere,  
City Clerk

2-28-23  
Date

