

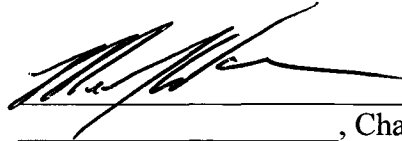
RESOLUTION NO. 2016-23

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

Passed this 14th day of June 2016.



_____, Chairman of the Board of
Directors

(SEAL)

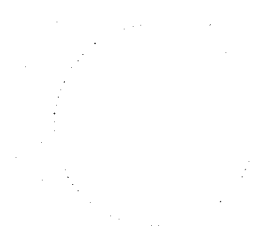
Attest:



_____, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2016-23**

May 2016 Meeting Minutes



**Community Improvement District
Board of Directors Meeting
May 10, 2016
11 S. Tenth Street**

Present:

Adam Dushoff, Addison's
Tom Mendenhall, The Lofts at 308 Ninth
Allan Moore, Moore & Shryock Appraisals
Deb Sheals, Historic Preservation
Ben Wade, Guitarfinder
Blake Danuser, Bingham's
Tony Grove, Grove Construction, LLC
Steve Guthrie, Landmark Bank

Mike Wagner, Central Bank of Boone County
Christina Kelley, Makes Scents
Mike McClung, Carharts
John Ott, Alley A Realty
Marti Waigandt, 808 Cherry St.
Andy Waters, Columbia Tribune

Absent:

Skip Walther, Walther, Antel, Stamper & Fischer

Guests:

Krista Shouse-Jones, CPD
Chad Gooch, CPD
Carol Rhodes, City of Columbia

Approval of Minutes

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

Financial Report

Essing provided an overview of financials; we have received 95% of our budget for this year and are half way through our fiscal year. McClung motioned to approve the financials, Waigandt seconded and none were opposed.

City Report

Rhodes unable to attend however provided an update that the Parking Task Force proposal has been postponed to the May council meeting.

Police Report - Gooch

Sgt. Gooch provided update on new schedule and crime trends for downtown area. Overall recommendation for businesses to lock/secure their locations, based on recent incidents.

New Business

Budget Process

Essing provided an update on the 2017FY budget, based upon feedback during the April committee meetings. In addition, Essing shared results of the Downtown CID constituent survey.

McClung expressed concern that too much budget is allocated towards recurring expenses, which limits flexibility for large, one-time capital projects. Dushoff commented that we should begin to look at future years, after the Gateways Project capital expenditure is complete.

Mendenhall mentioned that the property assessment rate should be reduced. This discussion will occur later in year, when rate is set. Ott countered that the Downtown CID has been underfunded and many projects still need to be addressed, such as cleanliness, parking and security. McClung added that there have been several projects that haven't moved forward due to not having enough funding. Wade noted that the

Downtown CID is meant to supplement the City provided services, going above and beyond the basic infrastructure already provided. Overall discussion regarding pros/cons of Wi-Fi.

Committees will discuss revised budget again during May meetings, with final budget to be voted on at June Board of Directors meeting.

Independent Testing of Proposed Development Code

Essing provided update that Winter and Company initial draft report is due June 10, with final report due on June 15. Discussion on adding two additional test sites, at a cost of an additional \$6k. McClung pointed out that this additional expenditure could help save a downtown property owner significant expense. Mendenhall agreed that the CID should help represent the property owners and educate constituents on the proposed code. Ott added that property owners and stakeholders appreciate the independent testing. Wade agreed that the tests help supplement the overall review process by providing more information. Waigandt noted that the additional types of properties to test added more options to review, and Waters agreed that the overall testing will potentially help avoid unintended consequences. Motion to add two more test sites, for a total of four, by Waigandt. Second by Danuser and all approved.

Downtown Development

Discussion of proposed delay on downtown housing development. Moore noted that the proposed language is unclear, which will result in confusion. McClung noted that many properties will be impacted, and there may be unintended consequences. Sheals and Kelley agreed, and group discussed making a suggestion that the language not apply to proposed housing developments under 20 bedrooms. Motion by McClung for Essing to submit letter to Mayor and Council and contact Ruffin to discuss. Second by Waigandt and all approved.

Committee Reports

Operations

The Operations committee has set out to address panhandling. Their recommendation is a street outreach program working with Phoenix House. The proposal was reviewed and Waigandt motioned to approve the program, Dushoff seconded and none were opposed.

Economics

The revised solid waste ordinance for new developments was reviewed. Motion to approve by Waigandt, second by Ott, all approved.

Marketing

An overview of True Media's campaign was reviewed including new branding for Shop Hop.

Gateway

Schedule update for first three light hubs to be installed in the fall. Right of Use permit to be submitted to City in June. NVAD location moved to 10th street, near Wabash, due to site issues on Walnut. Capital Campaign is underway. Discussion and review of Arcturis contract proposal to continue to provide management of Gateways Light Hub installation project. Danuser motioned to approve proposal, Sheals seconded and all approved.

DLC-Wade

The DLC gave a presentation on traffic counter technology and also discussed infrastructure.

Infrastructure Task Force – Grove

No meeting to report on since last board meeting.

Staff Report

Essing provided update on overall office work. Update on recent traffic box art at 10th and Walnut.

Adjournment

The next meeting is **Tuesday, June 14**, at 3:30 p.m.

**Community Improvement District
Economic Development Meeting
May 17, 2016
11 S. Tenth Street**

Present:

John Ott, Alley A Realty
Marti Waigandt, 808 Cherry St

Tony Grove, Grove Construction, LLC
Christina Kelley, Makes Scents

Absent:

Allan Moore, Moore & Shryock Appraisals

Blake Danuser, Bingham's

Guests:

Cynthia Mitchell, City of Columbia
Kent Froeschle, Wi-Fi

Mike Wagner, Central Bank of Boone County

Wi-Fi Presentation

Froeschle provided an overview of the current Downtown CID Wi-Fi system and shared usage reports. Currently 10 roof top equipment locations throughout downtown. Increased usage during large outdoor events, such as 4th of July, Summerfest and home football games. System is intentionally designed to work only outside, as to not interfere with businesses offering/controlling Wi-Fi within their space.

The capital expense of the hardware has been paid; therefore Full Stream will lower our monthly rate to \$1500.

2017 FY Budget

Discussion of Wi-Fi expense. Essing to follow up with Froeschle to see if Full Stream will lower price to \$500 a month. (Update – Full Stream's lowest price is \$1250 per month).

Solid Waste District

Broadway Brewery Alley Trash Compactor Update

The compactor has been painted and Mitchell stated that the City has figured out how to make the location work with a power lift. The new setup will need to go through the purchasing process as it costs around 14K.

Small capacity trash truck is currently out to bid with the City.

Discussion regarding if a rate increase is expected for 2017FY. Mitchell provided update that the City is currently working on the budget, and this information is not yet available.

RHI HZA Report

Discussion of creating a hospitality alliance, which will be forwarded to Operations Committee. Review of Phoenix Panhandling Outreach program and collateral. Program to launch in June.

The next meeting is **June 21**, at 4:00 p.m.

**Community Improvement District
Operations Committee Meeting
May 19, 2016
11 S. Tenth Street**

Present:

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

Adam Dushoff, Addison's
Mike McClung, Carharts
Andy Waters, Columbia Tribune

Absent:

None

Guests:

Mike Heimos, City Stormwater

Stormwater – Tree Project

Heimos provide update of pilot tree project, to be place at 10th and Broadway. The goal of the tree is to provide a large planter box for root growth, which will allow the tree to live longer. In addition, filtering will reduce the pollutants that drain to the Flatbranch Creek. Construction to occur this summer, with tree to be planted in the fall. Delays occurred due to age of street infrastructure and need to repair an existing conduit.

Downtown CID paid \$20k towards the project in 2015FY, with the overall cost being \$60k. Education of the storm water system will be a strong component of this program. Group discussed awaiting the installation of the first tree before deciding upon funding \$20k from 2016FY budget.

Power and Light FY16 Project Update

Ryan Williams unable to attend meeting however provide update on street light replacement project and addition of light dimming/increasing system. Sample LED lights are on order, which is a slow process due to custom design. When samples arrive, the lighting will be installed and reviewed by interested parties. If \$100k City funding for downtown lighting not utilized in 2016FY, it will roll into following year. City IT department will test the light dimming/increasing technology this summer.

FY17 Budget

The revised draft of the budget was reviewed. Discussion included stopping Wi-Fi, adding more banners, increasing funding for janitorial Block by Block, adding janitorial capital investment and reflecting CPD Substation under Public Safety. Mendenhall and Essing to meet with David Dalton to discuss renewal terms for Downtown CID office space.

RHI HZA – Hospitality Alliance

Discussion of HZA recommendation to create a hospitality alliance. Group would discuss issues of importance to their business category. Downtown CID would potential assist in formation of group and funding of initial legal documents. Essing and McClung to research legal expenses and interest from stakeholders. Essing to contact Jim Peters, RHI, for best practices from other communities.

Pilot Parking Program Initiatives

Discussed ideas to increase participating in 10-hour Meter Pilot Parking Program, such as “Buy 3 Months, Get One Free”. City will research if this type of pricing is available through Parkmobile app.

Sustainability Programs

Add topic to June Operations Committee meeting.

Potential Restaurant Category Meeting

Coffman will work with McClung and Dushoff to coordinate date/time.

Adjournment

The next meeting is **June 16** at 3:30 p.m.

**Community Improvement District
Marketing Committee Meeting
May 24, 2016
11 S. Tenth Street**

Present:

Christina Kelley, Makes Scents
Ben Wade, Guitarfinder

Andy Waters, Tribune
Lisa Klenke, Calhoun's

Absent:

Lili Johnson, Poppy
Steve Guthrie, Landmark Bank

Guests:

Betsy Farris, Roots and Blues
Hilton Peeples, Roots and Blues
Taylor Coleman, Roots and Blues

Marketing Committee Voting Member Position

Corissa Ray has resigned, due to no longer owning a business within The District. Application for replacement open through June 24, with vote to occur at June 28 Marketing Committee meeting.

2017 FY Budget

Discussed drafted 2017FY Budget, Marketing Plan and Social Media Plan. Debated pros and cons of the District Free Wi-Fi program. A lower monthly rate has been negotiated however concerns that the amenity is not being used enough by customer base. Discussion that funds could be better utilized for expanding holiday décor program. Talked about the monthly postcard and potential improvements to design.

Roots and Blues 2016 Presentation

Farris, Peeples and Coleman shared an update on the upcoming RNBQBQ event at Stephens Lake Park. Partnership programs available again this year for Restaurants and Merchants, at no cost. Tent will also be set up at the event, with tables available to merchants from The District on a first come, first serve sign up basis.

Kelley requested better solution for parking/unloading at the event, as well as more communication on table set ups. Discussion regarding a consistent table for The District, to distribute maps and information for overall downtown.

Introduction of Coleman, the intern assigned to The District RNBQBQ participation.

Motion for the Downtown CID to participate again this year by Klenke, second by Kelley and all approved.

Dog Days Sidewalk Sale

Discussion regarding upcoming event, scheduled for July 28 – 31. Klenke asked that the Columbia Daily Tribune stop selling group ads, as they are confusing to both the merchants and the customer. The downtown merchants view the advertising as a benefit of the Downtown CID, and the low participation level of additional Tribune ads create a perception that few businesses are participating in the event.

Coffman provided an overview of the new collateral and media placements to promote the event. Social media will be used extensively.

Group discussion on ways to increase traffic and sales for businesses located away from Ninth and Broadway. Klenke suggested that all businesses participate in some way, such as placing a tent or an informational table in front of their location.

NVAD Sponsorship Proposal

Reviewed request from the NVAD for \$1500 sponsorship opportunities for First Fridays. Discussion that funding not currently budgeted. Support First Fridays with postcards, website and social media. In addition, provide support for overall NVAD with the light hub, to be installed this fall. Plan the lighting event to occur during a First Friday event.

Boone County Historical Society Proposal

Discussed proposal from BCHS for the Downtown CID to purchase 6 – 8 36” x 48” foam core historical photos for conference room. BCHS also has asked if other downtown businesses would be interested in purchasing photos. Funding is not currently budgeted; therefore discussion will continue with BCHS to see if other pricing options are available. Recommend that BCHS volunteers create a flyer and talk to businesses with a historical photo available.

RHI HZA Report

Adjournment

The next meeting is **June 28** at 8:30 a.m.

**Community Improvement District
Gateways Committee Meeting
May 26, 2016
11 S. Tenth Street**

Present:

Christina Kelley, Makes Scents
Cliff Jarvis, Columbia College

Blake Danuser, Bingham's
Richard Perkins, Stephens

Absent:

Deb Sheals, Historic Consultant
John Glascock, City
Clyde Ruffin, Second Baptist Church

Heiddi Davis, MU
JJ Musgrove, OCA
Amy Schneider, CVB

Guests:

Russ Volmert, Arcturis

Capital Campaign Update

Review of Tax Credit program with the Missouri Development Finance Board. Discussion of next focus being on the Columbia Gateway Plaza and the West Entry Gateway.

Essing to request presentation date for upcoming DLC meeting. Essing and Volmert to meet with City regarding potential CATSO funding.

Three Light Hubs Update

Right of Use permit is being drafted by A Civil Group and will be sent to the City and Council in June.

Volmert provided update on need to add meters at each of the three light hubs, to measure electrical usage. Downtown CID will pay for electricity, as required by City Code.

Update on current progress by artists. Potential lighting event on Friday, October 7.

Review of RFP for Construction, which will be released in June. Bids due on July 8 at Noon, and Downtown CID vote on July 12.

Adjournment

The next meeting is **June 23** at 3:30 p.m.

**Community Improvement District
Executive Committee Meeting
June 7, 2016
11 S. Tenth Street**

Present:

Mike Wagner, Central Bank of Boone County
Mike McClung, Dungarees/Resident

Marti Waigandt, 808 Cherry St.
Adam Dushoff, Addison's

Absent:

None

Agenda Items

Discussion of June 14 Board Meeting agenda:

- 2017FY Budget will be presented for vote and approval.
- Independent Code Testing- Winter and Company will present drafted report via video-conference.
- Need to select two Downtown CID members for the Parking Task Force.
- Set Annual Meeting for August 9 at 3:30 pm.
- Discussed Ameren request to move meters along Broadway to above sidewalk. Add item to June 16 Operations Committee meeting.

CLOSED MEETING

- Discussion of employee retirement allocation for Erin Ford, who resigned on May 31. Motion by McClung to award 8-month proration of 3% of annual salary. Dushoff seconded and all approved.

Adjournment

The next meeting is **Tuesday, July 5**, at 4:00 p.m.