

**RESOLUTION NO. 2017-20**

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

Passed this 13th day of June 2017.

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

(SEAL)

Attest:

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

**EXHIBIT A  
TO RESOLUTION NO. 2017-20**

**May 2017 Meeting Minutes**

**Community Improvement District  
Board of Directors Meeting  
May 9, 2017  
11 S. Tenth Street**

Tom Mendenhall, The Lofts at 308 Ninth  
Nickie Davis, Muse  
Steve Guthrie, Landmark Bank  
Marti Waigandt, 808 Cherry St.  
Kenny Greene, Monarch Jewelry  
Blake Danuser, Bingham

Deb Sheals, Historic Preservationist  
Mike Wagner, Central Bank of Boone County  
Adam Dushoff, Addison's  
Ben Wade, Guitarfinder  
David Parmley, The Broadway Hotel  
Tony Grove, Grove Construction, LLC

**Absent:**

Andy Waters, 100 North Providence  
Kevin Czaicki, Centurylink

Mike McClung, Dungarees/ Resident

**Guests:**

Val DeBrunce, Citizen  
Krista Shouse-Jones, CPD  
Vicki Russell, Sharp End Committee

James Whitt, Sharp End Committee  
Barbara Horrell, Sharp End Committee

Meeting called to order at 3:29 pm by Ben Wade, Vice-Chair and Treasurer.

**Approval of Minutes**

Motion by Mendenhall, second by Waigandt, all approved.

**Approval of Financials**

Essing shared that the current month's financials are still being finalized by the accountant and will be presented at the June meeting.

**Police Report**

Shouse-Jones provided update that downtown property crime has increased over the last five years due to the rise in population.

**City Report**

Rhodes was absent so there was no report.

**New Business**

**Heritage Trail Update and Request**

Russell, Whitt, and Horrell provided an overview of the Heritage Trail Project. Horrell shared that the Sharp End Committee is partnering with Parks and Rec to build a trail that goes mainly through the black community downtown, but will also expand throughout the city. Russell shared that the committee is reaching out to the business community for financial support for the purchase of signage along the trail. Mendenhall motioned to support the donation of \$2500 in funds to support one marker, as long as the sign purchased by the CID remained in the boundaries of The District. Waigandt seconded and all approved. The location of said sign will be determined at a future meeting.

### Adoption of Sunshine Law Policy

Essing explained that Jack Beard, Beard and Associates, would be at the June CID Board meeting to provide a report on the independent review of procedures. It has been his recommendation that the CID implement a written Sunshine Law policy. Danuser motioned to approve the recommendation, Waigandt seconded and none opposed.

### 2018FY Budget Overview

Essing provided an overview of the budget process for fiscal year 2018, which runs from October through September. Draft budgets and priorities have been discussed at the committee level over the past month. Essing went over each budget item line by line and changes were proposed. She will again discuss at the committee level over the month of May, and will have a final vote in June. The proposed budget will then be submitted to the Mayor and City Council for review and comment. While discussing 2018FY priorities, Mendenhall proposed implementing a new committee to decide what to do with the vacant Ameren lot in the North Village Arts District. Parmley seconded and all approved. This motion will be brought before the Executive Committee during the June meeting.

### Grease Storage Tank Incentive Program (Operations Committee Motion for \$30k)

Essing explained the program parameters for the grease storage tank incentive program, developed by the Operations Committee. The Downtown CID will provide incentive funding with up to 50% match (up to \$1k) for external grease tank systems and up to 75% of match (up to \$2k) for internal grease tank systems. Wade expressed interest in ensuring that landlords would give their approval. McClung stated that each landlord would have to submit a letter of approval. Grove added that the funding would be on a first come, first serve basis. The motion to pass has been made by the operations committee, Waigandt seconded and all approved.

## **Committee Reports**

### Operations

Essing provided an update on the testing of different types of streetlights at bar close.

### Economic Development

Essing provided an update on the food truck ordinance discussion, which will continue during the June committee meeting.

### Marketing

Wade provided an update on Restaurant Week, which is proving to be a well-received promotion by the restaurants. He also shared an update that American flags have been purchased and will be placed along Broadway on patriotic holidays.

### Search and Review

McClung shared that there was no new business.

### Gateway

Waigandt discussed that there was no meeting this month, due to the Gateways celebration on May 5. The light hub celebration was a success. Waigandt also provided an update that the application for Gateways funding from a NEA "Our Town" grant was unsuccessful. The committee will continue to discuss grant opportunities and reapply in the future.

### DLC Report

Wade shared that the DLC discussed gate arms to be installed on downtown garages.

### Staff Report

Essing provided a brief recap of the recent Chamber of Commerce retreat.

## **Adjournment**

Meeting adjourned at 5:05 pm. Waigandt motioned to adjourn, Wade seconded and none were opposed.

The next meeting is **Tuesday, June 13**, at 3:30 p.m.

**Community Improvement District  
Economic Development and Solid Waste Meeting  
May 16, 2017  
11 S. Tenth Street**

**Present:**

Andy Waters, 100 North Providence  
Allan Moore, Moore & Shyrock Appraisals

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

**Absent:**

Blake Danuser, Bingham's

**Guests:**

George Nichols, Food Truck Owner  
John Ott, Alley A Realty  
Val DeBrunce, Citizen  
Tony Grove, Grove Construction, LLC

Steve Hunt, City of Columbia  
Jeff Glen, DoubleTree  
Kelly Veach, Shelter Insurance

Meeting called to order at 3:21 pm by Chair, Moore.

**2018FY Budget**

Essing distributed a draft of the Economic Development/ Solid Waste Committee budget and priorities for committee input. She shared that there were no changes from the Board. Moore asked if anyone had anything to add, and there were no changes.

**Food Trucks**

Essing provided an overview of the proposed city ordinance change to allow for more food truck locations. She shared survey and feedback results from downtown restaurant owners and residents. Waters requested that Nichols mark all of the possible locations on a map based on proposed guidelines. He agreed, and will distribute at the next meeting.

**Solid Waste District**

**Trash and Dumpster Compactors –Proposed Master Plan**

Steve Hunt referred to the CID's walking tour notes and discussed his proposed master plan for the locations of downtown dumpsters and compactors. Hunt proposed three locations on private property, and Moore requested what the financial obligations of the CID would be to facilitate that. Essing requested information for a possible Sunday route on busy weekends. Hunt shared that the current city ordinance forbids trash pickup on Sundays, and that possibly a Big Belly sidewalk trash compactor would be a better solution. There was no motion at this time.

**Adjournment**

Meeting adjourned at 5:29 pm with motion by Waters, second by Danuser and all approved.

The next meeting is **Tuesday, June 20**, at 4:00 p.m.

**Community Improvement District  
Operations Committee Meeting  
May 18, 2017  
11 S. Tenth Street**

**Present:**

Tom Mendenhall, The Lofts at 308 Ninth  
David Parmley, The Broadway Hotel

Mike McClung, Dungarees and Resident  
Andy Waters, 100 North Providence

**Absent:**

Kenny Greene, Monarch  
Kevin Czaicki, Centurylink

Deb Sheals, Historic Preservation

**Guests:**

Mike Snyder, City Parks and Rec  
Val DeBrunce, Citizen  
John Ott, Alley A Realty

Ryan Williams, City Water and Light  
Drew Brooks, City Parking Utility

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

**Updates and Discussion**

**Downtown Horticulture Update**

Snyder provided an overview of Hominy Creek, which connects Stephens Lake and downtown to North Columbia to the trail system. Snyder provided an update that all of the downtown planters have been planted with colorful annuals. The group discussed annuals at Broadway/Providence however the location is challenging due to lack of water and safety concerns for the staff to hand water. Ott inquired about the damaged trees downtown near Harpos, on Ash St., and by the Berry Building. Snyder made a note of locations needing work. Brooks took note that the horticulture near Wabash needs to be maintained by Parks and Rec.

**Parking**

Brooks provided an update that all parking meter housings would be replaced as soon as the budget allows (within six months). The collection system will be changed to closed/ locked containers.

**Garage Arm System**

Brooks shared that the installation of downtown garage arms is set for September/ October. There was discussion regarding the operation of the arms and what would work best, based on other countries/ cities. Ott expressed concern with traffic back up within garages. Brooks explained that the city is brainstorming ways to combat this issue. They hope that the implementation of garage arms will allow for increased efficiency. The Council has scheduled a working sessions in July to discuss recommendations from the Parking Task Force, which will potentially provide further feedback..

**Downtown Lighting Update**

Williams provided an update on the downtown lighting replacement project, which has been previously discussed. He shared that the lights at Flatbranch have been installed but there is an issue with the length of the arm on the one on Cherry and 5<sup>th</sup> St. The pole is currently too close to the building. The programming is like that at of the Tribune's lights. They are programmed to come on at dusk, and the lower lights are scheduled at 9:15 pm. Next, the council will have to agree on the notions, research and trials of the city and the CID's lighting partnership. The enhanced lighting provides for better safety downtown. Council will need to approve \$200,000 for the capital project.

2018FY Budget

Essing provided an update on the proposed 2018FY budget. The committee did not have additional changes.

First Christian Church DNR Grant (Request to Resurface Playground)

The Lutheran church has requested a letter of support from the CID. Mendenhall motioned to table the request, Parmley seconded and all were in favor.

Meeting adjourned at 5:05 pm with motion by Parmley, second by Ott and all approved.

**Adjournment**

The next meeting is **Thursday, June 15** at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
May 23, 2017  
11 S. Tenth Street**

**Present:**

Steve Guthrie, Landmark Bank  
Lisa Klenke, Calhoun's

Ben Wade, Guitarfinder  
Christina Kelley, Makes Scents

**Absent:**

Van Hawxby, Dogmaster Distillery

Nickie Davis, Muse Clothing

Meeting called to order at 8:36 am by Chair, Wade.

**Updates and Discussion**

2018FY Budget

Essing shared the final budget for marketing recommendations. Klenke motioned to research reducing postage costs on The District's postcards. There were no further changes recommended for the budget.

Restaurant Week

Cutrera provided an update on the event would take place the week of June 12-18.

Flags on Memorial Day

Cutrera provided an update on American flags on Broadway. She explained that she has ordered 25 American flags that will line Broadway between 8<sup>th</sup> and 10<sup>th</sup> streets on Memorial Day. The Boy Scouts will do the installation over the weekend.

**Upcoming Events**

Dog Days – July 27-30

Essing shared last year's promotional poster and requested feedback. The committee agreed to keep the same poster for this year.

Eclipse – August 21

Essing discussed other events being held by others around town. The CID is to provide an eclipse kit to downtown businesses and patrons.

Not So Frightening Friday – October 27

No change to last year

Holiday Shop Hop – November 4

The CID is in the planning stages of this event.

Shop Small Saturday – November 25

The CID is in the planning stages of this event.

Living Windows – December 1

The CID is in the planning stages of this event.

Wedding Stroll with American Heart Association – Feb 24, 2018



. This is a new event and the CID is in the planning stages.

**Other Business**

Essing discussed that the Missouri Symphony has requested that Hot Summer Nights banners be installed downtown between June 8 - July 15, and in exchange, she would provide an ad in their programs for The District. Essing also asked for feedback for possible banner installation for the eclipse. The symphony banners will be installed and nothing was decided yet regarding ones for the eclipse.

Meeting adjourned at 9:40 am. Motion by Klenke, second by Guthrie, all approved.

**Adjournment**

The next meeting is **Tuesday, June 27** at 8:30 am

**Community Improvement District  
Gateways Committee Meeting  
May 25, 2017  
11 S. Tenth Street**

**Present:**

Marti Waigandt, 808 Cherry St.  
Amy Schneider, CVB  
JJ Musgrove, OCA

Deb Sheals, Historic Preservation  
Blake Danuser, Bingham  
Tootie Burns, NVAD

**Absent:**

Tony Grove, Grove Construction, LLC  
John Glascock, City

Heidi Davis, University of Missouri

**Guests:**

Mike Snyder, Parks and Rec  
Russ Volmert, Arcturis

Mike Griggs, Parks and Rec

Meeting called to order at 3:04 pm by Marti Waigandt.

**Updates and Discussion**

**First Three Light Hubs**

**-Recap of Lighting Event**

Essing provided an overview of The Gateway's event and its success.

**-Interpretive Signage**

There will be changes made to the font and text on the permanent signage.

**CoMoGives 2017 Campaign**

Discussion regarding participation in CoMoGives, with the group deciding to not be part of this year's campaign. As the next phase of the Gateways project is identified, the program will be reconsidered.

**Gateways Plaza and Founder's Park Planning**

Mike Griggs provided an update on the City's progress with the Flatbranch Park expansion. The committee discussed collaboration with the Gateways for the 2021 200<sup>th</sup> anniversary of the City. Discussion will continue in future meetings.

Meeting adjourned at 4:30 pm. Motion by Danuser, second by Sheals, all approved.

**Adjournment**

The next meeting is **Tuesday, June 22** at 3:00 pm

**Community Improvement District  
Executive Committee Meeting  
June 6, 2017  
11 S. Tenth Street**

**Present:**

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

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

Meeting called to order at 4:02 pm by Katie Essing.

**March Board Meeting Agenda**

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

**Adjournment**

Meeting adjourned at 4:18 pm with motion by Wagner, second by Waigandt and all approved.

The next meeting is **Wednesday, July 5** at 3:30 p.m. (Schedule change due to July Fourth Holiday)