

**RESOLUTION NO. 2018-13**

**A RESOLUTION OF THE DOWNTOWN COMMUNITY  
IMPROVEMENT DISTRICT APPROVING MINUTES OF  
THE BOARD OF DIRECTORS MEETING HELD  
SEPTEMBER 2017**

**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 September 2017.

Passed this 10th day of October 2017.



\_\_\_\_\_, Chairman of the Board of  
Directors

(SEAL)

Attest:



\_\_\_\_\_, Secretary of the Board of Directors

**EXHIBIT A  
TO RESOLUTION NO. 2018-13**

**September 2017 Meeting Minutes**

**Community Improvement District  
Board of Directors Meeting  
September 12, 2017  
11 S. Tenth Street**

**Present:**

Tom Mendenhall, The Lofts at 308 Ninth  
Andy Waters, 100 North Providence  
Blake Danuser, Bingham's  
Mike Wagner, Central Bank of Boone County  
Ben Wade, Guitarfinder  
Kenny Greene, Monarch Jewelry

Marti Waigandt, 808 Cherry St.  
Mike McClung, Dungarees/ Resident  
Tony Grove, Grove Construction, LLC  
Deb Sheals, Historic Preservationist  
David Parmley, The Broadway Hotel

**Absent:**

Nickie Davis, Muse  
Steve Guthrie, Landmark Bank

Adam Dushoff, Addison's  
Kevin Czaicki, Centurylink

**Guests:**

Eric Hughes, CPD  
Ken Pearson, TIF Commission  
Jonathan Steffens, Delta Systems

Val DeBrunce, Citizen  
Megan Favignano, Columbia Tribune  
Drew Brooks, City of Columbia

Meeting called to order at 3:29 pm by Mike McClung, Chair.

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

**Approval of Minutes**

Motion by Mendenhall, second by Wade, all approved.

**Approval of Financials**

Essing discussed the CID's accountant had not finished preparing the financials, so they will be discussed at the next meeting.

**Police Report**

Hughes shared that there was no new business to discuss. He also said that it has been a very quiet start to the new school year regarding crime.

**City Report**

Rhodes was absent so there was no report.

**New Business**

**Proposed Local Use Tax**

Essing shared that the previously discussed local use tax will appear on the November ballot.

**Proposed Council Chapter 14 Parking Amendment**

Essing explained the proposed amendment to raise downtown parking permits by \$10/ month and parking meters by \$0.10/ hour. There will be a public hearing in one week and Brooks encourages the CID to attend. McClung requested further clarification of the amendments. Brooks explained that the new amendments would be: 1.) raise meter rates and/or 2.) increase permit rates across all of downtown. There was discussion about how the increased revenue would be allocated (which is still unclear). Sheals

motioned that the stance of the CID would be in favor of said funds being utilized solely for downtown parking projects and enforcement. Mendenhall seconded and all approved.

McClung stated that the CID would write one letter to council regarding opposition to both amendments. Essing inquired with Brooks about the other proposed rate increase of \$20/ month in the two most centrally located garages downtown. He explained that the city was basing the proposal on a supply and demand model. He also shared that the garages are in need of repairs and that the two in questions are able to generate more income. McClung said that he is opposed to a supply and demand model and that increases should be shared with everyone. Sheals pointed out the pros to a supply and demand model, but also agrees with McClung. Sheals motioned to add to the aforementioned letter that the \$20/ month increase on garages is a premature conversation and should the increase be passed, it should be spread out evenly. Waigandt seconded and all were in favor.

#### Board and Committee Application Process

Essing shared that there are five Board members with terms ending in February 2018: Mike McClung, Andy Waters, Steve Guthrie, Tony Grove, and Blake Danuser. The terms last for three years and begin in February of 2018. Applicants for board positions, alternates and committees open and accepted through November 3, 2017.

#### Broadway Phase Two – TIF Update

Parmley distributed a handout that included an overview of Phase Two of The Broadway Hotel and delivered a presentation. Mendenhall motioned that the CID support the TIF for The Broadway Hotel assuming it meets all legal requirements. Danuser seconded the motion. Parmley and Waters abstained and everyone else was in favor.

#### Stakeholder Communication and Outreach System

McClung explained the importance of a more effective communication system for the CID to reach its constituents. He explained that the database needs to have a better way of targeting specific groups and individuals. Steffens from Delta Systems gave an overview of his proposal and explained that it would be \$5,000 for phase one. Waigandt motioned to accept Steffen's proposal, Sheals seconded and all were in favor.

### **Committee Reports**

#### Operations

Waters provided an update on the downtown lighting project. He explained that the city has installed new test light with more power than the last trial and they are to be tested tomorrow night. Essing, McClung, Sheals, and Waters will be in attendance for the viewing.

#### Economic Development & Solid Waste

Essing shared that the City of Columbia is considering the fair value for rent paid for compactor locations on private property.

#### Marketing

Wade shared that the marketing committee held a special meeting to discuss the marketing budget that was open to the public. There was a motion from the committee to reallocate funds to spend more advertising money on fewer, but more prime time spots to allow for more effectiveness. Mendenhall seconded the motion and all were in favor.

#### Search and Review

There was no meeting.

#### Gateways

Waigandt discussed the proposed MOU with the city and explained the NEA grant application process.

#### DLC Report

Essing shared that the DLC voted to send a letter to the City requesting a permanent parking commission.

#### Staff Report

Essing shared that representatives from Ames, IA would be visiting The District and that the CID staff will be providing walking tours.

#### Public Comment

DeBrunce stated that he plans to research and gather information regarding interest in downtown food waste.

#### Adjournment

Meeting adjourned at 5:03 pm. Waters motioned to adjourn, Waigandt seconded and none were opposed.

The next meeting is **Tuesday, October 10<sup>th</sup>**, at 3:30 p.m.

**Community Improvement District  
Economic Development and Solid Waste Meeting  
September 19, 2017  
11 S. Tenth Street**

**Present:**

Blake Danuser, Bingham's  
Allan Moore, Moore & Shyrock Appraisals

Andy Waters, 100 North Providence  
Tony Grove, Grove Construction, LLC

**Absent:**

Mike Wagner, Central Bank of Boone County

Adam Dushoff, Addison's

**Guests:**

Megan Favignano, Columbia Tribune  
Val DeBrunce, Citizen  
Bryan Maness, Ozark Mountain Biscuit

Steve Hunt, City of Columbia  
George Nichols, Lilly's Cantina  
David Maxwell, Mid-Mo Restaurant Association

Meeting called to order at 3:38 pm by Allan Moore, Chair.

**Solid Waste District**

Trash and Dumpster Compactors

-Proposed Master Plan (Steve Hunt)

Hunt provided an update that the compactor in the alley behind Broadway Brewery had been removed due to damage to the building. He has looked into companies that use cranes to remove the compactors, but there are expensive and do not allow for adequate clearance for servicing. Hunt shared that there have been a lot of calls about trash behind the Gentry building. The compactor works but people aren't pushing the button to operate it and instead, leaving trash on the ground next to it. Moore inquired as to whether or not there were any other major complaints lately. Hunt confirmed that the most complaints are surrounding home football games and trash that piles up on Sunday. Waters asked if there could be a shift in the schedule to allow for weekend trash pick up. Grove pointed out that the landfill was closed on Sunday. Hunt said that it might be possible to keep the trash in the trucks until the landfill opened on Monday, but there would need to be an ordinance change. Other ideas were shared and Essing is to present them to Mike Matthes at the request of Danuser.

-Food Waste

Hunt shared that a lot of the problems surrounding waste downtown are due to food waste from restaurants, especially on the weekends. Hunt described a food waste program that would take business owner participation. He would oversee the program and make sure it ran smoothly. There has unfortunately been little interest in his proposed food waste program. DeBrunce is going to look into restaurant owner's interest and assist Hunt is getting his program going.

**Economic Development**

Food Trucks

Essing shared the proposed food truck locations that have been presented by the food truck vendors. Grove shared that it would be a lot easier if there were specific meter numbers that were dedicated to the proposed locations. Moore would like a clearer map. Essing requested clarification from the food truck vendors of their desired locations including meter numbers.

**Ameren Lot Redevelopment**

Essing shared that the Ameren Lot is in phase one of environmental testing.

**Adjournment**

Meeting adjourned at 5:03 pm. Danuser motioned to adjourn, Waters seconded and none were opposed.

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

**Community Improvement District  
Operations Committee Meeting  
September 21, 2017  
11 S. Tenth Street**

**Present:**

Deb Sheals, Historic Preservation  
Kevin Czaicki, Centurylink  
Tom Mendenhall, The Lofts at 308 Ninth  
David Parmley, The Broadway Hotel

John Ott, Alley A Realty  
Andy Waters, 100 North Providence  
Kenny Greene, Monarch

**Guests:**

Ryan Williams, City of Columbia

Val DeBrunce, Citizen

Meeting called to order at 3:30 pm by Andy Waters, Chair.

**Updates and Discussion**

Downtown Lighting Update – Ryan Williams, City of Columbia

Williams provided the CID with the lighting program's pricing. The light has been tested and, while the dimmer may not be working correctly, the lighting goal has been reached. He explained that buying light fixtures in bulk would provide for larger discounts. Sheals discussed the option of having the lights simply turn on and then back off (having a timer instead of photocells). Ott stated that he wasn't interested in purchasing the lights at all if they don't work properly. Williams shared that the light bids he was receiving would be warranted and that the city would service them.

Czaicki offered the idea of motion-activated lights such as those he has seen in some shopping center's parking lots. Ott pointed out that it wouldn't get the idea across because they wouldn't only come on at bar close, and that cars would set them off. Sheals thinks its something to consider for Flatbranch Park. Pricing and quantity was discussed. Sheals motioned that the CID cover the downtown lighting programs cost up to \$30,000, with \$20,000 from the 2018FY Environmental Project Budget and \$10,000 that was previously approved in the 2016FY Budget. Mendenhall seconded and all were in favor.

Sidewalk Dining Ordinance

There was more discussion about Room 38's sidewalk café and whether or not it was in compliance with the City's ordinance. Essing shared that based on the research she conducted since the previous meeting that the bar was in fact in compliance with the City. Parmley would like to know if the rendering being discussed was what was actually submitted for approval. Sheals agrees and added that she would like to know if Room 38's design sets precedence for all sidewalks on the Avenue of the Columns. Essing will inquire. Essing then shared other city's examples of sidewalk dining.

Grease Storage Tank Program

Essing shared the updated grease grant interest downtown. The CID has approved providing 100% of funds to install interior grease systems up to \$10,000 on a first come first serve basis.

Parking

Essing shared that a \$5/month increase on parking permits was passed at council level. Ott thinks that the bus system needs to be changed to promote fewer cars downtown. Currently, the busses facilitate transportation around the city but not across The District. He thinks that if there were a better public transportation system, there would be less parking discussion. Sheals is unhappy with the rate increase and pointed out that the increase exceeded what was originally proposed. She would like better stakeholder communication in order to get the word out about public meetings such as these.

**Adjournment**

Meeting adjourned at 4:52 pm. Sheals motioned to adjourn, Greene seconded and none were opposed.

The next meeting is **Thursday, October 19**, at 3:30 p.m.



**Community Improvement District  
Marketing Committee Meeting  
September 26, 2017  
11 S. Tenth Street**

**Present:**

Ben Wade, Guitarfinder  
Van Hawxby, Dogmaster Distillery

Lisa Klenke, Calhoun's

**Absent:**

Nickie Davis, Muse Clothing

Steve Guthrie, Landmark Bank

**Guests:**

Christina Kelley, Makes Scents

Lisa Wells, Tribune Targeted

Meeting called to order at 8:33 am by Chair, Wade.

**Updates and Discussion**

Tribune Targeted – Media Overview

Essing shared that the CID Board of Directors has approved funds for media buys. Wells explained the breakdown of her plan to promote The District on early morning news and other prime spots. Kelley asked if production costs were covered and Wells confirmed that this would depend on the type of spot requested. Klenke motioned to approve the media buy. Hawxby seconded and all were in favor. Wade suggested using old footage to save money on holiday ads.

Holiday Banners

Essing provided a draft of what the new holiday banners design and received positive feedback from the group.

Learning Workshops

Essing inquired with the committee about what the next learning workshop topic should be. Klenke would like to conduct a survey to see constituent interest.

Roots N Blues – Discover The District

Essing shared details of the Roots N Blues N BBQ festival, which includes a kickoff to the event and a District tent at Stephens Lake.

**Upcoming Events**

- Not So Frightening Friday – October 27, 2017
- Holiday Shop Hop – November 4, 2017
- Shop Small Saturday – November 25, 2017
- Living Windows – December 1, 2017
- Restaurant Week – January 2018

Committee discussed possible dates for the event and improvements they'd like to see made.

- Wedding Stroll with American Heart Association – Feb 24, 2018

**Adjournment**

Meeting adjourned at 9:51 am. Motion by Klenke, second by Hawxby, all approved.

The next meeting is **Tuesday, October 24** at 8:30 am

**Community Improvement District  
Gateways Committee Meeting  
September 28, 2017  
11 S. Tenth Street**

**Present:**

Tony Grove, Grove Construction, LLC  
Tootie Burns, NVAD  
Clyde Ruffin, Second Baptist Church  
Blake Danuser, Bingham's

Deb Sheals, Historic Preservation  
Heidi Davis, University of Missouri  
John Glascock, City of Columbia

**Absent:**

Amy Schneider, CVB  
Christina Kelley, Makes Scents  
Cliff Jarvis, Columbia College

JJ Musgrove, City of Columbia  
Marti Waigandt, 808 Cherry St.

**Guests:**

Mike Snyder, Parks and Rec  
Mike Griggs, Parks and Rec

Russ Volmert, Arcturis (phone)

Meeting called to order at 3:37 pm by Executive Director, Essing.

**Updates and Discussion**

Gateways Plaza and Founders Park Planning

-Phasing and Pricing Estimate - Arcturis

Volmert discussed the newest edits to the Gateway Plaza renderings and provided itemized pricing (goal to cost under one million dollars). He suggested phase one include the sphere, the letters spelling out "Columbia" and sod. Glascock expressed concern with the amount of dirt that would be used as it would hold a great deal of water and the location is directly over a large culvert owned by the state. He also mentioned that if the plan initially includes grass, it will be hard to see the original plan through later because people prefer green space to pavement. Sheals agreed that she prefers grass to pavement anyway and that it would, indeed, be difficult to change it in the future. Burns stated that the new road plan needed to be included in the rendering and inquired about how much solid information would be needed regarding the road and culvert to submit the MOU. Glascock shared that it would be up to MoDOT to make a road design and that the MOU should state that the CID is aware of and accommodating of a turn lane. Glascock is going to acquire the statistics of the load potential for the land above the culvert.

-MOU with City

Essing made a note to include the abovementioned right turn comment to the MOU. The committee and visitors discussed and tweaked the verbiage of the MOU and the attached letter to the city. Danuser suggested that the MOU be submitted as a commencement project with the spirit of the bicentennial. The MOU will be voted on by the CID Board.

-Our Town 2018 Grant Cycle with NEA

Volmert shared that he is currently in the process of preparing for the NEA grant application which could bring up to \$200,000 to The Gateways project. Essing and Volmert are to submit the application by October 1, 2017, and if successful, funds will be available August of 2019.

Capital Campaign

Essing shared that she intends to discuss with Eric Staley about fundraising.

## **Adjournment**

Meeting adjourned at 4:21 pm. Motion by Sheals, second by Danuser, all approved.

The next meeting is **Tuesday, October 26** at 3:30 pm

**Community Improvement District  
Executive Committee Meeting  
October 3, 2017  
11 S. Tenth Street**

**Present:**

Adam Dushoff, Addison's  
Ben Wade, Guitarfinder

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

**Absent:**

Mike Wagner, Central Bank of Boone County

Meeting called to order at 3:32 pm by chair, Mike McClung.

**October Board Meeting Agenda**

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

**Stakeholder Research and Communication Systems**

Essing shared that Delta was on track with the CID's stakeholder communication network and that phase one should be completed by the end of the year. She also discussed stakeholder categories.

**Board Recruitment**

Essing discussed Board of Directors recruitment and provided an overview of current board member terms. She and McClung discussed asking Board Members to recruit potential candidates who fall within the guidelines of Board of Director or voting Committee positions. The applications are due November 3<sup>rd</sup> at noon.

**Adjournment**

Meeting adjourned at 4:06 pm with motion by Waigandt, second by Wade and all approved.

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