

RESOLUTION NO. 2017-04

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

Passed this 8th day of November 2016.



11-8-16, Chairman of the Board of
Directors

(SEAL)

Attest:



11-8-16, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2017-04**

October 2016 Meeting Minutes

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

Present:

Adam Dushoff, Addison's
Allan Moore, Moore & Shryock Appraisals
Blake Danuser, Bingham's
Marti Waigandt, 808 Cherry St.
Ben Wade, Guitarfinder
John Ott, Alley A Realty

Tom Mendenhall, The Lofts at 308 Ninth
Deb Sheals, Historic Preservation
Christina Kelley, Makes Scents
Andy Waters, 100 N. Providence
Mike Wagner, Central Bank of Boone County

Absent:

Tony Grove, Grove Construction, LLC
Steve Guthrie, Landmark Bank

Skip Walther, Walther, Antel, Stamper & Fischer
Mike McClung, Dungarees/ Resident

Guests:

Chad Gooch, CPD
Val DeBrunce, Citizen
Amanda Ball, MU Student
Kris He, MU Student

David Parmley, The Broadway Hotel
Jodie Jackson, Columbia Daily Tribune
Allie Humes, MU Student
Alex Giovanoni, MU Student

Approval of Minutes

Waigandt motioned to approve the minutes, Wade seconded and none were opposed.

Financial Report

Essing provided an overview of financials and current budget status. She stated that the Downtown CID finished the 2016 fiscal year slightly under budget. \$615,000 was spent on recurring projects and \$210,000 was spent on non-recurring projects accounting for 99% of the 2016 budget. Essing also discussed the discontinuation of The District free Wi-Fi. Sheals motioned to approve the financials, Waigandt seconded and none were opposed.

Police Report - Gooch

Sgt. Gooch provided update that violent crime was down, but that burglary and theft has picked up due to the high traffic from home football games. Arrests were made on all said crimes. Ott shared a story of an acquaintance of his being knocked over in a crowd late at night. He expressed concern regarding the abundance of young crowds under the influence. Gooch confirmed that there is a police presence downtown and that none of the bars in The District currently cater to the under 21.

City Report

Rhodes was unable to attend meeting. Essing provided an update on Parkmobile's expansion downtown to pay for metered parking. Citizens can now use a phone app to pay for parking. Kelley, Waters, and Sheals expressed concerns regarding people who don't use cell phone apps and out of town visitors that don't know how to use Parkmobile. Essing is going to forward the questions along to the City of Columbia parking utility.

New Business

Audit Firm Proposals

Essing presented four Audit proposals. Pros and cons were discussed among the board. Mendenhall offered that he preferred the proposal with the lowest bid because it is all encompassing. Wade pointed out

that the proposal could go above bid amount. Essing made a note to include a not-to-exceed price. Sheals motioned to approve Wassman's proposal with Essing's amendment, Mendenhall seconded, and none were opposed.

Independent Testing of Proposed Development Code

Essing discussed revised version of development code draft. She mentioned that there would be a Downtown CID working session at 3:00 p.m. the following Monday to discuss the changes.

Grease Solutions

Essing provided an update on the downtown's current grease issues. She mentioned that many of the recurring grease problems are because many of the vendors are from out of state, meaning they don't come to empty the vaults enough, leading to increased mess and grease theft. There is currently no ordinance through the City of Columbia pertaining to grease vaults. The growing problem of leaky and dirty vaults has created an issue with the storm water system. They are also slippery and emit an unpleasant smell. The Downtown CID has been discussing partnering with the City of Columbia to create some sort of ordinance pertaining to a solution to the aforementioned problems. Essing then opened the floor for discussion.

Sheals favors the CID's involvement in grease solutions. She would like to see better signage for exterior receptacles. Mendenhall and Ott agreed with backing the issue. Dushoff is interested in reaching out for feedback from restaurant owners before a decision is made as to leading the push for an ordinance. Sheals agreed. Waigandt suggested initiating an ordinance proposal with examples of success stories from restaurants that have made the change from exterior to interior grease receptacles. She pointed out that the company Filta Fry removes grease quite often because they are local. Waigandt and Wagner would like to have listening sessions with businesses to get the ball rolling. Essing will present the matter to the operations committee.

Flatbranch Park

Essing inquired with the board about providing a letter of support for the city to purchase the McAdams property that is currently for sale. The goal of acquiring the property would be to expand Flatbranch Park so that it is visible from Providence. The Board of Directors discussed the pros and cons of the park's expansion. Safety was also considered. Mendenhall would like to see more police officers downtown and Waigandt would like more bright lights in the area. The group agrees that it would be a great opportunity to enhance the downtown's main gateway. Kelley pointed out that if the city were to expand the green-space, they would make sure that safety was paramount and they would move forward accordingly. Motion was made by Kelley and seconded by Wade, with full approval, to send letter of support to Council.

Committee Reports

Operations

Sheals provided report that the downtown horticulture would be discussed at the following Operations Committee meeting.

Economic Development

Moore provided update regarding revised proposed ordinance to require new developments to incorporate plan for solid waste. Interested Parties meeting held in September and ordinance to be reviewed by Council in November. Ott shared that property owners to the north of the Downtown CID boundary are potentially interested in someday being part of the downtown, as growth continues.

Marketing

Wade discussed the success of the "Discover the District" busking event held to enhance the Roots Blues and BBQ festival. The event was extremely well attended. He mentioned that there will be many holiday promotions and signature events in the months to come and is enthusiastic about marketing them.

Search and Review

Board and Committee applications are due by Noon on October 14 (Friday). Board Member elections will be held during November Board Meeting, and Committee elections held during December Meeting.

Essing provided an update on the search for a new Assistant Director of Outreach. She has narrowed the applicants down and is conducting preliminary interviews.

Sheals mentioned that she would like the Downtown CID to initiate term limits. Wagner agreed. Waigandt expressed concern regarding the number of applicants and whether or not we would always have enough. Sheals and Kelley believe that with more recruitment, it won't be a problem. Dushoff agreed and feels that more people would be inclined to apply if there was more turnover. Wade asked to forward the discussion for the Search and Review committee. They will discuss at their next meeting.

Gateway

Kelley provided an update of the Gateways project. She educated the board about Eric Staley's capital campaign proposal to increase donations. Sheals clarified that Staley's \$6,000 fee was to get the CID's fundraising set up. Essing confirmed and mentioned that the CID could continue to use his services for upkeep later should they be needed. Waigandt motioned to approve Staley's proposal, Wade seconded, none were opposed.

Infrastructure Task Force – Grove

Grove was absent and nothing was discussed at this time.

DLC Report

Wade opened the discussion about delivery truck parking concerns including time of day and parking time allotment. Kelley wishes to continue the discussion and get more businesses involved in the solution. Sheals' possible recommendation was allowing one truck per block at any given time. Kelley added that perhaps the trucks could park on the least busy streets for their deliveries. Ott considers that the time of day is important. Sheals recommended forwarding the discussion to the Economic Development committee. It will be discussed in future meetings.

Parking Task Force Update

There was no new business at this time.

Staff Report

Essing provided update on Gateways Project TAP 21 and NEA Our Town grant applications, which are submitted and would be used to fund the West Entry Gateway if received. Sidewalk and Street Closure feeds have continued to be discussed. Essing offered to meet with board and committee members individually to assist with Dropbox training.

Public Comment

No public comment received.

Adjournment

The next meeting is **Tuesday, November 8**, at 3:30 p.m.

**Community Improvement District
Economic Development Meeting
October 18, 2016
11 S. Tenth Street**

Present:

Marti Waigandt, 808 Cherry St.
Christina Kelley, Makes Scents
Blake Danuser, Bingham's

Mike Wagner, Central Bank of Boone County
Allan Moore, Moore & Shryock Appraisals

Absent:

John Ott, Alley A Realty

Tony Grove, Grove Construction, LLC

Guests:

Val DeBruce, Citizen

Steve Hunt, City of Columbia – Solid Waste

Trash and Dumpster Compactors

Essing introduced Steve Hunt from the City of Columbia.

Broadway Brewery Location

The dumpsters at this location continue to be a challenge. Essing proposed a smaller compactor in this location that would be easy to move in order to empty more often. Kelley said that if the dumpsters were easier to use, they'd be kept cleaner. Waigandt also shared that the receptacles would be easier to move around if the terrain was smoother. Hunt provided an update on a new concept for the Broadway Brewery compactor that incorporates hydraulic wheels. City is continuing to work on solution.

Ninth and Elm Location

Essing has not received any recent complaints regarding this location. The receptacles are serviced six times per week.

My House Venue

There are currently five trash dumpsters behind My House Night Club, and none for recycling. Moore feels that five dumpsters aren't enough for their capacity and suggested replacing with a compactor. My House owner is concerned with a compactor interfering with patio business. Kelley suggested a possible solution for them would be to get a compactor and screen it in.

Orr Street Studios

There is much talk about relocation of the dumpster behind Orr St. Studios. The conflict is that the residents of the surrounding buildings would like the dumpster to stay and the artistic community would like for it to be removed. Kelley pointed out that trash is not being responsibly disposed of and that the location is consistently covered in garbage including large items such as discarded furniture. Hunt is willing to work on relocation with the CID's recommendation. Kelley moved to draft a letter to the City of Columbia regarding this issue, Wagner seconded, and none were opposed.

Revised Ordinance Update

Hunt shared that the City legal department is reviewing the revised ordinance proposal, which will go to City Council later this year.

Downtown Delivery Trucks

Essing provided an update on the discussion of downtown delivery truck parking. She has suggested holding listening sessions to get feedback from downtown businesses. Danuser would like joint sponsorship with the DLC. Kelley supports holding listening sessions and would like to invite business

owners, delivery teams, etc. The committee interested in coming up with a solution to delivery trucks double parking and reducing revenue at downtown businesses.

MDT Zoning:

Initial discussions are currently taking place. There is nothing new to report at this time.

Adjournment

The next meeting is **Tuesday, November 15**, at 4:00 p.m.

**Community Improvement District
Operations Committee Meeting
October 20, 2016
11 S. Tenth Street**

Members:

Ben Wade, Guitarfinder
Deb Sheals, Historic Preservation
John Ott, Alley A Realty
Tom Mendenhall, The Lofts at 308 Ninth

Mike McClung, Dungarees/ Resident
Andy Waters, 100 N. Providence
Adam Dushoff, Addison's

MEETING CANCELLED DUE TO LACK OF QUORUM.

The next meeting is **THURSDAY, NOVEMBER 17** at 3:30 p.m.

**Community Improvement District
Marketing Committee Meeting
October 25, 2016
11 S. Tenth Street**

Present:

Christina Kelley, Makes Scents
Ben Wade, Guitarfinder

Lisa Klenke, Calhoun's

Absent:

Van Hawxby, Dogmaster Distillery
Steve Guthrie, Landmark Bank

Andy Waters, 100 N. Providence

Not So Frightening Friday

Essing provided an update for the Halloween event. She shared that there are two newspaper ads running and other various marketing.

Holiday Décor – Update

Essing shared that Winterland installed the snowflake decorations October 14 – 16. The Magic Tree is scheduled to be installed the following week, weather dependent.

Holiday Shop Hop

The Magic Tree Lighting will take place on Commerce Bank at 5:30 p.m. on Saturday, November 5th during the Holiday Shop Hop. Essing stated that the Velvetones would perform and a child would be selected from the crowd to light the tree. Update on advertising plans.

Shop Small Saturday

There was discussion on how to promote this event to help it reach its success potential. Klenke suggested incorporating more balloons than previous years and placing them on all of the meters.

Living Windows

Essing stated that the Living Windows collateral would arrive within days. She inquired about whom to enlist as the judges for 2016. Klenke suggested pairing with a philanthropic organization. She also felt that a representative from Columbia College, MU, and Stephens would be good choices. Essing to follow up to invite judges and plan logistics of event.

It's OK to Say No Campaign

Essing provided an update on the Phoenix Outreach Team and the awareness collateral campaign. She suggested putting the campaign on hold during the busy holiday timeframe, due to many other marketing elements for businesses to display. The committee agreed. It will be revisited in the future.

2017 Total Solar Eclipse

The CID is in the preliminary stages of brainstorming marketing events for the 2017 Eclipse. A possible event is in the works and will be discussed in the coming months.

Adjournment

The next meeting is **Tuesday, November 15** at 8:30 am

**Community Improvement District
Gateways Committee Meeting
October 27, 2016
11 S. Tenth Street**

Present:

Heiddi Davis, MU
Amy Schneider, CVB
John Glascock, City
JJ Musgrove, OCA

Christina Kelley, Makes Scents
Tooti Burns, NVAD
Blake Danuser, Bingham

Absent:

Richard Perkins, Stephens
Deb Sheals, Historic Consultant
Clyde Ruffin, Second Baptist Church

Cliff Jarvis, Columbia College
Blake Danuser, Bingham

Guests:

Russ Volmert, Arcturis – Via Phone

Light Hub Update

Schedule

Volmert provided an update on the first three light hubs. He stated that all of the foundations are in, the poles arrive next week and the cables are ready to go. Installation will begin the week of November 13. Fourth and Cherry will be first, followed by the Sharp End, and finally the North Village Arts District. There will be street closures to enable installation. He confirmed that base adjustments have been made. Grove is to pick up three more light hubs on Tuesday.

Construction Update

Burns inquired about how long each light hub would take to install from beginning to end process. Volmert quoted one day and continued with an explanation of the installation process. Glascock expressed concern about protecting the globes while they are going up. Volmert confirmed that they would be enclosed in a protective wrapping. Glascock then mentioned the city ordinance that forbids construction being done in city limits on Sundays. Grove is aware of the hourly limitations of installation. He is inspecting the integrity of the globes as they come in to ensure their safety.

Tap 21 Application

Essing explained the Tap 21 grant application for the West Entry Gateway. The City is submitting the application as the lead partner, with the awards to occur in January.

2017FY Arcturis Proposal

Essing provided an overview of the 2017FY Proposal for Arcturis to provide project management consulting. Group discussed reduced hours due to focus in 2017 on capital campaign and being in between construction phases. Burns motioned to forward revised proposal to full CID Board for approval, Kelley seconded and all approved.

Capital Campaign

Essing presented a refresher regarding board approval to employ consultant, Eric Staley. Staley is confident that he will have a specific plan by January considering potential donors for the Gateways project.

CoMoGives

December first kicks off the CoMo Gives 2016 campaign, which will include a fund for The Gateways Project. Committee discussed social media and marketing ideas to enhance campaign.

Adjournment

Due to the holidays, November and December's meetings will be combined. The next meeting is **Tuesday, November 22** at 3:00 p.m.

**Community Improvement District
Executive Committee Meeting
November 1, 2016
11 S. Tenth Street**

Present:

Adam Dushoff, Addison's
Mike Wagner, Central Bank of Boone County

Marti Waigandt, 808 Cherry St.
Mike McClung, Dungarees/ Resident

November Board Meeting Agenda

Group discussed and approved the drafted November Board Meeting agenda.

Meeting adjourned.

Adjournment

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

**Community Improvement District
Search and Review Committee Meeting
November 3, 2016
11 S. Tenth Street**

Present:

Mike Wagner, Central Bank of Boone County
Mike McClung, Dungarees/ Resident
Deb Sheals, Historic Consultant
Skip Walther, Walther, Antel, Stamper & Fischer

Absent:

Blake Danuser, Bingham's

Sheals made motion for closed meeting, second by Wagner, all approved.

Assistant Director of Outreach Open Position

Discussion of Assistant Director of Outreach applications and salary range.

Walther made motion to open meeting, second by Sheals, all approved.

2017 Committees

Reviewed process for selecting 2017 committee slates, which will be voted on by the full board during the December meeting. Board members will be asked to complete preference forms during November Board Meeting. Members interested in Executive Committee roles to notify Mike McClung, chair of Search and Review committee. Search and Review will meet on November 15 to discuss proposed committee slates. Sheals recommends that Chair-Elect should aspire to be the Chair in order to train for the role.

Term Limits

Discussion of potentially adding term limits for board positions in order to bring new individuals and ideas to the board. Concerns expressed that experience and historical knowledge could be lost if engaged members reached the end of their term. Discussion that creating engaged board could be better achieved with attendance requirements for board and potentially committee meetings. Walther will review the bylaws to determine if committee quorum and structure section could be added. In addition, future board applications should include attendance records for members reapplying.

Adjournment

The next meeting is **Tuesday, November 15** at 10:30 a.m.