

RESOLUTION NO. 2018-30

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

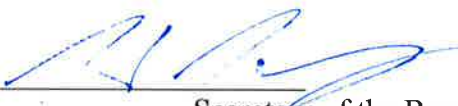
Passed this 10th day of July 2018.



Chairman of the Board of
Directors

(SEAL)

Attest:


_____, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2018-30**

June 2018 Meeting Minutes

**Community Improvement District
Board of Directors Meeting
June 12, 2018
11 S. Tenth Street**

Present:

Tom Mendenhall, The Lofts at 308 Ninth
Van Hawxby, DogMaster Distillery
Deb Sheals, Historic Preservationist
Mike Wagner, Central Bank of Boone County
Kevin Czaicki, Centurylink
David Parmley, Broadway Hotel
Kenny Greene, Monarch Jewelry

Marti Waigandt, 808 Cherry St
Adam Dushoff, Addison's
Ben Wade, Guitarfinder
Lisa Klenke, Calhoun's
Logan Dale, Landmark Bank
Mike McClung, Dungarees

Absent:

Jesse Garcia, Penguin

Guests

Morgan Pingel, Fringe
Munir Mohammad, Boone Olive Oil Company, Shortwave Coffee
Officer Brad Anderson, CPD
John Ott, Property Owner
Tanner Ott, Citizen
Val DeBrunce, Citizen
Jay Burr, Missourian
Robert Hollis, Attorney
Mayor Brian Treece, Mayor of Columbia
James Grey, President of Restaurant Association
Carol Rhodes, City Manager

Meeting called to order at 3:34 pm by Ben Wade, Chair.

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

Approval of Minutes

Motion by Mendenhall, second by Sheals, all approved.

Approval of Financials

Sheals stated that income came out 2% over budget, everything is still in good shape and currently on track, our full year of taxes has been collected and all current spending on assets are on track for the year. McClung motioned to approve financials, Waigandt seconded, all were in favor.

Police Report

Officer Anderson stated it had been quiet downtown, and his caseload had been light overall. He noted that an increase in transient population and loitering in Flatbranch Park has been a concern.

City Report

Carol Rhodes was present at the meeting, but had nothing to report.

New Business

Guest Mayor Treece Remarks

Mayor Treece spoke to board about overall goals for downtown and fielded questions for all board members and guests present.

Hiring of Director of Outreach

Attorney Robert Hollis provided an overview of a potential concern regarding the hiring of former board member, Nickie Davis, as Director of Outreach. Hollis explained state statute regarding board members waiting one year between serving in a position of influence on staff and being a board member. The group asked Hollis to contact the Missouri Ethics Commission to explain the situation and determine if further action was needed. Hollis will report back at the July meeting.

2019FY Budget Update

Essing presented the draft 2019FY budget as created with input from all committees, stating that the only change from the previous review is shifting \$7500 from the landscaping master plan design project to fund Attorney Robert Hollis to be present at all future board meetings. The board discussed the need for legal guidance given the complexity of the organization. Mendenhall motioned to approve the budget, Sheals seconded, all approved. Essing shared that the 2019FY Budget would be presented to the Mayor and Council for comment.

Board Member Election

Due to the vacant position on the board created by Nickie Davis's hire as Director of Outreach, the board voted on a potential board member and one alternate to serve out the remainder of the open board position. Wade shared that three applications were received: Deb Rust, Morgan Pingel and Munir Mohammad. Pinkel and Mohammad were in attendance and briefly shared their interest in the board. Voting was conducted, with Deb Rust selected as the potential board member and Munir Mohammad selected as the alternate. Essing will present the slate to the Mayor and Council for approval.

Committee Reports

Operations

Committee Chair Parmley provided an update regarding the committee's work on recommend sidewalk dining ordinances, requesting that the City include the Downtown CID in right of way requests in the downtown area and improving the downtown landscaping and appearance.

Economic Development & Solid Waste

Committee Chair Wagner shared that the group is continuing to work with City Solid Waste Director, Steve Hunt, to implement the council approved solid waste master plan. In addition, the committee is working with the City to create solutions for downtown grease storage issues in the right of way.

Marketing

Committee Chair Hawxby provided an update on Restaurant Week and Dog Days, both promotions being designed to increase sales and traffic for downtown businesses. He stated that 2019FY media planning will begin with the upcoming media pitch day, which will be held on July 24th. A new bar and nightclub event is still being worked on, as well as the college outreach program.

Search and Review

Wade shared that the committee did not meet however the organization is still in need of Executive and Marketing committee members.

DLC Report

Wade shared that the DLC is discussing continuing a charette process, with a working group evaluating the scope of work and potential expense.

CoMo200/ Bicentennial Task Force Report

Sheals provided an update on CoMo200, stating that several sub-committees are in place to begin official work on planning the 2021 Bicentennial activities..

Parking Commission Report

McClung reported that the Parking Commission met and approved RFQ to collect data needed to provide the best solution for the parking issue. He also stated that the search has began for a new city liaison with Drew Brooks moving away. This process will take time and the official date of when a new one will be appointed is TBD.

Staff Report

Essing reported that the CID had just presented their second grease tank incentive to Addison's and have a couple of other businesses working on getting estimates for indoor grease tanks. Fire in the sky fireworks will be shot off of the rooftop of Lucky's Market this year due to the construction on 6th and cherry. We have requested for a sunshine law refresher course to hopefully take place at the next board meeting, as well as meeting with the committee in charge of the loop improvement project on the business loop.

Public Comment

None

Adjournment

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

The next meeting is **Tuesday, July 10th**, at 3:30 p.m.

**Community Improvement District
Operations Committee Meeting
June 15, 2018
11 S. Tenth Street**

Present:

David Parmley
John Ott

Tom Mendenhall

Absent:

Logan Dale
Kevin Czaicki

Kenny Greene

Guests:

Kurt Mirtsching, Shakespeares Pizza

Meeting called to order at 9:05 a.m. by committee chair, Dave Parmley.

Approval of Agenda

Motion to approve agenda by Ott, seconded by Mendenhall, all approved.

Proposed Sidewalk Dining Ordinance Changes

Essing distributed revised sidewalk dining ordinance recommended updates, drafted during the February Operations Committee meeting and approved by the Board during the March meeting. Essing also shared feedback from the City regarding suggested changes.

Committee talked about overall goals for updating the sidewalk dining ordinance, including providing consistency to all downtown restaurants, providing more flexible options and promoting a more vibrant, outdoor environment for downtown. Parmley noted that the goal is to facilitate and encourage more sidewalk cafes while not allowing the guidelines to be abused in a manner that is harmful for the overall downtown. Ott shared an additional goal of consolidating all sidewalk dining code into one location of the city ordinances, in order to reduce confusion.

Group discussed potential changes to the ordinance, including specifications for fencing and requiring a sidewalk dining plan with details on amount of open space, amenities and furniture designs. Discussed recommending a biannual permit process for all sidewalk-dining areas in order to create a process of approval, monitoring and investigating complaints. Mendenhall suggested allowing a certain number of automatic renewals in the event of no violations, in order to reduce paperwork and city staff time required. Mirtsching suggested that the code be written to reflect state law in regards to alcohol, in order to be consistent. The group agreed that fencing is needed when alcohol is served, in order to identify the restaurant with the liquor license. Businesses not serving alcohol, such as ice cream or coffee shops, should not be required to place the fence. The committee agreed that no tarps or tents should be allowed during cold weather days, as the goal of sidewalk dining is to create an open dining experience.

Essing provided an update that the City has agreed to include the Downtown CID in the review process for any downtown right of use requests, which would include any permanent sidewalk dining fence installations.

Motion to bring revised sidewalk dining ordinance changes to the Operations Committee for approval by Ott, seconded by Mendenhall, all approved.

Adjournment

Motion to adjourn by Mendenhall, seconded by Ott, all approved. Meeting adjourned at 10:15 a.m.

The next meeting is **Thursday, July 16**, at 3:30 p.m.

**Community Improvement District
Economic Development and Solid Waste Meeting
June 19, 2018
11 S. Tenth Street**

Present:

Mike Wagner, Chair
Adam Dushoff
Jesse Garcia

Andy Waters
Logan Dale

Absent:

None

Guests:

Val DeBrunce
Steve Hunt

John Ott

Meeting called to order 3:31 pm by Wagner, Chair.

Approval of Agenda

Motion made to approve agenda by Dale, seconded by Garcia, all approved

Updates and Discussion

Solid Waste District – Proposed Master Plan

Hunt shared an update the proposed master plan. The City is currently finalizing the contract to purchase 912 East Walnut, with a planned closing in September. The compactor planning will then include power installation for the compactors. The Wabash compactor relocation is being planned with the assistance of All State Consulting. Hunt is coordinating a property owner meeting for the block of Broadway between 8th and 9th, in order to plan for the appropriate placement of the compactor. The compactor location behind Campus Bar and Grill is being planned with ESS consulting.

Solid Waste District – Proposed Ordinance Changes

Hunt provided an update that recommended ordinance changes are being reviewed by the City legal department. The revised ordinance will be placed on an upcoming City Council agenda.

Solid Waste District – Food Waste Collection and Used Cooking Oil

Hunt shared that the City would like to begin the food waste collection route downtown by fall, as 28 restaurants have indicated interest. The food collection route would run 6 days per week, with collection scheduled between 6 – 8:30 a.m. each morning. 35-gallon plastic roll carts are recommended for the program. Dushoff noted that he anticipates a dramatic reduction in the amount of solid waste from restaurants, given the large amount of food waste.

Hunt provided an update that several City departments are discussing solutions for downtown grease, including possibly prohibiting the collection of grease in the public right of way. Dushoff inquired about the difference between fryer and pan grease, as the new interior grease tank at Addison's will not accommodate pan grease (bacon, meat drippings). Hunt will investigate the proper disposal of this type of solidified grease, believing that a sealed container of this grease would be appropriate for the solid waste compactors and dumpsters. Hunt also shared that the City is studying the impact of grease on compost, with a test site currently underway at the landfill.

Hunt also shared that he is investigating new dumpsters for downtown that would prevent water accumulation, which would require a side load truck. The City is planning to view a potential truck model.

Economic Development

Committee discussed 2019FY planning for economic development, talking about the potential of a leasing program. The group cited concerns regarding limited available space, specific needs by tenants and varying rent prices depending upon the landlord. The group concluded that there is not an issue in attracting tenants however there is a problem in providing employee parking and rents that meet business needs.

Adjournment

Meeting adjourned at 4:34 pm. Dushoff motioned to adjourn, Dale seconded and none were opposed.

The next meeting is **Tuesday, July 17**, at 3:30 p.m.

**Community Improvement District
Operations Committee Meeting
June 21, 2018
11 S. Tenth Street**

Present:

David Parmley
Kevin Czaicki

Logan Dale

Absent:

Tom Mendenhall
John Ott

Kenny Greene

Guests:

Tim Teddy, City of Columbia

Meeting called to order at 3:34 pm by committee chair, Dave Parmley.

Approval of Agenda

Motion to approve agenda by Czaicki, seconded by Dale, all approved.

Proposed Sidewalk Dining Ordinance Changes

Essing distributed revised sidewalk dining ordinance recommended updates, drafted during the June 15 Operations Committee meeting. Group discussed potential changes to the ordinance, including specifications for fencing and requiring a sidewalk dining plan with details on amount of open space, amenities and furniture designs. Discussed recommending a biannual permit process for all sidewalk-dining areas in order to create a process of approval, monitoring and investigating complaints. Teddy provided feedback that a biannual review process would help minimize the staff time required to manage the process.

Essing provided an update that the City has agreed to include the Downtown CID in the review process for any downtown right of use requests, which would include any permanent sidewalk dining fence installations. Motion to bring revised sidewalk dining ordinance changes to the full board for approval by Czaicki, seconded by Dale, all approved.

Landscaping and Horticulture

Essing shared a drafted agreement between the City and the Downtown CID for annual landscaping maintenance downtown by the Parks and Recreation Department. Committee reviewed the draft agreement and agreed to ask the board to approve. Motion to ask the full board to approve the agreement by Czaicki, seconded by Dale, all approved.

Committee discussed the proposed \$24k in the 2019FY Budget to hire a landscape architect to create a master plan for downtown landscaping. Czaicki suggested that businesses might consider “adopting a spot” of an approved landscaping master plan to provide installation at maintenance. Dale noted that the plan should consider the brick planters on Broadway, with a potential timeline for replacement that the City might support. The group agreed that the plan would need to phase landscaping work over several years due to budget constraints. Dale commented the positive impact that improved downtown horticulture could have on business, showing vibrancy for downtown. Essing will invite Gabe Huffington with Parks and Recreation to the July Operations Committee meeting to discuss the process.

Street Lighting Project Update

Essing shared an update that the test street lights have arrived however the City is still awaiting the street light poles in order to install the six test lights on Broadway. The anticipated timeline is late summer for installation. An interested parties meeting will be held after the system is tested.

Parking

Essing provided an update on the next Parking Advisory Commission meeting, scheduled for July 12 from 3 – 5 pm at City Hall. Group discussed the new parking garage gate arm system, which is functional in the Plaza parking structure.

Other Discussion Items

Dale shared a concern for pedestrian safety at downtown crosswalks, noting the danger for pedestrians when vehicles attempt left turns. Essing provided an overview of the Pedestrian Safety Task Force work and the Vision Zero Plan, which works to improve overall safety. Essing will follow up with City regarding proposed pedestrian scramble at Ninth and Elm, in which pedestrians and vehicles are given separate signals to avoid potential conflict.

Adjournment

Motion to adjourn by Czaicki, seconded by Dale, all approved. Meeting adjourned at 4:59 pm.

The next meeting is **Thursday, July 16**, at 3:30 p.m.

**Community Improvement District
Marketing Committee Meeting
June 26, 2018
11 S. Tenth Street**

Present:

Lisa Klenke
Christiana Kelley
Mark Sulltrop

Absent:

Van Hawxby, Chair

Guests:

Greg Early, Love Inc.
Ashley Jarrett, Family Health Center
Nick Foster, Family Health Center

Meeting called to order 8:33am by Klenke, serving as Chair in the absence of Hawxby. Introductions were provided around the room.

Updates and Discussion

Love Inc. Presentation – Over the Edge Event

Greg Early provided an overview of the “Over the Edge” fundraising event, scheduled at the Tiger Hotel on Saturday, September 15, 2018. The Tiger Hotel will be celebrating their 90th anniversary with a street closure, entertainment, food trucks and the fundraising event comprised of sponsors rappelling off the top of the building. Early shared that Love Inc. strives for the event to involve the community, noting that Gary Pinkel is the celebrity host. Early requested the Downtown CID share the event information with stakeholders, including the sponsorship of \$1000 in pledges in order to participate in the event. The mission of Love Inc. is to help community members in poverty, with 90% of the fundraising event to be directed into services.

The committee discussed the proposal however noted concern regarding the Christian-faith religious affiliation of Love Inc. and the event. The group determined to share information on the overall Tiger Hotel 90th anniversary event and include details on the “Over the Edge” event however not be involved in soliciting for a religious organization.

Family Health Center Presentation – Back to School Supply Drive

Nick Foster and Ashley Jarrett provided an overview of the Back to School Supply Drive, with the event scheduled for July 28, 2018 at Derby Ridge Elementary from 9 am – 1 pm. 700 students are anticipated to attend the free event, which will include providing backpacks, school supplies, haircuts, dental exams and vision screenings.

Foster and Jarrett asked if the District would be able to promote the event and gather school supplies, with a collection period of July 1 – 20. Klenke asked if the organization had the ability to promote a downtown school supply drive, and Jarrett responded that activities could be promoted in their July newsletter. Jarrett shared that the Family Health Center has a dozen barrels that could be used to collect supplies. Jarrett also noted that the organization also conducts a coat/glove/hat drive during the cold weather months, with partnership from Commerce Bank.

The committee discussed the proposal, with concerns that there was not enough time to create a program. Kelley noted that many downtown businesses lack space to collect and store donations. Klenke added that

school supplies are not available to purchase downtown and that customers may be unwilling to bring items downtown with more convenient drop off spots may be available. The group decided to promote the event via the e-newsletter, encourage business employees to participate. The District office will offer to be a collection point for school supply drop offs, delivering any items collected to the Family Health Center.

June Restaurant Week Recap

Staff provided an overview of the Restaurant Week survey results, with 139 completed passports and 29 responses to the survey. Overall, patrons were very happy with the event and plan to attend again in the future. The largest reason cited for participating in Restaurant Week was to support local restaurants and businesses. Survey results did indicate an opportunity for additional staff training, as some comments were received that some employees did not understand the event. Klenke noted that retail businesses are able to help promote Restaurant Week and suggested that passports be provided to retailers in the future. Klenke also suggested posters being provided for both restaurant doors and to place on the back of bathroom stall doors. Kelley noted that the event is very popular with tourists as well as locals.

Dog Days Event Discussion

Dog Days is scheduled for July 26 – 29, 2018. Campaign collateral has been updated to freshen the image of the event. Posters and postcards will be distributed the first week of July. Advertising is placed on television, print and radio. The group discussed the idea of a “Lemonade Stand” charitable fundraiser during the event however did not have enough time for 2018. This concept will be reviewed in January, 2019 to allow more time to plan.

Media Pitch Day

Staff will receive 2019FY media proposals on “Media Day”, scheduled for July 24 from 10 am – 4 pm. The CVB will also share a presentation on tourism advertising and marketing plans, in order for the District plans to complement the CVB advertising, which focuses heavily on downtown.

College Marketing and Outreach

Staff provided an overview of a college marketing and outreach plan, to include District participating and tabling at campus events. The District will also partner with local colleges and universities to provide tours of downtown. Plan includes purchasing District banners, a tent, signage, giveaway items and hiring ambassadors. Motion by Kelley to approve college marketing and outreach plan, second by Sulltrop and all approved.

Night Club/Bar Event

Event planning underway for bartender competition to encourage patrons to experience the bars and nightclubs in The District. Event to be held the weekends of October 5-6 and October 12 – 13.

Future Educational Workshop Topic

It was discussed that the next educational workshops would cover:

- 1.) Diversity and Inclusivity in the Workplace (June)
- 2.) Social Media (August)
- 3.) Annual Meeting and Reception (September)

Member, Staff and Public Comments

Essing provided an update that the Jaycees club is dissolving, presenting a need for another community group to take on the annual holiday parade, if this event is to continue. The group discussed the benefits of the event however the concern that the current staff does not have the resources needed for successful planning and execution. The group will attempt to connect with other community partners to see if another group would be interested in maintaining this traditional parade.

Klenke suggested that the committee consider bringing back the Twilight Festival event programming. Sulltrop and Kelley noted the reason for stopping the event was complaints from the businesses regarding vandalism and theft due to large, uncontrolled crowds. Klenke suggested that June timing might attract

families, while the September times were more difficult. Kelley pointed out the potential conflict of June with the Jefferson City "Thursday Night Live" programming.

Adjournment

Meeting adjourned at 10:01 am, Kelley motioned to adjourn, Sulltrop seconded and none were opposed.

The next meeting is **Tuesday, July 24**, at 8:30 a.m.

**Community Improvement District
Executive Committee Meeting
June 26, 2018
11 S. Tenth Street**

Present:

Ben Wade, Chair
Deb Sheals, Treasurer and Chair-Elect
Mike McClung, Past-Chair and Secretary

Absent:

Jesse Garcia, At Large Member

Guest:

Kenny Green

Meeting called to order at 3:01 pm by chair, Ben Wade

Approval of Agenda

Sheals motioned to approve agenda, McClung seconded and all approved.

Agenda Items

Committee discussed and approved upcoming Board of Directors meeting agenda.

Comments from Members, Staff and Public

None.

Adjournment

Meeting adjourned at 3:34 pm. McClung motioned to adjourn, Sheals seconded and all approved.

The next meeting is **Tuesday, August 7** at 3:30 p.m.