


RESOLUTION NO. 2017-17

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

Passed this 11th day of April 2017.


_____, Chairman of the Board of
Directors

(SEAL)

Attest:


_____, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2017-17**

March 2017 Meeting Minutes

**Community Improvement District
Board of Directors Meeting
March 14, 2017
11 S. Tenth Street**

Deb Sheals, Historic Preservation
Nickie Davis, Muse
Marti Waigandt, 808 Cherry St.
Ben Wade, Guitarfinder
Andy Waters, 100 North Providence
Tony Grove, Grove Construction, LLC
Adam Dushoff, Addison's

Mike McClung, Dungarees/ Resident
Kevin Czaicki, Centurylink
Mike Wagner, Central Bank of Boone County
David Parmley, The Broadway Hotel
Blake Danuser, Bingham's
Tom Mendenhall, The Lofts at 308 Ninth
Kenny Greene, Monarch Jewelry

Absent:

Tom Mendenhall, The Lofts at 308 Ninth

Steve Guthrie, Landmark Bank

Guests:

Kelly Veach, Shelter Insurance
Val DeBrunce, Citizen
Krista Shouse-Jones, CPD
Allan Moore, Moore & Shryock Appraisals
Lawrence Simonson, PedNet

John Ott, Alley A Realty
Jodie Jackson, Columbia Daily Tribune

Chad Gooch, CPD
Heather Marriott, PedNet

Meeting called to order at 3:35 pm by Chair McClung.

Approval of Minutes

Motion by Sheals, second by Wade, all approved.

Approval of Financials

Motion by Waigandt, second by Davis, all approved.

Police Report - Gooch

Gooch provided update that downtown larceny has gone up from the last reporting period due to civilian inattention and unlocked cars. However, over the last five years, it is actually down.

City Report

Rhodes was unable to attend this meeting, so there was no update.

New Business

Unified Development Code – Letter of Feedback to Council

McClung provided an overview of City Council's feedback regarding the CID's list of recommendations. There is still concern about limiting middle level development downtown in addition to previously discussed parking issues.

Sheals motioned to write a letter suggesting that a portion of the .5 parking spaces per bedroom can be met by alternative methods (eg. Bus route or offsite parking) for 20 bedrooms and under. Waigandt seconded and all approved.

Grove motioned to call a review by Planning and Zoning after 18 months, Parmley seconded, all approved.

Staff Performance Goals

McClung led a discussion of current CID staff performance goals. Waters motioned to approve goals, Waigandt seconded, all approved.

Committee Reports

Operations

The operations committee brought fourth a motion to draft a new letter of support to expedite parking commission and Sheals seconded. Ott and Wade want to include in the letter that the parking problem is keeping people from coming downtown. The committee motioned to support the additions, Waigandt seconded, all approved.

Economic Development

Moore presented a motion from the committee to back PedNet's Bike Share initiative with \$1,000 of funding. Wade seconded, all approved.

Marketing

Wade shared that the following events were in the works:

- Spring Shop Hop
- (Possible) Restaurant Week
- (Possible) Downtown Jack-o-Lantern celebration
- Flags on Broadway

Gateway

Waigandt shared that the committee has reviewed the capital campaign from the CID's consultant. There is discussion about partnering with the city to move forward with West Entry Plaza at Providence and Broadway. There will be interpretive signage installed to explain each light hub and an event to commemorate them on May 5th of this year.

DLC Report

There was no new business at this time.

Staff Report

Essing provided an update on the CID Networking event following the board meeting.

Public Comment

McClung opened the discussion for public comment. Ott explained that the UDO could present unintended consequences. He pointed out that while student housing is profitable, it would eventually push out revenue from other types of residential units. Veach asked if money from particular street closures could stay in its respecting ward. That topic will be discussed in an economic development meeting.

Adjournment

Meeting adjourned at 5:10 pm. Sheals motioned to adjourn, Dushoff seconded and none were opposed.

The next meeting is **Tuesday, April 11**, at 3:30 p.m.

**Community Improvement District
Operations Committee Meeting
March 16, 2017
11 S. Tenth Street**

Present:

Kevin Czaicki, Centurylink
David Parmley, The Broadway Hotel

Deb Sheals, Historic Preservation
Andy Waters, 100 North Providence

Absent:

Tom Mendenhall, The Lofts at 308 Ninth
Kenny Greene, Monarch Jewelry

John Ott, Alley A Realty

Guests:

John Conway, Public Works
Val DeBrunce, Citizen
Ryan Williams, Water and Light

David Maxwell, Restaurant Association
Gabe Huffington, Parks and Recreation

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

Downtown Lighting Update (Ryan Williams: Water & Light)

Williams provided an overview about the downtown street lighting program. The idea is that the lights will get brighter at bar close to encourage people to go home instead of loitering in the streets to promote safety. The city has purchased some test lights and they are working out the kinks. Williams also mentioned that the city was able to use funding from both 2016FY and 2017FY, so they can possibly install more than the original 50 lights as proposed. There are two different kinds of test lights, a new LED fixture used by the City and a LED retrofit for the “acorn” lights. Waters suggested that each committee member take a look at the streetlights before the next meeting. Essing agreed and the conversation is to be continued next month.

Horticulture and Trees (Gabe Huffington: Parks and Recreation)

Huffington provided an update on downtown horticulture and discussed strategic planning for the downtown planters. The goal is to have something in them year round, and it has proven to be challenging. There it limited Parks and Rec staffing in the winter, colorful flowers face freezing and dying in colder months, and the lower beds are affected by ice melt in the winter. He also shared that more trees are being planted downtown. Huffington then continued with a brief update on the Flat Branch Park extension. Parks and Recreation intends on incorporating The Gateways Project in the extension. The partnership will help with park safety. Essing asked for a horticulture contract from Parks and Rec and Huffington agreed to draft one and bring to the next meeting.

CoMoPark Cards

Essing provided an explanation to new committee members about the CIDs plan to fund and distribute CoMoPark cards (one time) to downtown businesses so they can sell them in their storefronts. Sheals motioned to begin the process, Parmley seconded, all approved.

Grease Bins – Grant Process

Essing provided a recap on the CID’s incentive program for assisting downtown businesses in converting their grease collection processes. Conway confirmed that he sent a letter to the two main companies used in downtown Columbia (Kostelac and Mahoney) allowing them 30 days to notify the City of Columbia regarding who is dumping grease in which bins and to also have the bins identifiable by numbers. This will allow for better checks and balances. There was much discussion about how other cities and successful chains managed their grease. Volunteer, DeBrunce offered to research.

Delivery Trucks – Best Practices Flyer

The previously discussed letter to delivery truck drivers was discussed. Sheals and DeBrunce suggested making stricter guidelines regarding private drives and garage entrances. Cutrera will edit and the flyer will be taken to the full board for approval.

Adjournment

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

The next meeting is **Thursday, April 20** at 4:00 p.m.

**Community Improvement District
Marketing Committee Meeting
March 21, 2017
11 S. Tenth Street**

Present:

Steve Guthrie, Landmark Bank
Van Hawxby, Dogmaster Distillery

Ben Wade, Guitarfinder
Nickie Davis, Muse Clothing

Absent:

Lisa Klenke, Calhoun's

Guests:

Jeremy Bowles, Room 38
Lisa Wells, Tribune Targeted
Les Borgmeyer, Tribune Targeted

Kallie Lemone, Nourish
Deborah Marshall, Tribune Targeted
Daniel Strosser, Tribune Targeted

Meeting called to order at 8:30 am by Chair Wade.

Tribune Targeted Media Presentation

-Guests Les Borgmeyer and Daniel Strosser

Borgmeyer introduced media buys updates such as those pertaining to TV, radio, digital, social, and print. He and Deborah discussed utilizing social media more than print for a further demographic reach.

Spring Shop Hop

Essing provided an update on Spring Shop Hop advertising and planning. She stated that new collateral would be coming in the next week. At that time, it will be distributed to the stores downtown.

Restaurant Week Concept

Cutrera provided a summary of the idea for a new event regarding a weeklong restaurant event. It was originally thought to hold the event from Monday through Thursday, yet Lemone suggested doing an entire week for those willing to participate. Essing asked the committee to agree on the dates of the event. Hawxby motioned to hold Restaurant Week between June 12-18th. Davis seconded and none were opposed.

Halloween Pumpkin Event

Wade briefly re-proposed Klenke's Jack-O-Lantern event. Davis feels that there may be some vandalism involved. Klenke couldn't attend this meeting, so this has been tabled.

Flags on Broadway

Cutrera shared a photo of a 3'x5' flag touching a car. Davis, Wade and Hawxby believe that a slightly smaller flag would look good and less cluttered. It was agreed to purchase 2'X3' flags to avoid damage to cars.

Meeting adjourned at 9:45 am. Motion by Davis, second by Hawxley, all approved.

Adjournment

The next meeting is **Tuesday, April 25** at 8:30 am

**Community Improvement District
Economic Development Meeting
March 21, 2017
11 S. Tenth Street**

Present:

Andy Waters, 100 North Providence
Allan Moore, Moore & Shryock Appraisals
Blake Danuser, Bingham

Adam Dushoff, Addison's
Tony Grove, Grove Construction, LLC

Absent:

Mike Wagner, Central Bank of Boone County

Tony Grove, Grove Construction, LLC

Guests:

George Nichols, Food Truck Owner
Brian Maness, Food Truck Owner

Steve Hunt, City of Columbia

Meeting called to order at 4:05 pm by Chair Moore.

Economic Development

Food Trucks

Essing requested further information from food truck vendors regarding their request for more locations. Maness provided a detailed explanation of mobile vending. There is a discussion of change or increase in locations. Due to downtown construction, these sites have been cut to only two locations and the vendors would like to revisit the original proposal for a possible ordinance revision. There was discussion about possible negative outcomes such as parking; however, the current food truck vendors are very relaxed about all possible outcomes. Waters suggested a pilot program allowing food trucks to park where they want within a reasonable distance from brick and mortar establishments. Essing said that she would talk to restaurants and get feedback. This item is to be revisited at the next economic development meeting.

Solid Waste District

Trash and Dumpster Compactors - Proposed Master Plan – Steve Hunt

Hunt shared that the grant for commercial mini bailers went through. The funds should be available by June or July.

Proposed Master Plan

There have been many strategic walks to observe and possibly replace some trash receptacles. Hunt shared his master plan and explained that he wanted better enclosures around the “no change” locations. There are some problematic locations, which may need increased servicing. Essing has decided to continue the discussion on to the next meeting.

Adjournment

Meeting adjourned at 5:10 pm with motion by Waters, second by Grove and all approved.

The next meeting is **Tuesday, April 18**, at 4:00 p.m.

**Community Improvement District
Gateways Committee Meeting
March 23, 2017
11 S. Tenth Street**

Present:

Christina Kelley, Makes Scents
Marti Waigandt, 808 Cherry St.
John Glascock, City
Tooti Burns, NVAD

Deb Sheals, Historic Consultant
Tony Grove, Grove Construction, LLC
Blake Danuser, Bingham's
Clyde Ruffin, Second Baptist Church

Absent:

JJ Musgrove, OCA
Cliff Jarvis, Columbia College

Heiddi Davis, MU
Amy Schneider, CVB

Guests:

Russ Volmert, Arcturis – Via Phone

Meeting called to order at 3:05 pm by Chair Waigandt

First Three Light Hubs

-Lighting Event

Cutrer explained the logistics of a possible event for The Gateways Project. She included events such as a family friendly band, a ribbon cutting, craft tables for kids, and other such activities. The date will be May 5th, during First Fridays and the ribbon cutting will be at 5:30. Other possible activities were discussed and tabled. Essing also mentioned that the CID should recognize Commerce Bank, as they have been the largest donor to the project to date. Danuser suggesting making the bank a sponsor for the event.

-Interpretive Signage

Volmert provided an explanation of Arcturis' rendering of possible signage with one side having the name of the respective District logo, and the other with a short paragraph explaining the location's significance to the city. Many people have discussed a sign being either at eye level or in the ground. It was decided that there would be a temporary sign made to scale to get an idea of how it would look at all levels.

Capital Campaign

-Mission Mapping Report Discussion

Essing shared a PDF of Volmert's rendering of Flat Branch Park merged with the Gateway Plaza (Founder's Park). He mentioned that it would be an idea if it could be launched by the City's bicentennial. The idea is being brainstormed and will be discussed at the next meeting.

Adjournment

Meeting adjourned at 4:15 pm. Motion by Sheals, second by Kelley, all approved.

The next meeting is **Thursday, May 25** at 3:00 p.m.

**Community Improvement District
Executive Committee Meeting
April 4, 2017
11 S. Tenth Street**

Present:

Adam Dushoff, Addison's
Mike Wagner, Central Bank of Boone County
Mike McClung, Dungarees/ Resident

Marti Waigandt, 808 Cherry St.
Ben Wade, Guitarfinders

Absent:

None

Meeting called to order at 4:05 pm by Chair Mike McClung.

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 4:45 pm with motion by Wade, second by Dushoff and all approved.

The next meeting is **Tuesday, May 2** at 4:00 p.m.