

RESOLUTION NO. 2018-22

**A RESOLUTION OF THE DOWNTOWN COMMUNITY
IMPROVEMENT DISTRICT APPROVING MINUTES OF
THE BOARD OF DIRECTORS MEETING HELD
JANUARY 2018**

**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 January 2018.

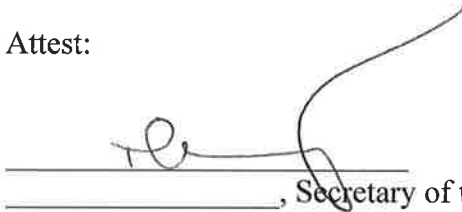
Passed this 13th day of February 2018.



_____, Chairman of the Board of
Directors

(SEAL)

Attest:



_____, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2018-22**

January 2018 Meeting Minutes

**Community Improvement District
Board of Directors Meeting
January 9th, 2018
11 S. Tenth Street**

Present:

Kevin Czaicki, Centurylink
David Parmley, The Broadway Hotel
Tom Mendenhall, The Lofts at 308 Ninth
Marti Waigandt, 808 Cherry St.
Mike McClung, Dungarees/ Resident
Kenny Greene, Monarch Jewelry
Blake Danuser, Bingham's

Mike Wagner, Central Bank of Boone County
Nickie Davis, Muse
Deb Sheals, Historic Preservationist
Andy Waters, 100 North Providence
Adam Dushoff, Addison's
Ben Wade, Guitarfinder

Absent:

Tony Grove, Grove Construction, LLC

Steve Guthrie, Landmark Bank

Guests:

Lisa Klenke, Calhoun's
Jared Pearson, Alpine Shop
Carol Rhodes, City of Columbia
Brad Anderson, CPD
Allan Moore, Moore & Shryock appraisals
Todd Hoiem, Hawthorn Bank
CJ Dykhouse, Boone County

Van Hawxby, Dogmaster Distillery
Val DeBrunce, Citizen
Jesse Garcia, Business Owner
Eric Hughes, CPD
Mark Farnen, Strategists, LLC.
Matt Beckett, Developer
Brian McCollum, Boone County

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

Introductions were provided around the table of board members and guests. Essing provided a special presentation and recognition to exiting Board Members.

Approval of Minutes

Motion by Mendenhall, second by Wade, all approved.

Approval of Financials

Essing provided a financial overview and reported that the CID sales tax revenue is trending down 3% as predicted last year, as of December reporting. She mentioned that the CID was on budget for the third month of the year. Sheals motioned to approve financials, Waigandt seconded and all were in favor.

Police Report

Lt. Hughes introduced the new downtown officer, Brad Anderson, who will be attending CID board meetings in the future. He shared that Officer Clint Sinclair will be the new night officer.

City Report

Rhodes shared that council approved the downtown lighting project. She also shared that the Parking Advisory Committee would be appointed at next Tuesday's meeting.

New Business

Boone County Tax Collection Agreement – Guests CJ Dykhous & Brian McCollum, Boone County
Dykhous provided a history of Columbia's tax collection agreement. He explained that there needed to be some changes made to the wording of the agreement due to the evolution of the agreement. He distributed a proposed new tax collection agreement. Mendenhall motioned to approve the agreement, Waigandt seconded and all were in favor.

Plaza 807 Building Update – Todd Hoiem, Hawthorn Bank and Matt Beckett, Partner, East 280, LLC
Beckett distributed a handout covering the professional building project at 803 E. Walnut. He wishes to establish a relationship with the Downtown CID. He explained that it is a six story building with a mix of office and retail space, and an event center/ outdoor space on the roof. He explained that the project will provide more jobs and promote more shopping downtown. Hoiem of Hawthorn Bank introduced himself. She shared that the new building would house a new Hawthorn Bank. He explained that there will be 15-20 initial employees downtown and that this location will be the headquarters for the bank.

Stakeholder Communication System – Update

Essing explained that the new stakeholder communication system is being tested and the CID staff is currently receiving training.

Committee Reports

Operations

Waters shared that initiative and momentum behind tweaking Columbia's current sidewalk dining ordinances and best practices to mirror other cities. There was no motion from the committee.

Economic Development & Solid Waste

Moore shared that there is a motion from the committee to approve a proposed Solid Waste Master Plan. Danuser seconded and all were in favor. Essing shared that the CID's staff has sent out a solid waste survey and are promoting education to its constituents.

Marketing

Wade reminded the group about the up-coming Restaurant Week and Wedding Stroll.

Search and Review

McClung shared the proposed committee slates. Mendenhall motioned to approve the changes, Dushoff seconded. Waigandt declined her position on the Economic Development committee. Mendenhall amended his motion, Dushoff seconded and all were in favor.

Gateways

Waigandt gave an overview of the City of Columbia's bicentennial committee. The gcommittee will now begin to meet bi-monthly.

DLC Report

There was no report.

Staff Report

CID staff member, Gabby Cutrera has celebrated her one year work anniversary. Board member, Nickie Davis was featured in many local magazines recently. A complete downtown banner change will happen tomorrow and new banners will go up later this month. Dogmaster will host an alcohol awareness seminar this Friday.

Public Comment

DeBruce encouraged the BOD to read articles regarding online sales tax.

Adjournment

Meeting adjourned at 4:14 pm. Waigandt motioned to adjourn, Mendenhall seconded and none were opposed.

The next meeting is **Tuesday, February 13th**, at 3:30 p.m.

**Community Improvement District
Economic Development and Solid Waste Meeting
January 16th, 2018
11 S. Tenth Street**

Present:

Mike Wagner, Central Bank of Boone County
Andy Waters, 100 North Providence

Adam Dushoff, Addison's
Allan Moore, Moore & Shyrock

Absent:

Blake Danuser, Bingham's

Tony Grove, Grove Construction, LLC

Guests:

Kurt Mirtching, Shakespeare's
Steve Hunt, City of Columbia
Brett Wisman, Consign and Design

Val DeBrunce, Citizen
Melissa Frier, Aardvarx

Meeting called to order at 3:31 pm by Katie Essing, as chair not yet elected.

2018 Committee – Select Chair

There was a motion for Wagner to be chair of the committee. Waters seconded the motion and all were in favor. Wagner will serve as the 2018 Committee Chair.

Solid Waste District

Trash and Dumpster Compactors

-Proposed Master Plan – Steve Hunt, City

Essing That the council memo will be on the agenda in the next few months. Steve Hunt will keep the CID posted on the council schedule and revise the map with changes.

-Signage in Solid Waste Locations – Steve Hunt, City

Patricia Hayles with the City and the Downtown CID staff have developed solid waste educational signage. Hayles also developed signage for the compactors themselves showing how to run the compactor cycle. Hunt is unaware if these have been installed but promises to check and report back soon.

-Solid Waste Ordinance Changes

There was discussion regarding switching a day of the week for trash pick up to Sunday. Dushoff and Hunt pointed out that days can't be swapped out because of staffing. Hunt added that the city is trying to increase the number of trash receptacles to improve the situation. Dushoff inquired about what other cities do to alleviate problems. Hunt said he would research that concept. Ordinance change ideas were discussed. Hunt shared that placement of dumpsters is decided on highest need. He said that the biggest problem facing solid waste downtown is bad behavior. Even with added containers and education, it is difficult to enforce good behavior of the people using them. Waters motioned to push through with proposed ordinance changes to charge violators for clean up expenses, prohibit placing used cooking oil in solid waste compactors and dumpsters, consideration for the CID providing trash bags to downtown businesses, and to enforce enforcement process to discourage bad behavior. Dushoff seconded the motion and all were in favor.

-Solid Waste Survey

Essing shared the results of the recent solid waste survey. Melissa Frier of Aardvarx believes that retail spaces should not have to pay the rate increase for more trash pick up, and that it should be the restaurants responsibility. She and Brett Wisman from Consign and Design commented on the damage made to buildings by trash trucks.

-Food Waste Discussion

DeBrunce provided an update on the food waste information collection process. He requested feedback from the committee regarding business and property owner's names.

Economic Development

-2018 Priorities

The committee discussed the priorities for 2018.

Adjournment

Meeting adjourned at 5:00 pm. Dushoff motioned to adjourn, Waters seconded and none were opposed.

The next meeting is **Tuesday, March 20th**, at 3:30 p.m.

**Community Improvement District
Search and Review Meeting
January 8th, 2018
11 S. Tenth Street**

Present:

Mike Wagner, Central Bank of Boone County
Deb Sheals, Historic Preservationist

Mike McClung, Dungarees/ Resident

Absent:

Adam Dushoff, Addison's
Kenny Greene, Monarch Jewelry

Ben Wade, Guitarfinder

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

2018 Committees

Essing distributed drafts of the proposed 2018 Downtown CID committees. She explained that the new committee chairs would be voted on at the next Board of Directors meeting. There was much discussion about how to be strategic in selecting the Executive Committee. Sheals shared that it was important enforce progression so the roles were filled by different people every year, with members moving into the next more senior role each year. Essing will take corrections to the proposed committee member selections and present them at the next Board of Directors meeting.

Adjournment

Meeting adjourned at 4:08 pm. Wagner motioned to adjourn, Sheals seconded and none were opposed.

**Community Improvement District
Marketing Committee Meeting
January 9th, 2018
11 S. Tenth Street**

Present:

Nickie Davis, Muse
Van Hawxby, Dogmaster Distillery

Lisa Klenke, Calhouns

Absent:

Steve Guthrie, Landmark Bank

Ben Wade, Guitarfinder

Guests:

Jared Pearson, Alpine Shop
Christina Kelley, Makes Scents
Ms. McFarlane, Bluestem

Val DeBrunce, Citizen
Karen Grundy, MCB
Christy Asper, Ink Cafe

Meeting called to order 8:42am by Katie Essing, Executive Director.

Updates and Discussion

Selection of Two 2018 Voting Committee Members

Christina Kelley was the only applicant. A vote was cast and she won one of the seats. The CID is trying to recruit a second voting member.

Select 2018 Committee Chair

The Marketing Committee Chair for 2018 will be determined at the next meeting.

Feedback – Holiday Events

Cutrera, the CID's Director of Outreach has requested feedback for recent holiday events including Living Windows. It was widely thought that the roads were overcrowded and that the sidewalks were congested. The committee would like to brainstorm idea of how to make things flow smoother without drawing less of a crowd.

Restaurant Week – January 15-21

Cutrera shared that there are 19 establishments signed up to participate in Restaurant Week. She has posted the event information on the CID website and on Facebook. She shared that this event will have less strict participation rules than last time.

Wedding Stroll – February 24

Cutrera offered an overview of how the event would work and requested committee feedback. Asper stated that most brides will register anywhere and that most businesses have the potential to benefit from this event.

Spring Shop Hop

Davis would like to have more of an online presence to draw a younger crowd to The District for Spring Shop Hop. Kelley shared that the Unbound Book Festival is at that time and we could request that they promote the event.

2018 Marketing Plan and Priorities

Essing shared that many CID committees would like to see more décor downtown during the holidays, but that the budget was too tight to expand on. Klenke suggested an event to raise money, possibly partnering with the churches. Kelley said that sponsorships might be better and save money. Kelley also suggested compiling a list of vendors who hang (and possibly provide) holiday lights to offer to businesses that are interested and wish to contract labor themselves.

Adjournment

Meeting adjourned at 9:45am. Davis motioned to adjourn, Klenke seconded and none were opposed.

The next meeting is **Tuesday, February 27th**, at 8:30 a.m.

**Community Improvement District
Operations Committee Meeting
January 18th, 2017
11 S. Tenth Street**

Present:

David Parmley, The Broadway Hotel
John Ott, Alley A Realty
Tom Mendenhall, The Lofts at 308 Ninth

Kevin Czaicki, Centurylink
Kenny Greene, Monarch

Absent:

Andy Waters, 100 North Providence

Deb Sheals, Historic Preservation

Guests:

Val DeBrunce, Citizen
Kurt Mirtching, Shakespeare's

Tim Teddy, City of Columbia

Meeting called to order at 3:32 pm by Katie Essing, Executive Director.

Updates and Discussion

-Select 2018 Committee Chair

Ott motioned to select Parmley. Mendenhall seconded and all were in favor.

Sidewalk Dining Ordinance - Guest: Tim Teddy, City of Columbia

Teddy referred to Fuzzy's Taco and confirmed that their outdoor seating patio is not up to code. They are working on alternate plans to fix the error. Ott inquired about how many feet it was around the property line. Teddy said that it was significant, but it did still allow for the 5 feet of sidewalk around most of the space except along the right corner. Czaicki stated that they could just clip the corner of their patio at an angle to become compliant. Greene asked if there was a penalty for not being in compliance. Teddy said that there is a fine if a business doesn't correct their non-compliance issues. Parmley asked if enforcement was complaint driven or if there is someone in charge of monitoring such things. Teddy confirmed that it is mostly complaint-driven. Ott suggested that there be someone on staff that does occasional inspections. Essing introduced the CID intern who previously went over some ideas for changing the current sidewalk dining ordinance to make compliance easier and the downtown more uniform. She discussed her changes to the group. Essing asked how to proceed. Czaicki said that he wants restaurant's feedback. Mirtching said that people with sidewalk dining options could be charged a fee for taking advantage of the sidewalk space. Essing is going to coordinate an interested parties meeting with David Maxwell of the Mid Missouri Restaurant Association to get more feedback.

2018 Priorities

The committee discussed the priorities for 2018.

Other Discussion Items

DeBrunce shared that he wishes to initiate a program that recognizes good behavior regarding trash and recycling. Mendenhall motioned that the CID set aside up to \$1500 for a recognition program and event, and Greene seconded. Essing suggested that the concept should be brought before the Solid Waste / Economic Development Committee and potentially vetted and brought before the Board of Directors. A vote was held and the motion did not carry.

Adjournment

Meeting adjourned at 5:02 pm. Mendenhall motioned to adjourn, Ott seconded and none were opposed.

The next meeting is **Thursday, February 15th**, at 3:30 p.m.

**Community Improvement District
Executive Committee Meeting
February 6th, 2018
11 S. Tenth Street**

Present:

Jesse Garcia, Downtown Business Owner
Nickie Davis, Muse
David Parmley, The Broadway Hotel

Deb Sheals, Historic Preservation
Ben Wade, Guitarfinder
Mike McClung, Dungarees/ Resident

Meeting called to order at 3:27pm by chair, Ben Wade

February Board Meeting Agenda

Essing distributed the drafted February Board of Directors agenda, which was discussed and approved by the group. She shared that it is now time for the annual Board of Directors conflict of interest review. She also shared that there is a motion coming from the Solid Waste Committee regarding enforcement. Garcia and McClung commented that they'd like to see a positive reinforcement model.

Adjournment

Meeting adjourned at 4:26 pm. McClung motioned to adjourn, Davis seconded and none were opposed.

The next meeting is **Tuesday, March 6th** at 3:30 p.m.