

**Downtown Columbia Leadership Council  
Meeting Minutes  
September 22, 2009, 4:00 p.m.  
Mezzanine Conference Room – City Hall**

**Members Present:** Linda Rootes, North Central Columbia Neighborhood Assoc.  
Nick Peckham, City Council Appointee  
Tim Teddy, Planning & Development Director  
Randy Gray, City Council Appointee  
Gary Ward, University of Missouri  
Ken Pearson, Boone County Commission  
Doug Lange, Stephens College

**Staff Present:** John Fleck, GIS Coordinator  
Tony St. Romaine, Assistant City Manager

**Members Absent:** Bill Thompson, Douglass Neighborhood Association  
Bob Hutton, Columbia College  
Clyde Wilson, East Campus Neighborhood Association  
Glenn Rice, P & Z Commission  
Bernie Andrews, REDI  
Jay Hasheider, Benton-Stephens Neighborhood Association  
Phil Steinhaus, Columbia Housing Authority  
Brian Treece, City Council Appointee  
Mary Wilkerson, Special Business District

**Review and approval of August 25, 2009 Meeting Minutes**

Mr. Gray announced that the approval of the minutes of the August meeting would be postponed until the October meeting.

**Adjustments to the Agenda**

None.

**RFP Discussion**

Mr. St. Romaine noted that copies of the Downtown Interim Report had been sent out to Boards and Commissions and that copies of all feedback he received had been included in this packet.

Utilizing a two-step RFQ and RFP was discussed. The first step is sending out a brief overview in hopes of getting responses and being able to easily determine if they are qualified or not. The second step would be more detailed in terms of telling a qualified firm what we would expect as far our anticipations of what they would do in terms of identifying state ordinance.....analysis.....describing the vision and so forth.

Mr. St. Romaine will send a modified draft of what Mr. Ward proposed to the City's Purchasing Department. We could get that on the street within the next few days and have a very short response time with an electronic bidding system, probably back in about seven

days. Mr. St. Romaine noted that the City already has a list of pre-qualified firms by discipline. Mr. Gray noted the attachment on A-1 with was a list of firms.

Mr. St. Romaine said in terms of getting out the RFP, it would just be getting out the statement of qualifications. He said he could do that fairly easily right now and have them back within a couple of weeks. Mr. Peckham thought, at the very least, Gary should do it because of his expertise. At least getting RFQ's, he said they could tell how many people would be interested. We need to know if they are interested in this type of project, if they are financially solvent enough to be engaged with this group to do the project.

Mr. St. Romaine explained that the City does not have to go through an RFP process with anyone on the pre-qualified list for anything under \$20,000. Between \$20,000 and \$100,000 they have to select at least three firms from the list and get RFP response back from them. Mr. Teddy thought it was an economical way to gage interest and get a trial balloon up to see how much consultant interest there is.

Mr. St. Romaine said his goal would be to have responses back by the next meeting. Mr. Gray noted they have an executive committee meeting on October 6 with the next regular meeting scheduled for the 27<sup>th</sup>. He suggested they look between the 6<sup>th</sup> and 27<sup>th</sup> to start thinking about language and etc. for the actual RFP.

Mr. Gray said they could have the discussion about the firms that submitted at the next meeting. He said they could also be looking at sample language. Mr. Peckham asked who would be preparing the RFP. In terms of the boilerplate, Mr. St. Romaine said he thought they had plenty of good examples. He thought this committee, or a subcommittee, needs to focus on the actual scope of work of what it is we want them to do. Mr. St. Romaine said they had identified two areas already, design guidelines and urban design. When they worked through the report, Mr. Gray recalled Mr. Peckham inviting anyone that wanted to come to the executive meetings to have input. He thought it was a good idea, but said he did not want 16 people showing up to draft the RFP. One thing Mr. St. Romaine thought they learned from the interim report was that they need to have two or three people take the bull by the horns and just do something.

Mr. Peckham understood that the RFQ would go out this week and they would review a rough draft of the RFP at the next meeting. Mr. Peckham asked that the rough draft be e-mailed out to the committee so they could see it before the meeting.

Mr. Gray introduced Doug Lange of Stephens College as a new member of the committee.

Mr. Peckham explained that Mr. St. Romaine, Mr. Watkins and Mr. Peckham himself had met months ago and had decided for two reasons they would not try to do the greater downtown area. The first was that it has become a far more complicated urban design problem and the other was it would cost more money than could be afforded. He said they identified the two areas at opposite ends of Broadway and he was hopeful they would not morph that into just picking one area. He thought it would be within budget to look at both simultaneously. Mr. Ward said there might be some firms wanting to spend some marketing dollars to find themselves a job. Mr. St. Romaine felt the economic environment right now could encourage some of that.

On the web site, Mr. Peckham noted the City's site talks about the City documents and that this committee has been charged with City property, not University property. Nevertheless, he said there are University projects that are interlaced with the downtown area, one being the State Historical Society Museum. He thought one of the reasons for having both ends of Broadway incorporated in the study is that there are very different things happening on each side of the central core. He thought there was a simple way to say the University is not part of the study, but here is what they might be doing in the next 20 years.

Mr. Gray noted that he had met with Mr. Watkins and Mr. St. Romaine and they had discussed what had gone on since the DLC was set up and what they saw as key issues based on their own ideas but also based on input and feedback from the City Council. He said the main thing was to quit talking about it and move something tangible forward so the development process could be influenced through these types of charrettes.

By the time we get the RFP's out over the next month, interviewing firms and getting them started, St. Romaine said they would be pretty busy through March at least. Mr. Gray got the impression that if this moves forward and becomes a tangible project with successful results that there may be resources to continue it. Mr. St. Romaine noted that the Council passed the first two TIF projects recently and someone had said that the passage of the two TIF's would open the floodgates to other TIF projects, although that has yet to happen. He did not think anybody was interested in looking at another TIF application until after the next election in April.

Mr. Peckham asked what steps they would have to take in order to go from what we have now to go to a TIF district. Mr. St. Romaine replied they would have to first define the areas. He thought there was also a step which would require Planning and Zoning review. Once approved by P & Z, it would have to go to the Council for approval. Mr. Teddy felt feasibility analysis would be important, as it delineates the areas and based on its characteristics, slum blight, conservation criteria, etc., would give a sense of how much development is possible.

Ms. Rootes asked what they based their decisions on when a study has not yet been done. Mr. St. Romaine guessed it was more of a policy issue more so than anything else. He said right now the Council has determined, in general, this downtown area is suitable for TIF projects. They are not going to accept any TIF projects in any other area but downtown. He said they have not truly defined what downtown is, they just let developers come in and define specific areas as to what they perceive to be downtown.

### **Public Comment**

None.

### **Next Meeting**

October 27<sup>th</sup>

### **Adjourn**

Meeting adjourned at 5:15 p.m.