

RESOLUTION NO. 2017-23

**A RESOLUTION OF THE DOWNTOWN COMMUNITY
IMPROVEMENT DISTRICT APPROVING MINUTES OF
THE BOARD OF DIRECTORS MEETING HELD JUNE
2017**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DOWNTOWN
COMMUNITY IMPROVEMENT DISTRICT AS FOLLOWS:**

The Downtown Community Improvement District (the "District") hereby approves of the meeting minutes for the meeting of the Directors held June 2017.

Passed this 11th day of July 2017.


_____, Chairman of the Board of
Directors

(SEAL)

Attest:


_____, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2017-23**

June 2017 Meeting Minutes

**Community Improvement District
Board of Directors Meeting
June 13, 2017
11 S. Tenth Street**

Tom Mendenhall, The Lofts at 308 Ninth
Nickie Davis, Muse
Andy Waters, 100 North Providence
Marti Waigandt, 808 Cherry St.
Kenny Greene, Monarch Jewelry
Blake Danuser, Bingham's

Kevin Czaicki, Centurylink
Mike Wagner, Central Bank of Boone County
Adam Dushoff, Addison's
Ben Wade, Guitarfinder
David Parmley, The Broadway Hotel
Tony Grove, Grove Construction, LLC

Absent:

Steve Guthrie, Landmark Bank
Deb Sheals, Historic Preservationist

Mike McClung, Dungarees/ Resident

Guests:

Terry Goalson, Citizen
Krista Shouse-Jones, CPD
Gary Kespohl, Property Owner
John Ott, Alley A Realty Chad Gooch, CPD
Megan Favignano, Columbia Tribune

James Whitt, Sharp End Committee
Barbara Horrell, Sharp End Committee
Allan Moore, Moore & Shyrock Appraisals
Jack Beard, Beard and Boehmer

Meeting called to order at 3:30 pm by Ben Wade, Vice-Chair and Treasurer.

Introductions were provided around the table of board members and guests.

Approval of Minutes

Motion by Mendenhall, second by Wagner, all approved.

Approval of Financials

Essing provided an overview of the April and May's financial packets. The CID is currently under budget expenses and has a \$30k surplus in the 2017FY budget. She also shared that there are six new businesses in The District. Motion to approve financials was made by Mendenhall, seconded by Waigandt, and all approved.

Police Report

Gooch shared that aggravated assaults are his main concern as they have been more frequent in the past month. Larceny and robbery are slightly up as well. Shouse-Jones added that the assaults are primarily bar fights.

City Report

Rhodes was absent so there was no report.

New Business

Heritage Trail Marker Location

Whitt provided an update on the Heritage Trail installation. During the last meeting, the CID was asked to offer a donation of \$2500 for four markers. Horrell explained where she recommended said markers to lie. The locations are as follows:

- 1.) NE Corner of 5th and Walnut (St. Luke's Church)
- 2.) 207 N 5th (Monta's Chicken and Rib Shack)

- 3.) 511 E. Ash (Nora Stewart Memorial Nursery School
- 4.) 109 or 111 N 5th st (Tiger Theater)

The CID would represent all four locations. Danuser motioned to support the program, Dushoff seconded, and all approved.

2016FY Review of Procedures Report

Jack Beard provided a report on the independent review of procedures. It has been his recommendation that the CID implement a written Sunshine Law policy. He provided an overview of his proposal based on 20 documents he reviewed. Mendenhall motioned to approve his proposal, Dushoff seconded, and all approved.

2018FY Budget

Essing shared that there were no changes to the budget at committee level since the last board meeting. The motion for approval was made by Danuser, second was made by Parmley and all approved. Essing will submit the proposed budget to the city, and they will have two months to approve.

2017 Revised Committees

Essing shared Grove's interest in serving on the Economic Development Committee. Dushoff motioned to approve his seat on the committee, Waigandt seconded, and none were opposed.

TIF Commission – Broadway Phase Two

Essing shared that the Downtown CID would like to appoint Ken Pearson with Boone County Family Resources to represent the Downtown CID, the Columbia Library District, and Boone County Family Resources on the TIF commission for The Broadway Tower Two project. Mendenhall motioned to approve Pearson, but wanted to also note the importance of The Broadway expansion. Waigandt seconded opening a discussion. Wade encouraged that the motion only be for the endorsement of Pearson at this time. Mendenhall withdrew his amendment. Waigandt withdrew her second. Czaicki motioned to approve Pearson, Dushoff seconded, Waters and Parmley abstained, all others approved.

Ameren Lot Committee

Wade reviewed the previous suggestion for appointing an Ameren Lot committee. Waigandt motioned to move the discussion to Economic Development, Waters seconded, and all approved.

Committee Reports

Operations

Waters shared an update on the streetlights project. He is requesting feedback on a test light near Flatbranch Park and intends to discuss at Thursday's Operations Committee meeting.

Economic Development

Moore requests feedback on food truck locations downtown. There are currently three designated spots. Food truck owners would like a city ordinance change to allow for food trucks to operate anywhere they want based on a set of guidelines. Wade agrees that there should be more locations for food trucks, but that they should be specific spots. Waigandt agrees with Wade because it is too hard to monitor otherwise. Parmley believes that more food trucks makes for a more vibrant downtown. Discussion will continue at Tuesday's Economic Development Committee meeting.

Marketing

Wade provided an update on Restaurant Week, which is currently underway. It has proven to be successful so far.

Search and Review

There was no meeting.

Gateways

Waigandt explained that the committee is working on interpretive signage for the light hubs.

DLC Report

Wade shared that the DLC voted in new officers.

Staff Report

Essing distributed a Downtown Columbia history book that was printed by David James. She also provided an update that the CID has printed new cards with the Phoenix outreach phone number. Finally, the CID has received Commerce Bank's second installment of their \$15,000 donation, which is being paid over the course of three years. Wade motioned to send Commerce Bank a thank you, Mendenhall seconded and all approved.

Public Comment

Kespohl has requested the CID's support for a sign he wants placed on his Walnut street property. He has six tenants he would like signage for. The sign will stand 3.5 feet tall and be on the southeast corner so it can be seen it from both directions of traffic. Mendenhall motioned to write a letter of support for Kespohl, Greene seconded. Waters abstained, and all others approved.

Adjournment

Meeting adjourned at 4:41 pm. Parmley motioned to adjourn, Mendenhall seconded and none were opposed.

The next meeting is **Tuesday, July 11**, at 3:30 p.m.

**Community Improvement District
Operations Committee Meeting
June 15, 2017
11 S. Tenth Street**

Present:

Tom Mendenhall, The Lofts at 308 Ninth
David Parmley, The Broadway Hotel

Kenny Greene, Monarch
Andy Waters, 100 North Providence

Absent:

Deb Sheals, Historic Preservation
Kevin Czaicki, Centurylink

Mike McClung, Dungarees and Resident

Guests:

John Ott, Alley A Realty
Val DeBrunce, Citizen

Ryan Williams, City Water and Light

Meeting called to order at 3:33 pm by Chair, Waters.

Updates and Discussion

Downtown Lighting Update (Ryan Williams – City of Columbia)

Waters provided an overview of committee feedback on the test streetlights, located near Flatbranch Park. Parmley suggested making the lower arm lights brighter. Williams discussed that to stay in a budget, the city could do brighter lights, but less of them. Williams describes the next step is holding an interested parties meeting, then taking the proposed purchase to City Council for approval. It was decided that the next test light will be brighter (6 kelvin) and that he will have an interested parties meeting as soon as possible.

Grease Storage Tank Programs

Essing provided an overview on the grease storage tank incentive program. She expressed that there has been a slow response from the community, and she anticipates the process to continue to be slow moving. There was discussion between Ott, Parmley and DeBrunce regarding whether or not it's the landlord or business owners decision to install. Essing reminded the committee that there is \$35,000 in the budget allocated for it.

Other Discussion Items

Essing shared that the Phoenix Outreach Program has been slow but effective. She will invite the program's advocates to visit July's board meeting.

She stated that there is an extra \$30k surplus from the 2017FY budget, due to under spending. Ott motioned to spend \$13.5k money on 20 new street trashcans. Greene offered a second and none were opposed.

Essing said that there was a complaint made by a downtown resident regarding smoking downtown. This particular resident lives above an establishment where people seem to be smoking too close to the entrance, and the smoke is getting into their window above. Ott suggested stronger enforcement of the city's current ordinance about not smoking near storefronts and suggested holding an interested parties meeting. Parmley agrees. Essing is going to call the Health Department to ask how they enforce the current rules.

Ott wants a push from Parks and Recreation to better maintain the trees downtown. Parmley stated that downtown was a large "urban park."

DeBrunce shared that there are 1200 people on the wait list for downtown parking passes. It is his feeling that several of those are duplicates. Ott thinks it would help to sell parking passes at different rates. One for those who park overnight and another for those who just come downtown during the day.

Meeting adjourned at 4:49 pm with motion by Parmley, second by Greene and all approved.

Adjournment

The next meeting is **Thursday, July 20** at 3:30 p.m.

**Community Improvement District
Economic Development and Solid Waste Meeting
June 20, 2017
11 S. Tenth Street**

Present:

Blake Danuser, Bingham's
Allan Moore, Moore & Shyroch Appraisals
Tony Grove, Grove Construction, LLC

Mike Wagner, Central Bank of Boone County
Adam Dushoff, Addison's
Andy Waters, 100 North Providence

Absent:

Guests:

Megan Favignano, Columbia Tribune
Jay Rader, Business Owner
David Maxwell, Director – MO Restaurant Association

George Nichols, Food Truck Owner
Val DeBrunce, Citizen

Meeting called to order at 4:00 pm by Chair, Moore.

Letter of Support – Jay Rader

Rader is one of the owners of Ninth and Elm, the mixed use building with Shakespeares. He is currently negotiating with a potential BBQ restaurant that wishes to take 1 - 2 parking spaces to operate a smoker. Rader stated that it's in the planning stages and that if he were to move ahead with this business, he would like the support of the CID. Dushoff asked the committee if anyone had any immediate hesitation. Moore said that he would like to have an idea of what it is proposed to look like before submitting a letter of support. DeBrunce asked if it would be like Hy-Vee's portable BBQ station. Rader agreed that it would essentially be like that, and that he would come back to another meeting when he had more information. Nothing was decided at this time.

Solid Waste District

Trash and Dumpster Compactors –Proposed Master Plan

Essing shared that Hunt continues to work on the master plan. She also shared that the compactor behind Formosa is going to be pulled and replaced with two bins by August 17th. There was discussion regarding the drainage of all trash compactors. This was just an update and nothing was decided at this time.

Economic Development

Food Trucks

Essing shared the map of the proposed food truck locations. Moore explained the general comments from the Restaurant Association. It was the preference of the Board to have them limited to a few more designated spots. Nichols inquired as to how they were to go about picking spots. Moore suggested that Nichols and Maness narrow down and put in order several locations. Maxwell explained the fairness of the decision being that brick and mortar establishments can't move their business if they are struggling. Danuser agreed that the CID wants to be flexible and help both food trucks and brick and mortar. He and Moore again urged Nichols to narrow down his choice parking spaces and place in order of importance. The discussion was tabled until the food truck vendors bring back a proposal for specific spaces.

Other Items of Business

Essing shared that the Ameren Lot discussion has been placed with Economic Development and pointed out Kenny Greene's proposed lot renderings on display in the conference room.

CoMoPark Card update. 40 prepaid CoMoPark cards remain from the initiative. The group agreed that the marketing committee could utilize the surplus cards.

Essing requested moving this committee meeting time to 3:30 pm to be consistent with all of the other meetings. Dushoff motioned to change the meeting time from 4:00 pm to 3:30 pm, Wagner seconded, and all approved.

Public Comment

DeBrunce gave an update that there are over 1200 people on the waiting list for parking passes in garages, and he thinks some may be duplicates. Moore is concerned with the parking for business patrons. Dushoff asked if anyone knew of a possible solution. Moore suggested having two pricing categories. One would be for daytime parkers, and the other for overnight. Dushoff also shared that he knew a lot of students were beginning to move in without cars. This could be a dynamic trend that would offer for a great deal more parking for downtown shoppers. Essing shared that the Parking Task Force report will be reviewed by City Council during the July 17 Work Session.

Adjournment

Meeting adjourned at 5:01 pm with motion by Waigandt, second by Dushoff and all approved.

The next meeting is **Tuesday, August 15**, at 3:30 p.m.

**Community Improvement District
Gateways Committee Meeting
June 22, 2017
11 S. Tenth Street**

Present:

Marti Waigandt, 808 Cherry St.
Deb Sheals, Historic Preservation
Amy Schneider, CVB
Christina Kelley, Makes Scents

Tony Grove, Grove Construction, LLC
Clyde Ruffin, Second Baptist Church
Heidi Davis, University of Missouri

Absent:

Tootie Burns, NVAD
Blake Danuser, Bingham
John Glascock, City

JJ Musgrove, OCA
Cliff Jarvis, Columbia College

Guests:

Mike Snyder, Parks and Rec

Russ Volmert, Arcturis (phone)

Meeting called to order at 3:04 pm by Marti Waigandt.

Updates and Discussion

Committee agreed that future meeting times would be 3:30 to allow for consistency of CID meetings.

First Three Light Hubs

-Interpretive Signage

Essing shared the revised signage and requested feedback. Sheals asked if the signs should read: "Globes" or "Hubs." There was much discussion regarding this matter and whether or not both sides should be consistent. Kelley prefers having "Hub" on the front and "Globes" on the back. Sheals motioned to approve sign changes, Kelley seconded and all approved.

Gateway Plaza and Founders Park Planning

Essing distributed and reviewed a Memorandum of Understanding from the City of Columbia regarding the partnership between Sustainable Farms and Communities (SF&C), Columbia Farmers Market (CFM), and the Columbia Center for Urban Agriculture (CCUA) in their attempt to raise funds for the construction of a Farmers Market Community Center and community Agriculture Garden. The group of partners has assumed the name Friends of the Farm (FOF). It is the hope of the CID and the Community Foundation would be able to create a similar agreement with the City for the Gateway Plaza and Founders Park. Group discussed potential edits to the document and asked that Essing meet with City Representatives to discuss next steps. Sheals feels that it would be good for Arcturis to begin working on a possible rendering to utilize in a MOU. Volmert explained that master plans change and as of now, the build out of the Plaza should cost approximately \$3 million. Sheals pointed out that the footprint of the project has changed since the beginning and will cover more ground. Grove pointed out that the city could help with the costs for utility relocation. Davis said that the most important thing is to improve the look of the corner, so as to spark momentum with funding by making a big impact. Sheals also thinks that if signs were installed to recognize project donors, more people would be likely to donate.

Meeting adjourned at 4:09 pm. Motion by Sheals, second by Kelley, all approved.

Adjournment

The next meeting is **Tuesday, July 27** at 3:30 pm

**Community Improvement District
Marketing Committee Meeting
June 27, 2017
11 S. Tenth Street**

Present:

Steve Guthrie, Landmark Bank
Van Hawxby, Dogmaster Distillery
Lisa Klenke, Calhoun's

Ben Wade, Guitarfinder
Nickie Davis, Muse Clothing

Absent:

Christina Kelley, Makes Scents

Meeting called to order at 8:30 am by Chair, Wade.

Updates and Discussion

Restaurant Week June 12-18 Feedback

Cutrer provided a recap of the event and shared that 70 people turned in their Restaurant Week passports and there were 16 winners. She shared the results of the business participant survey, with feedback indicating increased sales and traffic. All nine respondents shared that they will participate next year. There were also 31 respondents to her patron survey providing positive feedback on the promotion.

Look Book Idea

Klenke presented an idea to the committee that the CID could produce a digital "Look Book" to digitally market downtown retailers. Essing and staff will research cost and time involved with project. Nothing was decided at this time.

Lunch and Learn Series

Klenke would like to hold a series of educational meetings with downtown retailers to help explain retail concepts such as social media. The first learning sessions on Social Media will be held on Tuesday, August 29 at 8:30, Noon and 4 pm.

Upcoming Events

-Dog Days – July 27-30

-Eclipse – August 21

-Not So Frightening Friday – October 27

-Holiday Shop Hop – November 4

-Shop Small Saturday – November 25

-Living Windows – December 1

-Wedding Stroll with American Heart Association – Feb 24, 2018

Other Business

CoMoPark Cards

Essing provided an update on the CoMoPark card program, sharing that there are still 40 cards left over. Davis suggested a social media post where people could enter to win them. Nothing was decided at this time.

Budget Surplus

Essing shared update on 2017FY financials, which have a forecasted surplus due to under spending. She shared that the operations committee will bring a motion to the board for \$13,500 for 20 additional street trashcans. Essing suggested that the marketing committee consider replacing the holiday banner program, which includes 140 banners estimated to cost \$15,000. Guthrie suggested budgeting some money every year to replace a portion of the banners. Klenke motioned to have the board allocate \$13,000 on a holiday banner program. Hawxby was interested in learning about what other options the CID had for the surplus to discuss further. Klenke rescinded her motion and Wade tabled the discussion.

Maply

Cutrera distributed the Maply contract for committee review. Klenke motioned to try Maply for one complimentary year, Guthrie seconded, and all approved.

Billboards

Klenke suggested spending the budget surplus on billboards along the highway. Nothing was decided at this time.

Tribune Targeted

Essing would like to reevaluate the CIDs partnership with Tribune Targeted in preparing for the 2018FY media buy. Representatives from Tribune Targeted will be invited to July meeting.

Meeting adjourned at 9:43 am. Motion by Davis, second by Klenke, all approved.

Adjournment

The next meeting is **Tuesday, July 25** at 8:30 am

**Community Improvement District
Executive Committee Meeting
July 5, 2017
11 S. Tenth Street**

Present:

Mike Wagner, Central Bank of Boone County
Ben Wade, Guitarfinder

Mike McClung, Dungarees/ Resident

Absent:

Adam Dushoff, Addison's

Marti Waigandt, 808 Cherry St.

Meeting called to order at 3:30 pm by chair, Mike McClung.

March Board Meeting Agenda

Essing distributed the drafted July Board of Directors agenda, which was discussed and approved by the group.

Adjournment

Meeting adjourned at 4:18 pm with motion by Wade, second by Wagner and all approved.

The next meeting is **Tuesday, August 1** at 3:30 p.m.