

RESOLUTION NO. 2016-34

**A RESOLUTION OF THE DOWNTOWN COMMUNITY
IMPROVEMENT DISTRICT APPROVING MINUTES OF
THE BOARD OF DIRECTORS MEETING HELD JULY
2016**

**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 July 2016.

Passed this 9th day of August 2016.



_____, Chairman of the Board of
Directors

(SEAL)

Attest:



_____, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2016-34**

July 2016 Meeting Minutes

**Community Improvement District
Board of Directors Meeting
July 12, 2016
11 S. Tenth Street**

Present:

Adam Dushoff, Addison's
Tom Mendenhall, The Lofts at 308 Ninth
Allan Moore, Moore & Shryock Appraisals
Deb Sheals, Historic Preservation
Mike Wagner, Central Bank of Boone County
Mike McClung, Carharts
John Ott, Alley A Realty
Marti Waigandt, 808 Cherry St.
Ben Wade, Guitarfinder

Blake Danuser, Bingham's
Steve Guthrie, Landmark Bank
Christina Kelley, Makes Scents

Absent:

Skip Walther, Walther, Antel, Stamper & Fischer
Tony Grove, Grove Construction, LLC

Andy Waters, Columbia Tribune

Guests:

Chad Gooch, CPD
Carol Rhodes, City of Columbia
Chris He, Downtown CID Intern
Janet Thompson, Boone County Commissioner
Val DeBrunce, Citizen

Jodie Jackson, Tribune
Heather Jacobson, Phoenix
Steve Sapp, City of Columbia

Approval of Minutes

Sheals motioned to approve the minutes, Danuser seconded and none were opposed.

Financial Report

Essing provided an overview of financials and current budget status. Spending is on track for 2016.
McClung motioned to approve the financials, Waigandt seconded and none were opposed.

Police Report - Gooch

Sgt. Gooch provided recap of Fire in the Sky and update on crime in the downtown area is trending down. Continue to have biggest issue with stolen property, such as cell phones. New CPD scheduling has allowed for additional police coverage downtown, which has been helpful. CPD will be conducted an active shooter training on July 26 at The Blue Note for all interested businesses.

City Report

Rhodes provided update on the Avenue of the Columns work is continuing. It began as an initiative in 2003 and is costing about 1.27 million dollars. Rhodes also shared that the Broadway repaving project is now complete.

New Business

Ballot Issue Presentation

Thompson and Sapp provided a educational presentation regarding the August 2 ballot issue on the Use Tax being collected on out of state purchases of motor vehicles, boats, trailers.

Phoenix Outreach Report

Heather Jacobson with Phoenix Programs reported that three outreach workers are conducting on the street outreach within the Downtown CID. They work four days per week including weekends. The Phoenix number

is appropriate for business owners to call if they see someone who seems to need help. The Phoenix survey conducted in early June identified 13 panhandlers in the downtown area, 10 of which are homeless and 3 are not. They are still working with 11 of them, and 2 are no longer in the area. Of the 11, one has accepted housing and one they are working with has a serious language barrier. Jacobson shared that the outreach team is making an impact and results are encouraging. The outreach team need the business owners help, in that when a business owner or manager sees someone they think needs help, they need to call the Phoenix program and tell them so the counselors know where they should go. The Functional Zero Task Force has reviewed the marketing collateral for the campaign and is supportive. Phoenix is also working with a local taxi company to provide vouchers for transportation to Phoenix.

Independent Testing of Code Update

Proposed Development Code updates discussed. Planning and Zoning is continuing to review code during normally scheduled meetings and work sessions. A tracking spreadsheet has been created by City Staff to document public comments on the proposed new code and provide responses. P&Z has requested that Council allow for a two-month delay. A motion was made to send a letter from the Downtown CID to City Council in support of this request for more time. McClung so moved, Mendenhall seconded and no one opposed.

2017FY Budget Update

Essing reported that City Council was presented the budget for fiscal year 2017. They did comment that they would like to see more spending on infrastructure and safety.

Conflict of Interest Policy

The conflict of interest policy for The Downtown CID has been updated. Dushoff motioned to accept the new policy, Mendenhall seconded, none opposed.

Downtown CID Office Lease

The CID building lease is for four more years, which mean the office will remain where it is through 2021. McClung motioned to accept, Waigant seconded, none opposed. The lease will be signed through 2021.

RHI HZA Report Update

Discussion on bi-monthly stakeholder meetings and action completed thus far, such as increase cleaning downtown and panhandling campaign. Group discussed working next to increase active sidewalks, including creating a busking program. The Marketing Committee will work on this pilot programming this fall.

Committee Reports

Operations

Sheals provided update in regards to Ameren asking for committee feedback on pulling meters above sidewalk along Broadway. Committee has voiced concerns regarding trip hazard, visual appearance and potential interference with retail storefronts. Committee also provided update on suggestions to improve parking, such as raising awareness of 10-hour meter program.

Economics

Allan provided update that the City is continuing to work on solution for compactor location behind Broadway Brewery.

Marketing

The Dog Days commercial was shown to the group. Wade shared the full Dog Days promotional plan with the group.

Gateway

Review of one proposal received from the Request For Proposals process for the construction of the first three light hubs. McClung voted to table pending bid clarification and expected expenses related to the project. Second by Dushant and all approved to revisit at August meeting.

DLC-Wade

Wade provided update that DLC has been discussing the proposed development code. He has provided a copy of the Winter and Company testing to each DLC member.

Infrastructure Task Force – Grove

Grove was absent. Will report next month.

Staff Report

Essing provided update that interviews are ongoing for open Office Manager position.

CLOSED MEETING

Discussion regarding compensation for Office Manager position. Approved range of \$30k - \$40k. Search and Review Committee will meet on July 14 to review final candidates.

Adjournment

The next meeting is **Tuesday, August 9**, at 3:30 p.m.

The meeting on **Tuesday, August 9th**, will be the annual meeting required by the bylaws.

**Community Improvement District
Economic Development Meeting
July 19, 2016
11 S. Tenth Street**

Present:

Marti Waigandt, 808 Cherry St
Tony Grove, Grove Construction, LLC
Allan Moore, Moore & Shryock Appraisals
Christina Kelley, Makes Scents

Absent:

Blake Danuser, Bingham
John Ott, Alley A Realty

Guests:

Val DeBrunce
Cynthia Mitchell
Kris He

Agenda:

Solid Waste Committee – Trash Compactors

- Discussed Broadway Brewery Alley location. Mitchell provided update that trolley system to move compactor did not work. Solid Waste Team is now attempting a motorized wheel for the compactor, to be able to navigate the turns of this difficult alley location.
- Discussed request by Orr Street Studios and Artrageous to relocate trash dumpster from alley. The Orr Street Lofts management team opposes the relocation, due to 80+ tenants living in the units. Solid Waste Committee decided to leave dumpster in place and ask for all tenants to keep area clean and properly use dumpster.
- Discussed placing the artistically painted trash compactor in the alley between US Bank and Sake.
- Mitchell provided an update that the proposed revisions to the trash compactor ordinance will have a public hearing, to be coordinated by Steve Sapp.
- Discussed potential purchase of 10 additional street trashcans. Essing will review other vendor pricing options.
- Mitchell shared that her last day with the City will be in mid-August. Dave Sorrell will serve as our contact until a replacement director is hired.

Adjournment

The next meeting is **August 16**, at 4:00 p.m.

**Community Improvement District
Operations Committee Meeting
July 21, 2016
11 S. Tenth Street**

Present:

Adam Dushoff, Addison's
Ben Wade, Guitarfinder

Mike McClung, Carharts

Absent:

Deb Sheals, Historic Preservation
John Ott, Alley A Realty
Tom Mendenhall, The Lofts at 308 Ninth
Andy Waters, Columbia Tribune

Guests:

Val DeBrunce

Discussion

Meeting was not held due to lack of quorum.

The next meeting is **August 18** at 3:30 p.m.

**Community Improvement District
Marketing Committee Meeting
July 26, 2016
11 S. Tenth Street**

Present:

Christina Kelley, Makes Scents
Ben Wade, Guitarfinder
Andy Waters, Tribune
Van Hawxby, Dogmaster Distillery

Absent

Steve Guthrie, Landmark Bank
Lisa Klenke, Calhoun's

Agenda

Dog Days Sidewalk Sale

Coffman provided update on marketing efforts for Dog Days, which will be July 28 – 31. Outreach includes collateral for businesses, postcard mailing, Pandora spots, cable TV spot, print ads in the *Columbia Daily Tribune* and *Inside Columbia* and extensive social media. Coffman also was a guest on the Tom Bradley radio show to promote the event and overall District.

2017FY Media Planning

Discussion regarding two proposals received from the Request For Proposals process. True Media and Tribune Publishing submitted proposals. Motion by Kelley to recommend Tribune Publishing Contract be approved by Board, second by Hawxby. All voted in favor with Waters abstaining due to conflict of interest.

Holiday Décor

Discussion regarding one proposal received from Winterland, Inc. from the Request For Proposals process. Motion by Kelley to recommend Winterland Contract be approved by Board, second by Waters, all voted to approve. Review of additional ideas to expand décor, with budget increased to \$40k (from \$20k). Discussed proposed options to continue the "Snowflakes on Broadway" between Eighth and Tenth street and the Magic Tree. Expand décor by adding snowflakes in high-visibility locations entering downtown, such as the Broadway Hotel, parking garage at 5th and Walnut, Wabash Station and the apartments and Ninth and Elm. The committee talked about goal of increasing décor year over year, to eventually cover all of downtown and draw additional holiday traffic.

Busking

Committee discussion on testing busking program this fall. Goal is to create a busking directory for businesses to utilize to hire buskers to activate sidewalks and increase vitality of downtown area.

Halloweenie

Discussion of rebranding the annual "Halloweenie" event, which is held the Friday before Halloween annually, to be called "Not So Frightening Friday". The group agreed upon the new name. Coffman will work with graphic designer to create new logo and collateral. Hawxby asked that events and marketing be coordinated in order to support multiple constituents throughout The District.

Boone County Historical Society Partnership

Essing provided an update that the BCHS would like to partner with The District to sell historic downtown photos to respective building owners and create window displays in January/February timeframe. The current downtown exhibit at the BCHS will be in place through mid-September.

Adjournment

The next meeting is **August 23** at 8:30 a.m.

**Community Improvement District
Gateways Committee Meeting
July 28, 2016
11 S. Tenth Street**

Present:

Deb Sheals, Historic Consultant
Richard Perkins, Stephens
Tooti Burns, NVAD
JJ Musgrove, OCA
John Glascock, City

Absent:

Christina Kelley, Makes Scents
Clyde Ruffin, Second Baptist Church
Cliff Jarvis, Columbia College
Amy Schneider, CVB
Heiddi Davis, MU
Blake Danuser, Bingham

Guests:

Russ Volmert, Arcturis

Capital Campaign Update

Committee discussion on campaign prospect list. Essing provided recap of meeting with Eric Staley, in which ideas on fundraising were discussed. Essing to invite Staley to attend future Gateways Committee meeting.

Essing provided update that Gateways Fund will be part of the annual CoMoGives campaign in December.

Group discussed pricing for capital campaign. Volmert to review projecting project costs, based upon pricing experience gained from first three light hubs. Committee will review during August meeting.

Discussion on upcoming NEA Our Town grant application period. Committee will work to gather letters of support. Essing/Volmert will spearhead application process. Plan to incorporate Heritage Trail project into application, as the West Entry Gateway is a critical component for this initiative.

Committee suggestion to investigate National Endowment for Humanities grants. Essing to follow up.

Three Light Hubs Update

Committee discussion regarding construction bid. Volmert provided update on artist work on first three light hubs. Group discussed lighting event, which will be determined once the construction timing is finalized.

Adjournment

The next meeting is **August 25** at 3:00 p.m.

**Community Improvement District
Search and Review Committee Meeting
July 14, 2016
11 S. Tenth Street**

Present:

Mike McClung, Dungarees/Resident
Mike Wagner, Central Bank
Blake Danuser, Bingham's

Deb Sheals, Historic Preservationist

Absent:

Marti Waigandt, 808 Cherry St.
Skip Walther, Walther, Antel, Stamper and Fischer

Agenda Items – CLOSED MEETING

Office Manager Position

Review of candidates for Office Manager position.

Motion by Sheals to extend offer of salary of \$35k annually for 30-hours per week to Megan Waigandt, with Marti Waigandt to step down from Search and Review Committee. Second by Danuser, all approved.

Essing to negotiate offer.

Annual Employee Reviews

Discussion of employee review process. Essing provided annual performance reports for both Coffman and herself. Full Board to provide feedback during the August 9 Board of Directors Meeting.

Adjournment

The next meeting is not yet scheduled.

**Community Improvement District
Executive Committee Meeting
August 2, 2016
11 S. Tenth Street**

Present:

Mike Wagner, Central Bank of Boone County
Mike McClung, Dungarees/Resident

Marti Waigandt, 808 Cherry St.
Adam Dushoff, Addison's

Absent:

None

Agenda Items

Discussion of August 9 Board Meeting and Annual Meeting agenda.

Adjournment

The next meeting is **Tuesday, September 6**, at 4:00 p.m.