

RESOLUTION NO. 2018-27

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

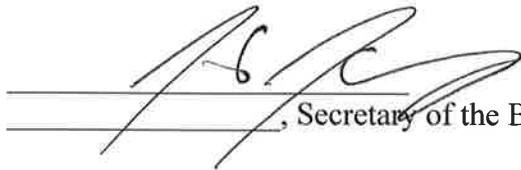
Passed this 12th day of June 2018.



_____, Chairman of the Board of
Directors

(SEAL)

Attest:



_____, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2018-27**

May 2018 Meeting Minutes

**Community Improvement District
Board of Directors Meeting
May 8, 2018
11 S. Tenth Street**

Present:

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

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

Absent:

Kenny Greene, Monarch Jewelry

Guests

Morgan Bogue, CID Intern
Officer Brad Anderson, CPD
John Ott, Property Owner
Val DeBrunce, Citizen

Meeting called to order at 3:31 pm by Ben Wade, Chair.

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

Approval of Minutes

Motion by Mendenhall, second by Dushoff, all approved.

Approval of Financials

Sheals presented the financial packet and provided a detailed overview of revenue and expenses. Sheals reported that the CID was in good shape and at this point \$6,200 over budget for the year. Mendenhall motioned to approve financials, Dushoff seconded and all were in favor.

Police Report

Officer Anderson reported that there was a slight uptick in incidents over the month, mostly in part due to stop day for the local colleges, most incidents were typical college issues such as noise complaints and drinking related issues. Officer Anderson also reported that 14 new officers have been hired with CPD, and that 4 of the those new officers are on the road and may patrol downtown in the evening. Garcia asked Officer Anderson how he could go about contacting the new officers working nights in order to better meet and work with the new staff. Officer Anderson reported that he would work on getting that information to him as soon as possible.

City Report

Carol Rhodes was unable to attend the meeting there was no report.

New Business

Approval of Custodian of Records

Essing presented a draft resolution for Racheal Acuff, newly hired Office Manager, to be the official Custodian of Records for the CID. Mendenhall made motion, Sheals seconded, all approved.

2019FY Budget Update

Essing presented a five-year plan for the CID as well as a 2019FY draft budget. Essing provided an overview of revenue a detailed breakdown focusing on major parts of the budget such as all reoccurring and non-reoccurring expenses. Essing shared that sales tax revenue for 2019FY will be projected flat based on historic trends. Essing provided an update that the committees will review the budget during May meetings and the board will vote on the proposed budget at the June 12 board meeting.

Committee Reports

Operations

Committee Chair Parmley shared a list of downtown parking priorities drafted by the committee, which would be helpful for Parking Commission representative Mike McClung. Motion by Mendenhall and second by Davis, with all in favor. Sheals mentioned that the priorities might be used to craft an overall mission statement for the parking commission. Parmley provided an update that the committee continues to work on the proposed sidewalk dining ordinance changes and improving the used grease storage issue.

Economic Development & Solid Waste

Committee Chair Wagner provided an update on the solid waste master plan, which was approved by Council in April. Wagner shared that the requested solid waste ordinance changes would follow, with Council action anticipated in early summer. Wagner also provided an update on the requested expanded food truck parking spaces ordinance, expected to be voted on by Council in the next few months.

Marketing

Committee Chair Hawxby provided an update on Shop Hop, he stated that overall businesses reported an increase in shoppers compared to last year. Hawxby discussed planning for the June Restaurant Week. Hawxby also discussed the Shop Local CoMo campaign and the positive success thus far. Garcia proposed an analysis be conducted on social media marketing in order to understand the impact of investments.

Search and Review

Essing reported that Nickie Davis accepted the position as the Director of Outreach for the CID, and that her position would officially start on May 14. Wade shared that with the acceptance of that position the board would need to replace the board member position as well as appoint a new secretary for the board. Davis provided her official resignation letter to the board for approval. McClung will serve as secretary until the position was permanently filled. Mendenhall motioned for the acceptance of her resignation and Dushoff seconded. The board also agreed to begin accepting applications for the remaining partial term for the board. The application process has now begun and we are accepting applications through June 8th, 2018, with the election to occur at the June 12 board meeting.

Gateways

Committee Chair Waigandt provided an update that the committee had decided to meet on an "as needed" basis as work begins for the Bicentennial Founders Park Project. She also mentioned that the Bicentennial Committee had suggested that stored street bricks be utilized as part of the groundwork of the park. Waigandt also presented an award given to the CID from the American Society of Landscape Architects for the Gateway Master Plan Project.

DLC Report

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

CoMo200/ Bicentennial Task Force Report

Sheals shared that Parks and Recreation and the Downtown CID will work together and combine Gateway Plaza and Founders Park into one project. It was discussed that the Downtown CID would continue to contribute the agreed amount of 100,000 annually to the project until we hit the \$1,000,000 mark.

Parking Commission Report

McClung reported that the Parking Commission met and that he was elected the Chair of the Parking Commission. The group is working to get up to speed on parking issues downtown.

Staff Report

Essing reported that the Downtown CID is now fully staffed, with Nickie Davis accepting the role of Director of Outreach and Racheal Acuff having already started as Office Manager.

Public Comment

DeBrunce shared that he appreciates the opportunity to discuss improvements to downtown recycling locations.

Adjournment

Meeting adjourned at 4:56 pm. Wade motioned to adjourn, Mendenhall seconded and none were opposed.

The next meeting is **Tuesday, June 12**, at 3:30 p.m.

**Community Improvement District
Marketing Committee Meeting
May 15, 2018
11 S. Tenth Street**

Present:

Van Hawxby
Lisa Klenke
Christiana Kelley

Absent:

Mark Sulltrop

Guests:

None

Meeting called to order 8:33am by Hawxby, Chair. Introductions were provided around the room.

Updates and Discussion

Spring Shop Hop

Klenke mentioned receiving feedback that downtown businesses weren't receiving enough notice of events. It was discussed how in the future we better communicate and make it known to businesses farther in advance to help them prepare properly.

June Restaurant Week

Discussion was held regarding planning for upcoming Restaurant Week, to be held June 11 – 17. Essing provided an overview of event planning and communication materials. It was discussed that the promotional material be given to the restaurants the Friday before the event in order for their staff to get familiar with the event and get the promotional items displayed properly in order for the community to be better informed of the event. Essing made note that we are currently at 20 restaurants with Pizza Tree coming back and Bambino's being a new participant.

Media Pitch day

Essing discussed the upcoming Media Pitch day, in which several different media outlets will be scheduled to present options for marketing and media for 2019FY. It was discussed that this will be an all day event, with the marketing committee needing to be available for most of the day. A date for the pitch day was also discussed with available options being August 21st or August 28th. An official date will be decided on soon.

Dog Days

Essing provided an overview of event planning and discussed changes to collateral. Klenke also proposed that we do something to add to the event in order to make it more of a community event. It was agreed that the restaurants could participate by hosting lemonade stands and some how making it a competition to see who could create the best and most unique lemonade. We would host this portion of the event on the Saturday of Dog Days and the money raised from the lemonade would be given to a charity of the restaurants choice.

Night Club/Bar Event

Essing asked for any updates or thoughts on previously discussed new bar event. Several ideas and options were discussed with all agreeing that it needs to be a two day/two weekend event being held during the two weekends we have away football games in order to drive traffic downtown on away game days. The

committee agreed that they would all research different events and ideas a final decision would be made about the approach for the event at a future meeting.

College Event/Outreach

Essing refreshed the committee on the possibility of college outreach events in an effort to get the college population and their families even more involved with downtown. It was discussed how we could have an intern team that would pop up at events being held at the local colleges with information about The District and all we offer along with different things we could possibly give away to drive business downtown. Davis will do research and updates will be given as we receive them.

Future Educational Workshop Topic

It was discussed that the next educational workshops would cover:

- 1.) Social Media (June)
- 2.) Tax changes (August)

Davis also proposed a possible diversity/inclusive language workshop.

Adjournment

Meeting adjourned at 10:09 am, Klenke motioned to adjourn, Hawxby seconded and none were opposed.

The next meeting is **Tuesday, June 26**, at 8:30 a.m.

**Community Improvement District
Economic Development and Solid Waste Meeting
May 15, 2018
11 S. Tenth Street**

Present:

Mike Wagner, Chair
Adam Dushoff
Jesse Garcia

Andy Waters
Logan Dale

Absent:

None

Guests:

Val DeBrunce
Steve Hunt

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

Approval of Agenda

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

Updates and Discussion

Solid Waste District – Proposed Master Plan

Hunt shared an update the proposed master plan, he will know more about the final implementation of the plan once City Council meets on Monday May 21st.

Solid Waste District – Proposed Ordinance Changes

Hunt recommended that the ordinance change request follow the Council's consideration of the master plan. The group agreed, with discussion to continue and the request for ordinance changes to occur in May or June. Hunt shared that city staff will prepare a report to council to include an overall plan for downtown solid waste and recommended ordinance changes and enhancements. Hunt also shared that the solid waste department has been directed to investigate solutions for used cooking oil downtown. Dushoff inquired as to if used cooking oil was considered a food waste, and Hunt explained that the city code speaks more to grease trap definitions rather than used cooking oil.

Solid Waste District – Food Waste Collection and Used Cooking Oil

Hunt provided an update on the cooking oil and food waste collection process. He stated that the city is currently looking into several options when it comes to the proper collection of food waste including plastic watertight dumpsters that wouldn't be able to be moved by the community but instead moved by a specialized truck for a cleaner process. Dushoff inquired for an update on whether or not cooking oil is considered a food waste, that is still being determined by the city and if they do determine that it is indeed a food waste an implementation would have to be placed on how to properly dispose of the cooking oil since a private hauling service would no longer be allowed to dispose of it. Hunt made the committee aware that the city is currently looking into testing options to determine if cooking oil is compostable and if so it would help solidify the process of proper disposal for the city, if not then other options would have to be sought out. Dushoff also asked if the city were to implement a requirement for businesses to install an internal bin within the business and didn't currently have a proper place to do so, would the city be able to help with the structural changes that may need to be done in order for that to take place. Hunt responded that he would look into it and come back with an update. Dushoff also approached the committee about discussing with the board to possibly use funds from the CID to help businesses install internal bins for the cooking oil.

2019FY Budget and Planning

Essing presented draft 2019FY budget items and priorities for the committee's review and discussion. Garcia noted that the downtown demographics and clientele has shifted with the increase in student housing, which has both positive and negative impacts to downtown businesses. He is concerned that increasing rent prices are driving out unique and eclectic art, music and business venues. However, the year-round residents allow for business to continue throughout previously slow months, such as summer and holiday break. Committee discussed ideas to nurture new businesses, such as a retail incubator, kick-off grant programming, business speaker series and shop local campaign. Dushoff noted that other college towns, such as Lawrence, might offer innovative ideas. Committee agreed that 2019 focus should be more on business development, support and growth in order to help businesses thrive downtown. Garcia noted that CID funds should be efficiently spent in areas that are the most impactful. Waters agreed that funding for business development is important however the committee should develop a plan first and then seek funding, perhaps from the 2019FY contingency fund.

Shop Local CoMo Campaign

Essing provided an update that the Shop Local CoMo campaign is going really well and most businesses downtown are displaying the posters and window clings in their business windows and we have even seen some clings on cars around downtown. Essing also announced that there is merchandise is now available through Fast Yeti for businesses to purchase and sell in their stores downtown.

Adjournment

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

The next meeting is **Tuesday, June 19**, at 3:30 p.m.

**Community Improvement District
Operations Committee Meeting
May 17, 2018
11 S. Tenth Street**

Present:

David Parmley
John Ott
Kevin Czaicki

Logan Dale
Kenny Greene
Tom Mendenhall

Absent:

None

Guests:

Val DeBrunce, Volunteer
Ryan Williams, Water and Light

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

Approval of Agenda

Essing requested an addition to agenda prior to approval for an ATM Right of Use request. The agenda was then moved forward for approval. Agenda approved by Parmley, Seconded by Mendenhall, all approved

ATM Right of Use Request

The city contacted the Downtown CID office to inquire about moving a bike rack in order to make room to place an out of town ATM on Cherry Street, outside of Hall Theater. The committee discussed that this was a poor choice due to potential security issues and allowing the public sidewalk to be utilized for a private income business. The committee agreed not to support the project.

Proposed Sidewalk Dining Ordinance Changes

Essing reviewed with the committee the answers discussed to their questions by Teddy in the previous meeting. The main topic of discussion was a way to properly enforce business owners to be held accountable in a consistent manor when it came to complying with sidewalk dining ordinances. The committee expressed their desire to have a consistent permit system in place for all businesses that wish to have an outdoor dining area at their establishment. The permit process desired would require each business to annually apply, pay for and comply with all ADA, health and city requirements established by the ordinance for outdoor dining. Parmley and Ott also expressed that the structures should be movable and seasonal, and all other permanent structures built with a right to use permit be made aware to the CID so that we are able to better inform the community with any questions they may have.

Ott made a motion that all businesses old and new be fitted with an outdoor waterproof spigot complete with a locking pin in order to be able to properly maintain their portion of the sidewalks properly. Parmley seconded, all approved. Ott also made a motion to host special meetings to be held between now and July in order further discuss any other issues and plans for the sidewalk ordinance in more detail in order for time to be freed up in official operations meetings for other topics, Parmley seconded, all approved.

Dale made motion for the CID to be notified by city of all right to use permits issued by the city in order for us to be better informed of what is happening with construction changes downtown, seconded by Mendenhall, all approved.

All of these motions will be taken to the next board meeting for approval and further discussion and an update will be given at the next meeting.

Street Lighting Project Update

Ryan Williams, Water and Light, updated that the six test lights that will increase in brightness at bar close have arrived, and that the city has written up an official work order for the installation of these lights once the poles arrive mid to late July. The committee did express their concern of the location of the lights, they felt that they weren't in the proper positions to help with the problem of bar overflow after bar close. Willams explained that the lights were chosen to be placed there due to that area having a continuous power

source that would be able to power such a strong type of lighting system. Williams also explained that should the lights prove to be a successful solution the city would look into updating the power supply needed to enhance the entire area.

Grease Disposal

Essing provided a very brief update on the grease issue stating that the City has agreed to work with business owners to find a solution for the grease disposal including the possibility of the city using it for compost if possible. The Economic Development/Solid Waste Committee is working on this initiative.

2019FY Budget and Priorities

Essing provided brief update on budget for 2019FY. Essing shared that she contacted the City to inquire about the Broadway planter replacement and learned that there isn't a budget or timeline for the improvements. Ott made motion for the city to create a timeline to have the planter boxes upgraded and done to make them look better for downtown, seconded by Dale.

End of year excess funds were also briefly discussed and the committee expressed their desire to have the funding go toward landscaping and the continue help of the grease issue.

Other Discussion Items

Ott also discussed briefly the state of the curbs downtown, stating that many of them were starting to break and crack and it was becoming a dangerous due to the tripping hazard it imposed as well as the unattractiveness that it brings to the area. Ott then proceeded to make a motion for the Block By Block janitorial team to take pictures of all curbs that they come across that are broken or damaged that we can send to the city with an official complaint in an attempt to fix the issue. Seconded by Dale, all approved and will be presented to the board at the next meeting.

Adjournment

Meeting adjourned at 4:59 pm. Ott motioned to adjourn, Parmley seconded and none were opposed.

The next meeting is **Thursday, June 21**, at 3:30 p.m.

**Community Improvement District
Executive Committee Meeting
May 22, 2018
11 S. Tenth Street**

Present:

Ben Wade, Chair
Jesse Garcia, At Large Member
Deb Sheals, Treasurer and Chair-Elect

Absent:

Mike McClung, Past-Chair

Guest:

Brian Hajicek, Attorney

Meeting called to order at 3:31 pm by chair, Ben Wade

Approval of Agenda

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

Agenda Items

Committee discussed upcoming Board of Directors meeting, 2019FY Budget process and applications for open board position.

Comments from Members, Staff and Public

Essing provided an overview of potential Missouri Ethics code concern regarding hiring of staff. Hajicek provided overview of statute and update on seeking clarification from Missouri Ethics Commission.

Adjournment

Meeting adjourned at 4:04 pm. Garcia motioned to adjourn, Sheals seconded and all approved.

The next meeting is **Tuesday, June 5** at 3:30 p.m.

**Community Improvement District
Executive Committee Meeting
June 5, 2018
11 S. Tenth Street**

Present:

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

Absent:

Jesse Garcia, At Large Member

Meeting called to order at 3:37 pm by chair, Ben Wade

June Board Meeting Agenda

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

2019 Budgeting Process

Essing reviewed the budgeting process for the 2019 fiscal year, which began in April and includes discussion by the full board and committees.

Adjournment

Meeting adjourned at 4:30 pm. Wade motioned to adjourn, McClung seconded and none were opposed.

The next meeting is **Wednesday June, 26th** at 3:30 p.m.