

RESOLUTION NO. 2017-13

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

Passed this 14th day of February 2017.


_____, Chairman of the Board of
Directors

(SEAL)

Attest:


_____, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2017-13**

January 2017 Meeting Minutes

**Community Improvement District
Board of Directors Meeting
January 10, 2017
11 S. Tenth Street**

Present:

Deb Sheals, Historic Preservation
Blake Danuser, Bingham's
Marti Waigandt, 808 Cherry St.
Ben Wade, Guitarfinder
John Ott, Alley A Realty
Tom Mendenhall, The Lofts at 308 Ninth
Steve Guthrie, Landmark Bank

Mike McClung, Dungarees/ Resident
Christina Kelley, Makes Scents
Andy Waters, 100 North Providence
Mike Wagner, Central Bank of Boone County
Tony Grove, Grove Construction, LLC
Allan Moore, Moore & Shryock Appraisals
Adam Dushoff, Addison's

Absent:

Skip Walther, Walther, Antel, Stamper & Fischer

Guests:

Chad Gooch, CPD
Val DeBrunce, Citizen
Carol Rhodes, City of Columbia
Kevin Czaicki, CenturyLink

Nickie Davis, Muse Clothing
Jodie Jackson Jr, Columbia Daily Tribune
Kenny Greene, Monarch Jewelry
Krista Shouse-Jones, CPD

Approval of Minutes

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

Financial Report

Essing provided an overview of financials and current budget status. She discussed that downtown December sales were down, potentially due to inclement weather. Expenses are currently trending under budget due to an open staffing position for several months. Waigandt motioned to approve the financials, Mendenhall seconded and none were opposed.

Police Report - Gooch

Sgt. Gooch provided an overview of overall 2016 and January, 2017 crime statistics and trends.

City Report

Rhodes explained that nearly 800 parking meters are being updated as of the first week in January. The new CoMo Park cards are now available with a minimum purchase of \$10. Citizens are able to transfer their EZ Park balance to the CoMo Park card. Sheals asked if the parking garages are going to accept the CoMo Park card. Rhodes confirmed that the garages will not accept the new parking cards, but will continue to accept EZ Park cards for the time being.

New Business

Election

Wagner introduced the new alternate candidates for the CID Board and committees, who were asked to speak briefly and share their interest in the board. Wagner directed board members to select five alternate names. Ballots were then distributed and a vote was conducted. Essing explained that she would submit the five alternatives along with the five members that were previously selected and submit all ten names for Mayor Treece's approval. He will have ten days to make his decision based on the CIDs statute.

Vision Zero Letter of Support

Essing provided an overview of the Vision Zero Policy, which strives to eliminate pedestrian and biking fatal accidents. She described ways to implement the program including educational materials and design changes. She presented a drafted letter of support for implementation on behalf of the CID. Sheals stated that she didn't see a downside to offering support. McClung expressed concern in supporting all of Vision Zero's implementation, being that the current information is minimal as it's in the planning stages. Sheals agreed that the CIDs stance should be in support of the initiative, rather than implementation. McClung motioned to edit the letter of support to be more specific, Dushoff seconded, and none were opposed.

Renewal of Agreement with GKC, Accounting Services

Essing explained that the CIDs contract with Gerding, Korte and Chitwood is expiring and needs to be renewed. Mendenhall motioned that the CID renew its contract with GK&C, Danuser seconded, and none were opposed.

UDO Code Update

Essing provided an update on the proposed UDO code, which was approved with amendments by Planning and Zoning and will now be reviewed by Council. Ott inquired if there were any CID recommendations that weren't addressed during the Planning and Zoning review process. Essing said that the CID's recommendation for an overall exemption for small development was not acted upon. Sheals shared that it is important that the small development is encouraged and suggested changing the recommendation to a smaller square footage than a quarter block. Mendenhall noted that the more people come to Columbia, the more property values go up. He is concerned that less small developers will build if an ordinance makes it too difficult. Ott reminded everyone that large developers should account for their parking demands. McClung pointed out that small developments may not be able to accommodate parking requirements. Waters suggested a zoning committee meeting before the February board meeting. Essing will schedule this meeting and drafted recommendations will be presented during the February Board Meeting.

Committee Reports

Operations

Sheals provided an update on the Phoenix homeless and panhandling outreach program for downtown. She said that transportation is an issue for those in treatment programs. She also shared the idea that people can donate bus passes to the City of Columbia or directly to the Phoenix program. Sheals provided an update on work to improve the parking concerns downtown and promote CoMoPark cards. The committee will discuss the option of selling CoMo Park cards at local businesses. The City of Columbia has been asked to provide a discount to merchants to offset selling expenses.

Economic Development

Moore provided an update on a proposed solid waste master plan, which would encourage additional compactors. Some of the compactor locations would block alley access however the committee is in favor of the idea because there would be minimal impact and it would serve to clean up the streets significantly. Sheals introduced the idea of screening them off to make them more attractive for passers-by. Kelley thinks it would be a good idea to walk around and mark with chalk where the compactors might go so the spacing would be appropriately purposed. A walk of the proposed solid waste locations will be scheduled for all interested parties and the City of Columbia Solid Waste Director.

Marketing

Wade stated that there was no meeting in the previous month because of the holidays. The committee will meet in January and discuss the August 2017 Total Solar Eclipse, which has the potential of drawing significant tourists to the area.

Search and Review

No update at this time.

Gateway

Kelley announced that the first wave of the light hubs project have gone up. Sheals asked if there would be a lighting ceremony, to which Essing replied that the plan is to wait for favorable weather conditions. Eric Staley will attend the next Gateways committee meeting to discuss fundraising for future light hubs. The Gateways raised awareness and \$1200 with CoMoGives in December.

Infrastructure Task Force

Grove provided an update that the final report will be presented to Council shortly.

DLC Report

There was no meeting last month due to the holidays.

Parking Task Force Update

Sheals provided an overview of the parking and traffic management task force recommendations. The final recommendations will be presented to the Mayor and Council during the February 6 meeting.

Staff Report

Essing provided an update that work has begun on the 2016FY accounting review of procedures with Jack Beard.

Public Comment

DeBrunce shared his knowledge about trash and recycling. He put in a request to accompany the Economic Development/Solid Waste Committee and City of Columbia on the aforementioned walking tours of solid waste locations. Essing will confirm and communicate dates for the proposed solid waste location walking tours.

Adjournment

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

**Community Improvement District
Economic Development and Solid Waste Meeting
January 17, 2017
11 S. Tenth Street**

Present:

Mike Wagner, Central Bank of Boone County
Christina Kelley, Makes Scents
Blake Danuser, Bingham

John Ott, Alley A Realty
Allan Moore, Moore & Shryock Appraisals

Absent:

Tony Grove, Grove Construction, LLC

Guests:

Val DeBrunce, Citizen

Steve Hunt, City of Columbia – Solid Waste

Trash and Dumpster Compactors

Hunt provided a PDF of the downtown solid waste proposed master plan. There was discussion about coordinating walking tours of the locations to review and refine plan. Hunt requested generating as much feedback as possible.

Proposed Master Plan and Service Schedule

Ott inquired about the current status of discussing an ordinance for large developments to have trash collection on site. Hunt provided an update on the revised ordinance, which will be reviewed by Council in February.

Orr St. Dumpster

Hunt provided an update on the solid waste location between Orr Street Lofts and Orr Street Studios. The container location has not been agreed upon by stakeholders and will be potentially addressed by the long-term solution identified in the proposed solid waste master plan.

PedNet Bike Share Feasibility Study

Essing provided an update that PedNet and other community partners are interested in adding a bike share program to downtown and campus. PedNet has asked the CID to contribute \$1k towards an estimated \$20k cost of a feasibility study. Ott motioned to support funding \$1k towards the study, Wagner seconded and all were in favor. The motion will go before the Board of Directors on February 14.

2017 Committee and Chair

Essing communicated that Economic Development needs to determine the 2017 committee chair. Ott nominated Moore to continue his service, Kelley seconded, and none were opposed. Moore accepted the position.

Adjournment

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

**Community Improvement District
Operations Committee Meeting
January 19, 2017
11 S. Tenth Street**

Present:

Deb Sheals, Historic Preservationist
Marti Waigandt, 808 Cherry St.
John Ott, Alley A Realty

Adam Dushoff, Addison's

Absent:

Tom Mendenhall, The Lofts at 308 Ninth
Andy Waters, 100 North Providence

Ben Wade, Guitarfinder
Mike McClung, Dungarees/ Resident

Guests:

Mike Snyder, Parks and Recreation
Val DeBrunce, Citizen
Drew Brooks, City of Columbia Parking

Gabe Huffington, Parks and Recreation
Tanner Morrell, City of Columbia Parking
Shay Jasper, City of Columbia Parking

Horticulture Budget and Planning/ Gabe Huffington with Parks and Recreation

Essing provided an introduction that the CID funds \$7.5k annually to the City for downtown landscaping. Huffington provided a summary of how funds were spent on horticulture. Between 2011 and 2016, costs have increased due to weather conditions and higher expenses. Huffington explained that the color of flowers they use rotate with the seasons.

Sheals requested Parks and Recreation to create a downtown planting plan, to show the mix of perennials and annuals. She asked that more color and vibrancy be utilized in the plantings. Ott asked if the large raised beds along Broadway intersections were being phased out. Huffington replied that raised beds are being replaced with lower planting boxes, which improve visibility along the busy roadway. Ott also expressed concern that several downtown trees in poor condition. Huffington and Snyder noted the concern and will work with their team to identify solutions.

Huffington provided an update on the proposed Flatbranch Park expansion. Sheals asked that Parks and Recreation research small, urban dog parks as an option for the expansion, to provide a green area for pet owners and bring activity to the park.

Huffington agreed to return to the committee with a planting schedule and update on the downtown trees.

Parking Meter Rollout, CoMoPark Cards and Meter Sticker Update/ Guest: Drew Brooks/Parking

Essing provided an update of the initiative for businesses to sell preloaded CoMoPark cards. \$1.5k has been approved by the board for the launch. Essing recommended utilizing the funds for promotional materials and a starter pack of loaded cards for businesses to begin the program. Sheals and Ott expressed support for the plan. Waigandt cautioned that the cards are "like cash" and risked being distributed without payment. Dushoff also likes the idea, but would prefer getting a discounted rate approved from the city. Brooks provided an update that the Council would need to approve a discount on the sale of preloaded cards to merchants. Dushoff also noted that an agreement requiring participating business owners to only sell cards at face value would be helpful.

Jasper shared a design for new color-coded stickers that are intended to better identify the time limits on downtown parking meters. Sheals requested adding the phrase: "two hour max" to the meters. Brooks stated that people should associate colors with the time limits. Shay will incorporate feedback and bring a redesigned sticker back to the committee for approval.

Grease Bins and Delivery Trucks - Listening Sessions Update

Essing shared feedback from recent grease and delivery truck listening sessions and provided an overview of the current situation. Everyone was in agreement that the bins are unsightly and should require a permit indicating responsibility for each bin. The group discussed the need for fines and the involvement of the City Health Department. Dushoff stated that the City of Columbia is the only ones with the authority to do anything about the bins. Essing provided an update that there is \$30k budgeted for environmental programs, that has not yet been allocated. Ott suggested that the CID provide grants to allow downtown restaurants to add interior grease systems. In addition, Ott favors an ordinance that states that new businesses must have a plan for their grease and existing businesses must fix their grease issues over a period of time. Waigandt noted that the grease discussion should fall under the solid waste umbrella. Essing will incorporate the feedback and bring drafted recommendations to the next committee meeting.

2017 Committee Slate and Chair

Essing asked that the committee determine the 2017 chair.

Adjournment

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

**Community Improvement District
Marketing Committee Meeting
January 24, 2017
11 S. Tenth Street**

Present:

Lisa Klenke, Calhoun's
Van Hawxby, Dogmaster Distillery

Christina Kelley, Makes Scents

Absent:

Ben Wade, Guitarfinder
Steve Guthrie, Landmark Bank

Andy Waters, 100 North Providence

Guests:

Megan McConachie, CVB

2017 Eclipse – Megan McConachie

Essing provided an update that Columbia is in a unique geographical position to view the 2017 August Solar Eclipse, which may draw significant tourism traffic. McConachie shared updates that the CVB has created a special events committee to plan events at Cosmo and Gans Park and coordinate additional events throughout the community. McConachie shared that there is a website for the eclipse (comoeclipse.com). Klenke asked if people are flying into town or driving. McConachie said that most people will come by car to transport their equipment. Essing will talk to Matt Gerding at The Blue Note regarding the possibility of hosting a downtown festival around the event.

Committee Chair

Essing asked that the committee determine the 2017 chair.

2017 Event Calendar

Essing provided a proposed schedule of 2017 events, which was discussed and approved as follows:

Spring Shop Hop – April 22
Dog Days – Weekend of July 27
Not So Frightening Friday – October 27
Holiday Shop Hop – November 4
Shop Small Saturday – November 25
Living Windows – December 1

Hawxby expressed concern that current event plans may not benefit the food and drink industry. Kelley suggested doing a "Taste of Columbia" restaurant week event. Cutrera will research options, talk to stakeholders and present recommendations during the next meeting.

Fire in the Sky Sponsorship Proposal

The CID has been asked to assist in funding the annual City-organized event held at Flatbranch and Peace parks. The sponsorships are in the amount of \$5k and \$10k. The sponsorship is not budgeted, therefore the CID will work to support the event with American flags along Broadway.

Other Business

MSHSAA music festival will be April 27-29, and will be out for location bid for future years. Downtown merchants benefit economically from festival attendees. Essing discussed having a friendly welcome including signage for downtown businesses. Klenke discussed having a District map for visitors. Essing suggested having Block By Block hand them out. There will be more discussion at future meetings.

Adjournment

The next meeting is **Tuesday, February 28** at 8:30 am

**Community Improvement District
Gateways Committee Meeting
January 26, 2017
11 S. Tenth Street**

Present:

Tooti Burns, NVAD
Tony Grove, Grove Construction, LLC
Clyde Ruffin, Second Baptist Church

Christina Kelley, Makes Scents
Marti Waigandt, 808 Cherry St.
Deb Sheals, Historic Consultant

Absent:

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

Cliff Jarvis, Columbia College
Blake Danuser, Bingham's
Ben Wade, Guitarfinder

Guests:

Russ Volmert, Arcturis
Eric Staley, Mission Mapping
Mike Snyder, Parks and Rec
Gabe Huffington, Parks and Rec

Capital Campaign

Essing introduced Eric Staley as the CIDs capital campaign consultant. Staley gave an overview on fundraising and spoke about pros and cons of the Gateways project. He explained that the project is a moving target with the planning still in flux. As the project continues to cost more money, it becomes more difficult to raise funds. He then discussed campaign choices. He would like to see a real timeline and real benchmarks. Staley explained that large gifts are hard in our community as there is a lot of fundraising competition. He offered an assessment and recommendations in his final report, which was distributed to the group. Huffington provided an update on the Flatbranch Park expansion, and explained that the city bought the McAdams building. It is projected to have the project at that location finished by 2021, just in time for Columbia's bicentennial. Volmert said that was good incentive to get two large projects finished. Burns asked Staley if 1% art installation funding could go to the Gateways. Snyder liked that idea as the city and the CID should work together to allow for continuity. Burns suggested a master plan that includes the city's plan for Flatbranch park and the CIDs plan for the West Gateway. Kelley stated that she wants to wait until the CID gets anticipated funding in April before any planning decisions are made.

Light Hub Update

Essing provided an update that the first three light hubs have been completely installed. Volmert communicated the process of the first three light hubs and shared key lessons learned from the process. Volmert stated that future light hubs require progress meetings, city permit verification, and consideration of completion incentives and liquidated damages. He also discussed possible different design elements. The committee agreed to plan a ribbon cutting celebration in April or May when the weather is nicer.

2017 Committee Slate

Essing shared that the Gateway committee needs a new chairman. Grove has been unanimously nominated and is considering taking the position.

Adjournment

The next meeting is **Tuesday, February 23** at 3:00 p.m.

**Community Improvement District
Planning and Zoning Optional Meeting
January 31, 2017
11 S. Tenth Street**

Present:

Deb Sheals, Historic Preservationist
Andy Waters, 100 North Providence
John Ott, Alley A Realty
Tom Mendenhall, The Lofts at 308 Ninth
Jerry Dowell, Columbia Chamber
Val DeBrunce, Citizen

Mike McClung, Dungarees/ Resident
Tony Grove, Grove Construction,
Kevin Czaicki, CenturyLink
Paul Land, Plaza Commercial Realty
Mark Farnen, Citizen

UDO Code

Essing provided an update on the Council timeline to review the proposed UDO code and amendments. Farnen shared that the final draft will be in a different format from the documents reviewed during P&Z. Sheals provided an update on the Parking Task Force recommendations for the UDO code.

The group reviewed previously submitted feedback and the amendments approved by P&Z, to determine if additional feedback was needed. Sheals would like to ask for a 10,000 ft exemption where originally, 17,100 ft was requested. Ott and McClung agreed. Sheals suggested initiating a temporary review committee. Essing will draft a letter of feedback to be approved by the board during the February Board Meeting.

Adjournment

**Community Improvement District
Executive Committee Meeting
February 7, 2017
11 S. Tenth Street**

Present:

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

Marti Waigandt, 808 Cherry St.
Ben Wade, Guitarfinders

Absent:

Mike McClung, Dungarees/ Resident

February Board Meeting Agenda

Essing distributed the drafted February Board of Directors agenda, which was approved by the group.

2017 Committees

Update on the revised 2017 committee roster, due to updates of members. The revised roster will be discussed and approved by the board during the meeting.

Conflict of Interest Policy

The conflict of interest policy will be distributed to all board members, who will sign an acknowledgement of receipt during the board meeting.

Adjournment

The next meeting is **Tuesday, March 7** at 4:00 p.m.