

RESOLUTION NO. 2017-01

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

Passed this 11th day of October 2016.



10-11-16, Chairman of the Board of
Directors

(SEAL)

Attest:



10-11-16, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2017-01**

September 2016 Meeting Minutes

**Community Improvement District
Board of Directors Meeting
September 13, 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
Mike McClung, Dungarees/ Resident
John Ott, Alley A Realty
Marti Waigandt, 808 Cherry St.
Ben Wade, Guitarfinder
Tony Grove, Grove Construction, LLC

Blake Danuser, Bingham's
Steve Guthrie, Landmark Bank
Andy Waters, Columbia Daily Tribune
Skip Walther, Walther, Antel, Stamper & Fischer

Absent:

Mike Wagner, Central Bank of Boone County

Christina Kelley, Makes Scents

Guests:

Chad Gooch, CPD
Nicole Volkert, City of Columbia
Carol Rhodes, City of Columbia
Lt. Krista Shouse-Jones, CPD

Ryan Williams, City of Columbia
Jodie Jackson, Columbia Daily Tribune

Approval of Minutes

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

Financial Report

Essing provided an overview of financials and current budget status. Spending is on track for 2016. She mentioned that we have used 89% of the budget for this fiscal year, and that we are waiting on \$24,000 TIF refund. Sheals motioned to approve the financials, Waigandt seconded and none were opposed.

Police Report - Gooch

Sgt. Gooch provided update that highest volume of police issues is due to unattended property being lost or stolen. He shared that crime was down 59% from last year, but that larceny has picked up due to items being taken from unlocked vehicles. He also anticipates that assault might increase in the months to come because of home football games. Sheals suggested finding a way to encourage people to lock their cars, possibly by implementing signage. Ott suggested garage cameras to increase security. Gooch has taken these points into consideration.

City Report

There was nothing new to discuss.

New Business

Sunshine Law Presentation – Nicole Volkert, City Of Columbia

Volkert shared that the Downtown CID is doing a good job complying with the Sunshine Law, and suggested areas of improvement. She was clear that no one on the Downtown CID should enter into an email feed in which conducts any kind of business, as this would not be an open forum. She shared that it is critical that all business discussed be clearly communicated to the custodian of records so that it can be made public. She also recommended that meetings not be held if lack of quorum.

Downtown Lighting Update – Ryan Williams

Williams shared update on replacing 50 downtown streetlights and testing enhanced lighting feature at bar close. This concept is to test a lighting system in which the lights on posts shine at brighter levels during the time of bar close (around 1:00am) to give people increase safe lighting to walk home and to parking garages. The lights would return to a dimmer setting shortly after, and remain that way until the sun came up the next day. He plans to initiate a pilot program partnering with a company that allows us to try the lights for three months. Sheals recommended asking for the acorn shape that would be consistent with current streetlights in use downtown. Dushoff and Ott expressed concern with defective lights and replacement costs to upgrade existing lighting. McClung inquired with Williams about a timeline for discussion between the acorn shape and another version. Williams plans for the test lighting to occur before the end of the year.

Downtown Cameras

Essing shared a proposal by the Operations Committee for the replacement of two new surveillance cameras to replace two broken ones and fund the web hosting of all CPD downtown security cameras. The cost would be approximately \$7,000 for the replacement and \$16,000 to host the web hosting. Gooch said that the citizens like the cameras and agreed that the proposal of a one-time gift was a good idea. Ott agreed that a one-time gift of the cameras and surveillance system would be beneficial. Mendenhall motioned to gift the city two cameras and pay the cost to operate them as a one-time gift, Waigandt seconded and all were in favor.

Developmental Code and Zoning

Ott opened discussion pertaining to the boundaries of the MD-T district. He suggested that the area between 10th, Park, College, and Rogers be included in the MD-T zoning to allow for downtown growth in the future. McClung suggested we see how the property owners in that area feel about this proposal, and Walther suggested reaching out to them with this inquiry. Sheals motioned that the matter of zoning be moved to the economic development committee, Ott seconded, and none were opposed.

Panhandling Campaign Update

Essing provided update that the Phoenix Outreach team is continuing to work several times per week in reaching out and working with downtown homeless/panhandling individuals to connect them with resources. The program has been successful in identifying fourteen homeless and housing two of them. She stated that the CID is at the end of its 6-month contract with them and presented a proposal for renewing with Phoenix Programs for another 12 months. Waigandt motioned the Downtown CID renew its contract with Phoenix Programs, Walther seconded, and none were opposed.

Sidewalk Closures

There was discussion about the proposed City Council Public Inconvenience Fee for the temporary closure of streets and sidewalks due to construction. Grove suggested that closures due to maintenance be exempt, as they will help historically preserve existing structures. Walther agreed that there should be an exemption for existing buildings, but that there should be a 90-day cap on closures for maintenance. McClung suggested that new developments less than 10,000sf be exempt for up to 9 months. Walther added that businesses could be completely exempt from the sidewalk closure PIFs should they build a covered walkway to allow for continued foot traffic. Walther motioned that we propose all of the above with the position that the Downtown CID welcomes further discussion on the matter, Mendenhall seconded, and all were in favor.

**Community Improvement District
Marketing Committee Meeting
September 27, 2016
11 S. Tenth Street**

Present:

Christina Kelley, Makes Scents
Ben Wade, Guitarfinder
Andy Waters, Tribune
Lisa Klenke, Calhoun's

Not Present:

Van Hawxby, Dogmaster Distillery
Steve Guthrie, Landmark Bank

Guest:

Les Borgmeyer, Tribune Targeted
Daniel Stroesser, Tribune Targeted

Agenda

2017FY Media Planning

Borgmeyer and Stroesser presented a proposal for 2017FY media buy. He said that reach through television, print news, radio, digital magazines, and social networking apps could accomplish these things. Ads would go out while people were already shopping for holidays to incentivize people to go to The District. The production for media would be done at no cost to the Downtown CID. Ads would be used on ABC17news.com for all downtown events including additional various broadcasts. Radio ads would be placed on 101.5 (KPLA) and 102.3 (KBXR).

After conclusion of the proposal by Stroesser, Wade asked if there were any anticipated problems with the advertising plan. Borgmeyer insisted that there were no anticipated problems and the increased advertising would enhance our existing resources and campaigns. Klenke motioned to accept the proposal, Kelley seconded and none were opposed.

Roots N Blues N BBQ Promotion

Essing provided updates for the upcoming Roots N Blues N BBQ event. The Downtown CID will sponsor a live music crawl with buskers on Thursday, September 29 from 5:00 p.m. -9:00 p.m. In addition, brand ambassadors will staff The District tent at the event to hand out maps and share information about downtown.

Holiday Décor – Update

Snowflakes décor to be installed by Winterland October 14 – 16.

Adjournment

The next meeting is **September 27** at 8:30 am

**Community Improvement District
Operations Committee Meeting
September 15, 2016
11 S. Tenth Street**

Present

Ben Wade, Guitarfinder
Deb Sheals, Historic Preservation
John Ott, Alley A Realty
Tom Mendenhall, The Lofts at 308 Ninth (phone)
Adam Dushoff, Addison's

Absent:

Mike McClung, Dungarees/ Resident
Andy Waters, Columbia Tribune

Discussion

Horticulture

Essing discussed fall planting at Broadway and Providence. Wade and Sheals led off a discussion regarding Parks and Rec's involvement with the downtown flowerbeds. Parks and Rec scheduled to attend the next Operations Committee meeting.

Grease Vaults

Essing gave an overview of the current issues experienced with exterior grease tanks downtown. Ott suggested that one way to keep the allies cleaner with the existing exterior grease vaults would be to issue tickets to businesses that didn't comply with cleanliness standards. Dushoff pointed out that if the City of Columbia created an ordinance regarding this matter, that business and property owners would be affected. Group discussed offering grants for businesses to install interior grease tank systems. Discussion will continue at future meetings.

The next meeting is **October 20** at 3:30 p.m.

**Community Improvement District
Economic Development Meeting
September 20, 2016
11 S. Tenth Street**

Members:

Allan Moore, Moore & Shryock Appraisals
Tony Grove, Grove Construction, LLC
Marti Waigandt, 808 Cherry St.
Mike McClung, Dungarees/ Resident
Christina Kelley, Makes Scents
Blake Danuser, Bingham

CANCELLED DUE TO LACK OF QUORUM

Adjournment

The next meeting is **October 18** at 4:00 p.m.

Really Big Tree Project

Essing provided an overview of The Really Big Tree Project and stated that it was in the Downtown CID's budget to plant two more trees. Dushoff motioned to defer conversation until after completion of the first tree, Wade seconded and none were opposed.

Committee Reports

Operations

Sheals provided report that August meeting cancelled due to lack of quorum.

Economics

Moore provided update regarding proposed ordinance to require new developments to incorporate plan for solid waste. Interested Parties meeting held in September and ordinance to be reviewed by Council in October/ November.

Marketing

Wade provided an update that media planning was proceeding with Tribune Targeted, with proposed plan to be discussed during September meeting.

Search and Review

Board and Committee application process is still open, with application due by Noon on October 14. Board Member elections will be held during November Board Meeting, and Committee elections held during December Meeting. Essing announced the resignation of Jennifer Coffman, The Downtown CID's current Assistant Director of Outreach. She proposed a job posting to be shared on the CID website and in the Tribune newspaper.

Gateway

Grove provided the progress of the first three light hubs, to be installed at Flatbranch Park, North Village Arts District and Sharp End. Construction to be completed by the end of 2016.

Infrastructure Task Force – Grove

Grove provided update that group is finalizing report for Mayor, and is currently meeting weekly.

Parking Task Force Update – Sheals and McClung

McClung and Sheals provided update on Parking Task Force, which has created subcommittees in order to further review parking issues.

Staff Report

Essing provided update on recent International Downtown Association conference in Atlanta.

CLOSED MEETING

Dushoff motioned to move to closed meeting, Sheals seconded. Closed meeting for discussion of annual employee performance reviews.

Adjournment

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

**Community Improvement District
Gateways Committee Meeting
September 29, 2016
11 S. Tenth Street**

Present

Richard Perkins, Stephens
John Glascock, City
Clyde Ruffin, Second Baptist Church
Deb Sheals, Historic Consultant
Blake Danuser, Bingham's
Tooti Burns, NVAD

Not Present

JJ Musgrove, OCA
Cliff Jarvis, Columbia College
Christina Kelley, Makes Scents
Amy Schneider, CVB
Heiddi Davis, MU

Guests

Eric Staley, University of Missouri
Russ Volmert, Arcturis
Don Asbee, Asbee Metal Studio

Discussion

Essing began the meeting with introductions around the table and turned the conversation over to Staley.

Capital Campaign

Staley provided an overview of his fundraising strategy to assist with the light hub project. He asked the Downtown CID to nail down a budget for the campaign. Enlisting Staley's consulting services will cost \$6,000 and span over a period of two months. Essing opened the floor for discussion and Sheals said she thought it was a reasonable price. Essing confirmed that the funds are in the budget for the current fiscal year. Glascock suggested negotiating Staley's consulting fee based on its successfulness. Sheals motioned to open negotiations with Staley, Glascock seconded, and none were opposed.

Light Hub Update

Volmer discussed the current construction of the light hubs. It was discussed that the schedule for completion should fall in early November. Sheals offered to accompany Essing at the next City Council meeting to spread awareness about the Gateways project, which includes the funding of light hubs. Sheals began conversation regarding the artists' work not being completed as promised. The concern is that the mesh backing that was originally drawn in isn't included and that birds will be able to get in the globes, creating a large maintenance problem for the Downtown CID. The structural integrity of some of the globes is in question. No motion was made at this time regarding the issue.

Arcturis Contract

Lesing asked the board if they wanted to continue the contract with Arcadis for the light hub campaign. There would be a new contract with a lower fee. Perkins and Sheals feel that the architectural concerns of the light hubs need to be addressed before a contract can be accepted. The discussion is tabled until October's meeting.

Adjournment

The next meeting is **October 27** at 3:00 p.m.