

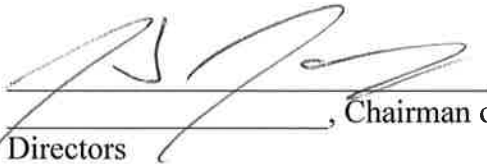
RESOLUTION NO. 2018-19

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

Passed this 9th day of January 2018.


_____, Chairman of the Board of
Directors

(SEAL)

Attest:


_____, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2018-19**

December 2017 Meeting Minutes

**Community Improvement District
Board of Directors Meeting
December 12th, 2017
11 S. Tenth Street**

Present:

Tony Grove, Grove Construction, LLC
David Parmley, The Broadway Hotel
Tom Mendenhall, The Lofts at 308 Ninth
Marti Waigandt, 808 Cherry St.
Mike McClung, Dungarees/ Resident
Kenny Greene, Monarch Jewelry

Mike Wagner, Central Bank of Boone County
Nickie Davis, Muse
Deb Sheals, Historic Preservationist
Andy Waters, 100 North Providence
Adam Dushoff, Addison's

Absent:

Steve Guthrie, Landmark Bank
Blake Danuser, Bingham's

Kevin Czaicki, Centurylink
Ben Wade, Guitarfinder

Guests:

Jared Pearson, Alpine Shop
Carol Rhodes, City of Columbia
Adam Boisclair, Business Owner
Allan Moore, Moore & Shryock appraisals

Val DeBrunce, Citizen
Jesse Garcia, Business Owner
Eric Hughes, CPD

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

Introductions were provided around the table of board members and guests.

Approval of Minutes

Motion by Mendenhall, second by Waigandt, all approved.

Approval of Financials

Essing provided a financial overview and reported that the CID sales tax revenue is trending down 15% since last year, as of November reporting. She mentioned this could be due to a new tax collection system implemented by the state and figures could be misrepresented at this time. Waigandt motioned to approve financials, Mendenhall seconded and all were in favor.

Police Report

Lt. Hughes discussed that crime has been trending high for the year, but that it is low for the month. He shared that this would be Sgt. Gooch's last meeting and that Sgt. Sinclair would be replacing him.

City Report

Rhodes shared that the Broadway Phase 2 TIF was approved.

New Business

Board Member Election

McClung explained that the 2018 – 2021 CID board slate was not approved and that the mayor requested five alternate candidates. A vote was cast and the new alternative slate will be submitted.

Broadway Phase Two TIF – Update

Parmley shared that the Broadway Phase 2 TIF passed at council and the next step in the process is the negotiate a development agreement with the City. He provided an update regarding the planning, which will provide more guest rooms and meeting space for downtown.

Stakeholder Communication and Outreach System

Essing explained that the new stakeholder communication system is being tested and the CID staff is currently receiving training.

Committee Reports

Operations

Waters gave a brief overview of the previously mentioned downtown street lighting project. He explained that the issue would be on the January 2nd City Council agenda.

Economic Development & Solid Waste

Moore shared that there is a motion from the committee to request a compactor behind the 800 block of E Walnut. Dushoff seconded and all were in favor.

Essing shared that the CID's quarterly educational workshop would be an alcohol awareness seminar at Dogmaster on January 12th.

Moore added that the City Council asked City Staff to bring forward an ordinance change adding the three requested food truck locations, which are Walnut between 7th and 8th, Walnut between 10th and Hitt, and Eighth Street between Broadway and Walnut. The solid waste master plan is underway. A solid waste educational brochure has been made and is currently being distributed.

Marketing

Essing gave an overview of upcoming events. There was a motion from the committee to approve \$5,000 for new downtown branding banners. Waigandt seconded the motion and all were in favor.

Search and Review

McClung shared the performance review discussion from the committee. He shared the recommended annual salary adjustments for the CID staff. Mendenhall motioned to approve the changes, Dushoff seconded, and all were in favor.

Gateways

Waigandt explained that the City of Columbia is forming a bicentennial committee and City Council approved the Gateway Plaza MOU.

DLC Report

Essing shared that the DLC received the CID's downtown lighting presentation. She also added that the Ameren lot is still under environmental review.

Staff Report

Essing provided an update that the CID staff and a representative from the City of Columbia have completed a solid waste educational brochure. They are translated into Spanish and Chinese and are currently being distributed.

Public Comment

DeBrunce encouraged the BOD to read four new articles regarding online sales tax in the Columbia Daily Tribune.

Adjournment

Meeting adjourned at 4:08 pm. Waigandt motioned to adjourn, Mendenhall seconded and none were opposed.

The next meeting is **Tuesday, January 9th**, at 3:30 p.m.

**Community Improvement District
Operations Committee Meeting
December 21st, 2017
11 S. Tenth Street**

Present:

David Parmley, The Broadway Hotel
John Ott, Alley A Realty
Andy Waters, 100 North Providence

Kevin Czaicki, Centurylink
Deb Sheals, Historic Preservation
Tom Mendenhall, The Lofts at 308 Ninth

Absent:

Kenny Greene, Monarch

Guests:

Val DeBrunce, Citizen

Meeting called to order at 3:32 pm by Andy Waters, Chair Waters.

Introductions were made around the room.

Updates and Discussion

2018 At Large Committee Voting Member

Essing shared that the candidates for the At Large position were Adam Boisclair, Andy Waters, and John Ott. A vote was cast and Ott was selected.

Sidewalk Dining Ordinance

CID intern, Morgan Bogue provided a presentation regarding the basic guidelines of Columbia's current sidewalk dining ordinance, similar city's ordinances, and areas of improvement and discussion. Essing distributed a copy of Columbia's current ordinance. Waters requested that Bogue look through the current ordinance and submit edits to be further discussed in January.

2018 Priorities

Discussion regarding 2018FY Committee Priorities. Mendenhall inquired about adding snowflakes for downtown holiday decorations. There may not be money in the budget, but individual businesses might be interested in renting their own. Waters inquired about public bathrooms. Sheals pointed out that City Hall and Wabash stations are public bathrooms. Ott was not in favor, but suggested temporary porta-potties for game days. He also said that there are downtown locations lacking sidewalks and there is a lot of curb damage. Sheals also mentioned that it's difficult for pedestrians to cross Providence near Lucky's grocery store and the location's safety should be improved. The items have been tabled for future discussion.

Other Discussion Items

DeBrunce shared that he continues to work on food waste, grease, and recycling issues.

Adjournment

Meeting adjourned at 4:56 pm. Sheals motioned to adjourn, Ott seconded and none were opposed.

The next meeting is **Thursday, January 18th**, at 3:30 p.m.

**Downtown Community Improvement District
Economic Development and Solid Waste Meeting
December 19th, 2017
11 S. Tenth Street**

Present:

Mike Wagner, Central Bank of Boone County
Andy Waters, 100 North Providence

Adam Dushoff, Addison's
Allan Moore, Moore & Shyrock

Absent:

Blake Danuser, Bingham's

Tony Grove, Grove Construction, LLC

Guests:

John Ott, Alley A Realty
Steve Hunt, City of Columbia

Val DeBrunce, Citizen

Meeting called to order at 3:31 pm by Allan Moore, Chair.

2018 At Large Committee Voting Member

Vote was cast for applicants for the 2018 At Large Committee Voting Member, with Waters selected.

Solid Waste District

Trash and Dumpster Compactors

-Proposed Master Plan – Steve Hunt, City

Essing shared that the City of Columbia would like to see the solid waste master plan including compactor locations before they consider building enclosures. Hunt shared the master plan progress and highlighted existing and proposed compactor locations. He shared that all involved stakeholders would be contacted for the proposed locations. He said that the placement of a compactor is a public matter and an interested parties meeting would be a part of the approval process. It is Ott's feeling that compactors should not completely block alleyways. Dushoff would like the language of the CID's master plan recommendation to include that the compactor locations are only potential spots and that the CID will encourage interested parties meetings to make sure the compactors benefit constituents however is most fair. Wagner motioned to move forward with the solid waste master plan, Dushoff seconded and all were in favor. It will be discussed at the January 9th Board of Directors meeting.

-Signage in Solid Waste Locations – Steve Hunt, City

Hunt discussed the solid waste educational signage made by Patricia Hayles with the City and the Downtown CID staff. Hayles also developed signage for the compactors themselves showing how to run the compactor cycle. They will be installed on three compactors to test their effectiveness. The brochures will be distributed to downtown businesses.

-Solid Waste Ordinance Changes

Essing discussed proposed changes to the verbiage of the current solid waste ordinance. A few highlights are as follows:

- Possibly using only one grease vendor for all grease tanks in city alleys
- Possibly adding a Sunday service (increase in utility rate)
- Possibly adding power washing (increase in utility rate)
- Possibly billing abusers for misuse of solid waste receptacles (adding fee to their utility bill)

Hunt said that the billing program would be complaint based. In the event the city begins enforcing a few for misuse, Dushoff would like to see that the offender is informed by way of formal letter so business

owners realize immediately that their employees are causing a problem. Hunt also shared an educational letter he wrote that he will have distributed amongst the Downtown CID because many don't know how a Solid Waste District operates. Waters would like for Hunt to include a map detailing the CID boundaries. This matter will be discussed in further detail at a later meeting.

-Solid Waste Survey

Essing shared a survey draft designed to solicit feedback from constituents regarding solid waste. The committee offered changes. Waters motioned to send out the survey, Dushoff seconded and all were in favor.

-Food Waste Discussion

DeBrunce provided an update on the food waste information collection process. He requested feedback from the committee regarding business and property owner's names.

Economic Development

-Alcohol Awareness Workshop

Essing shared that there is an alcohol awareness workshop on January 12 from 1p-3p at Dogmaster Distillery. It is a free, educational seminar designed to provide information and answer questions regarding responsible drinking, alcohol laws, ordinances and requirements.

Other Business

Ott shared that he owns the property at 9th and Elm and there is a trash compactor in his alley for which he currently receives no compensation. He is requesting that there be a smaller compactor put in its place. He would like for the city to build an enclosure around it, maintain its cleanliness and pay \$7500 annually to rent the space. Referring to a recent lease agreement for the Wabash Arms compactor space, which is being rented for \$5,700 annually with a 3% increase each year, Ott feels that his property has more traffic and will be used more, so he is asking for a more attractive offer.

Waters motioned to go into closed session at 4:55 pm, Dushoff seconded and all were in favor.

Waigandt, Curator of Records, conducted a roll call vote as follows:

Dushoff, yea

Moore, yea

Wagner, yea

Waters, yea

Ott, DeBrunce and Hunt left the room.

The committee discussed the Downtown CID's recommendation of a possible lease agreement between John Ott and the City of Columbia. Dushoff motioned to recommend the agreement be for \$6300, and include the enclosure and maintenance. While less than Ott's proposed figure, the city would be responsible for keeping the space clean. Wagner seconded the motion.

Waigandt called a roll call vote as follows:

Dushoff, yea

Moore, yea

Wagner, yea

Waters, yea

Waigandt then conducted a roll call vote to come out of closed session at 5:25 pm:

Dushoff, yea

Moore, yea

Wagner, yea

Waters, yea

Adjournment

Meeting adjourned at 5:26 pm. Wagner motioned to adjourn, Dushoff seconded and none were opposed.

The next meeting is **Tuesday, January 16th**, at 3:30 p.m.

**Community Improvement District
Marketing Committee Meeting
December 26th, 2017
11 S. Tenth Street**

MEETING CANCELLED DUE TO LACK OF QUORUM.

The next meeting is **Tuesday, January 9th**, at 8:30 a.m.

**Community Improvement District
Gateways Committee Meeting
December 28th, 2017
11 S. Tenth Street**

MEETING CANCELLED DUE TO LACK OF QUORUM.

The next meeting is **Thursday, January 25th**, at 3:30 p.m.

**Community Improvement District
Executive Committee Meeting
January 2nd, 2018
11 S. Tenth Street**

MEETING CANCELLED DUE TO LACK OF QUORUM.

The next meeting is **Tuesday, February 6th** at 3:30 p.m.

Introduced by Treece
First Reading 12-4-17 Second Reading 12-18-17
Ordinance No. 023423 Council Bill No. B 376-17

AN ORDINANCE

authorizing a memorandum of understanding with the Downtown Community Improvement District as it relates to the construction of a Gateway Plaza on the southeast corner of the Providence Road and Broadway intersection; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:


SECTION 1. The City Manager is hereby authorized to execute a memorandum of understanding with the Downtown Community Improvement District as it relates to the construction of a Gateway Plaza on the southeast corner of the Providence Road and Broadway intersection. The form and content of the memorandum of understanding shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.


PASSED this 18th day of December, 2017.

ATTEST:


City Clerk


Mayor and Presiding Officer

APPROVED AS TO FORM:


City Counselor

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter "MOU") is entered into on the date of the last signatory noted below (hereinafter "Effective Date") by and between the City of Columbia, Missouri, a municipal corporation (hereinafter "City"), and the Downtown Community Improvement District (hereinafter "Downtown CID").

RECITALS

- A. City owns an approximately 80.04-foot by 131-foot lot located at the southeast corner of Providence Road and Broadway with the intent to coordinate efforts with the Downtown CID to construct a Gateway Plaza.
- B. The Downtown CID is a Missouri 501C(6) political subdivision established for the purposes to:
 - 1. Form and govern the Downtown CID in accordance with the Act and the revised statutes of the State of Missouri;
 - 2. Provide or cause to be provided, for the benefit of the Downtown CID, certain improvements and services;
 - 3. Obtain financing for the costs, expenditures and undertakings of the Downtown CID;
 - 4. To levy and collect the authorized funding mechanisms authorized by the Act in order to provide a source of repayment for Downtown CID obligations issued to finance the Downtown CID Projects;
 - 5. To complete the tasks stated in the Petition; and
 - 6. Such other purposes as are authorized by the Act.
- C. The Downtown CID proposes to raise funds for the construction of the Gateway Plaza to occupy the SE corner of Providence Road and Broadway.
- D. City proposes to assume all maintenance costs associated with the site.
- E. The attached "Downtown Gateway Plaza" plan including the design of the Plaza is provided only as a reference for fundraising goals and is subject to future revisions by the Downtown CID, City staff and City Council. The determination of the final plans will follow the standard City of Columbia process for all capital improvement projects. It is estimated that the final master plan will be presented to City Council for approval in the fall of 2019.

UNDERSTANDING OF THE PARTIES

NOW, THEREFORE, the parties propose the following:

1. *Purpose.* The purpose of this Memorandum of Understanding is to set forth the general expectations of City and Downtown CID in order to enter into good faith negotiations with respect to the development and subsequent operation of the Gateway Plaza on such terms and conditions as may be acceptable to City and Downtown CID.
2. *Non-Binding Memorandum of Understanding.* This MOU evidences the intention and desire of City and Downtown CID to commit their time and financial resources to negotiate in good faith towards the development of the Gateway Plaza as generally described herein. This MOU is not a binding agreement upon City or Downtown CID. The legal agreements reflecting the Project shall be set forth in definitive agreements subsequently negotiated, authorized and entered into by City and The Downtown CID. Either City or Downtown CID shall have the ability to terminate such negotiations at any time. Each party shall bear its own expenses in connection with the negotiation of such definitive agreements.
3. *Downtown CID Fundraising.* The Downtown CID intends to raise funds towards the construction of the Gateway Plaza in the amount of up to one million dollars (\$1,000,000.00) for Phase I of the project.
4. *Naming Opportunities.* The parties may provide in the final agreement for the Downtown CID to be able to name specific areas of the Gateway Plaza after principal donors, subject to approval of the City.
5. *The Gateway Plaza Design Considerations and Requirements.* In the intent of the parties for the Gateway Plaza to follow the general intent of the final master plan for the Site. The Gateway Plaza will have an exterior look that will be complimentary to the Site, and other facilities surrounding the area and will be subject to the approval of City. The Gateway Plaza design will be coordinated with the City and is subject to final approval by the City Council. The Gateway Plaza shall be fully ADA accessible. All signage shall comply with City code and will be subject to review and approval of City. The final design shall provide adequate infrastructure, such as landscaping and a storm water detention pond or comparable storm water facilities approved by City. The Downtown CID is aware of and will accommodate the right turn lane from Providence to Broadway as planned by MoDOT.
6. *Construction of the Site.* It is the intent of the parties that, contingent upon the City Council's authorization for the construction of the Park and the Gateway Plaza following the public improvement process set forth in the City of Columbia

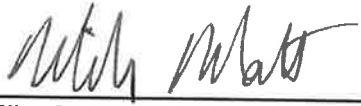
Code of Ordinances and upon the appropriation of funds for the project, the City of Columbia will be responsible for the construction phase of the Site, landscaping, and all related hardscape and infrastructure needs, such as walkways, parking lots, lights, playgrounds, etc. City may work with The Downtown CID on projects where volunteer or donated labor and materials are viable options. The City will be responsible for the construction of the Plaza in cooperation of the Downtown CID when appropriate. City anticipates it will assist with utility relocation and site preparation with the Downtown CID where possible, including also providing site schematics, facility guidance, and general knowledge.

7. *Appointments to Mayor's Task Force on Bicentennial Celebration Planning.* In furtherance of the goals of this MOU, the Downtown CID will have two (2) representatives appointed to the City of Columbia's Mayor's Task Force on Bicentennial Celebration Planning, which will be ~~executive director Katie Essing~~ and board member Debbie Sheals. *Tom Mendonhall M.M.*
8. *Operation of the Site.* It is the intent of the parties that the Site will be owned and maintained by City.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the day and year written below to this MOU.

CITY OF COLUMBIA, MISSOURI

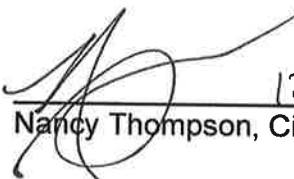
By: 
Mike Matthes, City Manager

Date: 12-20-17


ATTEST:

By:  12/20/17
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By:  12-19-17
Nancy Thompson, City Counselor

Downtown Community Improvement District

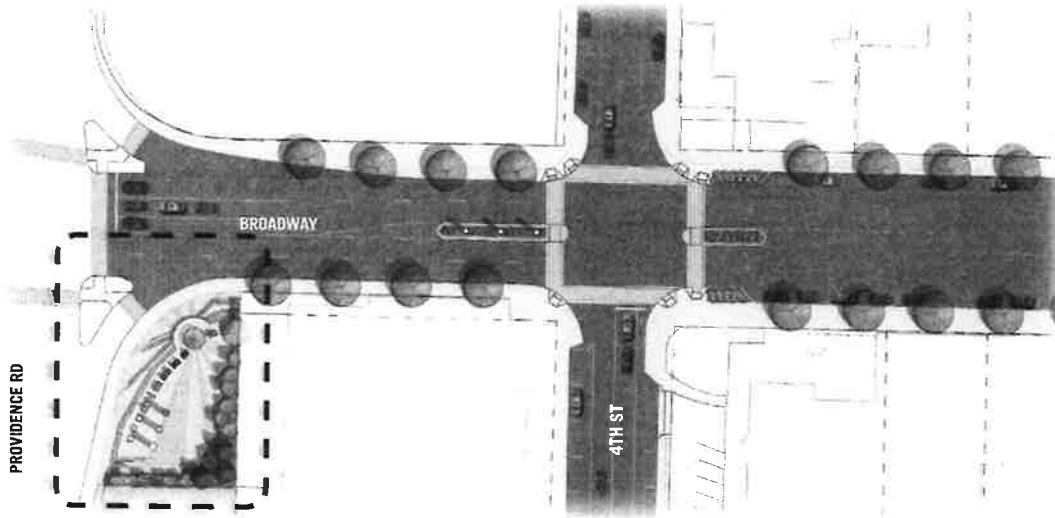
By: 
Katie Essing, Executive Director

Date: 1-9-18

By: 
Michael McClung, Board President

Date: 1-9-18

COLUMBIA GATEWAY PLAZA



COLUMBIA GATEWAY PLAZA AND ADJACENT CONTEXT SITE PLAN



COLUMBIA GATEWAY PLAZA DAY TIME PERSPECTIVE FROM BROADWAY CROSSWALK

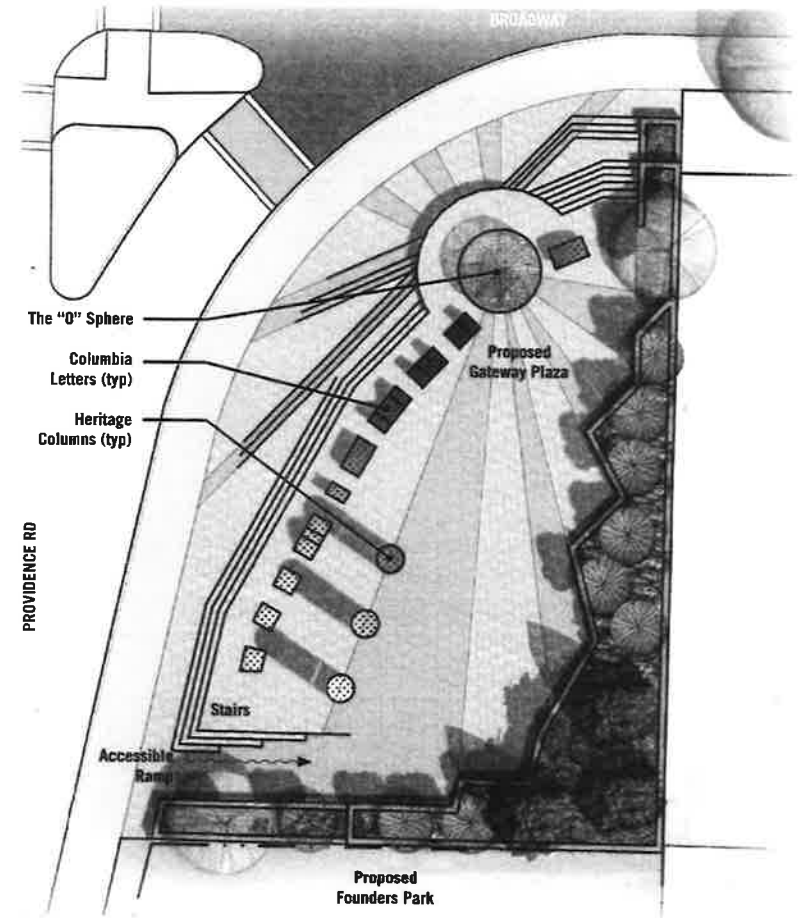
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CITY OF COLUMBIA, MO



THE DISTRICT



COLUMBIA GATEWAY PLAZA SITE PLAN

The Columbia Gateway Plaza will also serve as the gateway into downtown and the north entrance to the proposed Founders Park. The plaza and park will enhance the visitor experience to the existing Flat Branch Park and Trailhead.

Key design elements of Columbia Gateway Plaza include:

- Signature sculpture of the letters COLUMBIA.
- Heritage columns which reflect the history of prominent citizens of the City and the State of Missouri.
- Interpretive plaques telling the story of Columbia's founding and 200 year history.
- Accessible ramps, seating, landscaping and lighting to create a comfortable public place.



COLUMBIA GATEWAY PLAZA NIGHT TIME PERSPECTIVE FROM BROADWAY CROSSWALK



GATEWAY PLAZA: PHASE ONE

Phase one elements would include:

- Columbia Letters
- Earthwork
- Sod
- Utilities
- The "O" Sphere

Estimated Cost Phase One: \$635,000



GATEWAY PLAZA: PHASE TWO

Phase two elements would include:

- Heritage Columns
- Interpretive Plaques
- Plaza Pavement
- Steps and retaining walls
- Landscaping
- Site Lighting

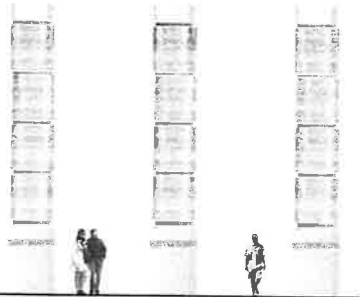
Estimated Cost Phase Two: \$2,125,000



WRITING YOUR OWN HISTORY AT THE PLAZA



CELEBRATING LIFE MILESTONES AT THE PLAZA



HERITAGE COLUMNS ELEVATION



FAMILY FUN AT THE PLAZA

ARCTURIS



CITY OF COLUMBIA, MO



THE DISTRICT