

RESOLUTION NO. 2018-31

**A RESOLUTION OF THE DOWNTOWN COMMUNITY
IMPROVEMENT DISTRICT APPROVING MINUTES OF
THE BOARD OF DIRECTORS MEETING HELD JULY
2018**

**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 July 2018.

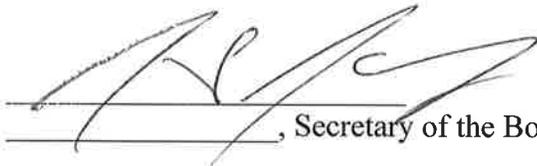
Passed this 14th day of August 2018.



_____, Chairman of the Board of
Directors

(SEAL)

Attest:



_____, Secretary of the Board of Directors

**EXHIBIT A
TO RESOLUTION NO. 2018-31**

July 2018 Meeting Minutes

**Community Improvement District
Board of Directors Meeting
July 10, 2018
11 S. Tenth Street**

Present:

Tom Mendenhall, The Lofts at 308 Ninth
Adam Dushoff, Addison's
Deb Sheals, Historic Preservationist
Mike Wagner, Central Bank of Boone County
Kevin Czaicki, Centurylink
Jesse Garcia, Penguin
Kenny Greene, Monarch Jewelry

Marti Waigandt, 808 Cherry St
Deb Rust, Tellers
Ben Wade, Guitarfinder
Lisa Klenke, Calhoun's
Logan Dale, Landmark Bank
Mike McClung, Dungarees

Absent:

Van Hawxby, DogMaster Distillery
Dave Parmley, Broadway Hotel

Guests

Jose Caldera, City Attorney
Munir Mohammad, Boone Olive Oil Company, Shortwave Coffee
Officer Brad Anderson, CPD
Annie Hu, MU Student
Kelsey Wu, MU Student
Val DeBrunce, Citizen
Erin Babb, Speckled Frog Toys
Robert Hollis, Attorney
Carrie Gartner, The Loop
James Roark-Gruender, Passions
Carol Rhodes, City Managers Office

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

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

Approval of Minutes

Motion by Mendenhall, second by McClung, all approved.

Approval of Financials

Sheals, Treasurer, stated that income came out 2% over budget and spending is on track to budget. Mendenhall motioned to approve financials, McClung seconded, all were in favor.

Police Report

Officer Anderson stated it had been quiet downtown other than the theft of two motorized scooters, one in front of Rise on 9th and the other in the alley behind Roxy's. He is investigating both robberies and is awaiting security footage.

City Report

Carol Rhodes provided an update that the City will notify the Downtown CID of any downtown Right of Use requests.

New Business

Sunshine Law Presentation

Jose Caldera, City of Columbia, provided an educational overview of the State of Missouri Sunshine Law. Caldera explained all the necessities of having open meetings, minutes, roll-call votes, notices, what constitutes an open meeting, how and when to have closed meetings, and the importance of quorum.

Business Loop Corridor Master Plan

James Roark-Gruender, owner of Passions, presented the Loop Corridor Plan on behalf of the board of directors for the Loop. The improvement plan is to improve the appearance and functionality of Business Loop because three exits off of I-70 enter Columbia through Business Loop. The plan is divided into three sections based on the length of time each project would take to complete. The “threshold” plans include having a pop-up festival lot, a bike repair station, and traffic box art. The “3-5year plans” consist of resurfacing and redesigning the roads to improve driver ability to turn left, redesigning the Rangeline intersection, and the city undergrounding of the power lines. The “long-term” projects include a rainwater detention plan, smart development, and a more walkable, bike-able, greener Business Loop.

Committee Reports

Operations

Essing filled in for Committee Chair Parmley, providing an update regarding the committee’s work on recommend sidewalk dining ordinances. The request to change the city ordinances on outdoor dining has been drafted and the board reviewed the draft and made two amendments. The first amendment is that patio umbrellas cannot advertise anything other than the establishment that owns the umbrella. The second edit was to prohibit permanent enclosures for dining including building up from a patio. McClung motioned to approve the edits, Sheals seconded the motion, and all voted in favor of sending the requested ordinances changes to City Council.

Economic Development & Solid Waste

Committee Chair Wagner shared that the group is continuing to work with City Solid Waste Director, Steve Hunt, to implement the council approved solid waste master plan. In addition, the committee is working with the City to create solutions for downtown grease storage issues in the right of way. The next committee meeting will be cancelled due to lack of quorum. Citizen, Val DeBrunce brought in a food waste cart to promote sustainable and simple food waste solutions to restaurants in the District.

Marketing

Essing filled in for Committee Chair Hawxby, providing an update on Restaurant Week and Dog Days, both promotions being designed to increase sales and traffic for downtown businesses. 2019FY media planning will begin with the upcoming media pitch day, which will be held on July 24. The details for the college outreach program proposal were presented.

Search and Review

Wade shared that Kenny Green had been nominated for the open position on the Executive Committee left by Nickie Davis. Ben Wade motioned this appointment, seconded, all voted in flavor.

DLC Report

Wade shared that the DLC is discussing continuing a charette process, with a working group evaluating the scope of work and potential expense.

CoMo200/ Bicentennial Task Force Report

Sheals provided an update on CoMo200, stating that several sub-committees are in place to begin official work on planning the 2021 Bicentennial activities.

Parking Commission Report

McClung reported that the Parking Commission met and approved RFQ to select a consultant needed to provide the best solution for the parking issue. The possibility of a new parking garage was mentioned with the questions raised of how much revenue the City is making from parking, the cost of the meters, and how often are some of them used.

Staff Report

Property Assessment

Essing shared a drafted public hearing notice for the 2018 property assessment, to be held on August 14 at 3:30 pm. The board discussed the potential impact of reducing the property assessment. The board concluded that the best decision was to wait until there was a consistent increase in sales tax revenue before decreasing a funding source for the CID. Sheals motioned to send the letter once the county finalized the property assessments, Dushoff seconded, all voted in favor to send the letter.

2019FY Budget Request for Proposals and Contracts

Essing providing an update that the 2019FY Budget has been approved, and the process of approving contract and gathering proposals in underway. The board will vote to select vendors and approve agreements at the August board meeting.

Hiring of Director of Outreach

Attorney Robert Hollis provided an overview of a potential concern regarding the hiring of former board member, Nickie Davis, as Director of Outreach. Hollis reported that he contacted the Missouri Ethics Commission. The commission stated that the situation should not be an issue but advised to make sure the previous board member does not try to influence the board. Hollis then touched on the sunshine presentation topics to suggest that the board begins to vote in roll-call style and warned to not have open meetings when contractors, businesses, or personnel's' private information is being shared.

Office Staff Change

Essing informed the board that Office Manager Acuff will unfortunately be unable to continue her duties due to outside circumstances. Dushoff motioned to officially terminate Acuff and for Essing to post and rehire the position, Wagner seconded, all voted in favor.

Essing announced that she is resigning from the position of Executive Director of the CID and will be teaching at the University of Missouri. The Search and Review committee will be scheduled to meet to discuss both staffing positions.

Public Comment

None

Adjournment

Meeting adjourned at 5:12pm. Wade motioned to adjourn, Mendenhall seconded and none were opposed.

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

**Community Improvement District
Search and Review Meeting
July 17, 2018
11 S. Tenth Street**

Present:

Ben Wade, Chair
Mike Wagner
Adam Dushoff

Mike McClung
Kenny Greene

Absent:

None

Visitors:

None

Meeting called to order at 3:35 p.m. by Chair Wade. Motion to approve agenda by Dushoff, second by McClung, all approved.

Office Manager Position

Essing provided update on applications received for the open Office Manager positions. Motion by Dushoff for Essing to conduct in-person interviews of top candidates and hire best person for the role. Second by Greene, all approved.

Executive Director Position

Committee reviewed draft job description for Executive Director position, as Essing will resign as of August 14 to pursue another career opportunity. Motion by McClung to approve the job description, second by Dushoff and all approved.

Essing to post job description on International Downtown Association website, Indeed.com, MU Alumni handshake online system, Zip Recruiter, District website and in the Columbia Daily Tribune. Chair Wade will review applications and present top candidates for Search and Review's consideration at next meeting, to be held July 31. The committee will then interview approximately 10 candidates, with the final 3 candidates to be interviewed by the full board.

The next meeting is **Tuesday, July 31**, at 3:30 p.m.

**Community Improvement District
Economic Development and Solid Waste Meeting
July 17, 2018
11 S. Tenth Street**

Committee Members:

Mike Wagner, Chair
Adam Dushoff
Jesse Garcia

Andy Waters
Logan Dale

No Meeting – Lack of Quorum

The next meeting is **Tuesday, August 21**, at 3:30 p.m.

**Community Improvement District
Operations Committee Meeting
July 19, 2018
11 S. Tenth Street**

Present:

David Parmley
John Ott

Logan Dale
Tom Mendenhall

Absent:

Kevin Czaicki

Kenny Greene

Guests:

Val DeBrunce, citizen

Meeting called to order at 3:35 p.m. by committee chair, Parmley.

Approval of Agenda

Motion to approve agenda by Ott, seconded by Mendenhall, all approved.

Landscaping and Horticulture

Essing distributed a draft contract with the City of Columbia Parks and Recreation Department to provide downtown horticulture services for \$8000 annually. The committee reviewed the agreement and exhibit, showcasing the downtown service boundaries and provided work. Ott noted that there are several dead trees downtown that should be addressed, asking that the committee remind the City that downtown is central to the community and should make a positive impression. Parmley agreed, noting that students and parents will notice landscaping and trees. Dale concurred, adding that the quick correction of dead trees, failing landscaping and broken curbs is important to keep the appearance of downtown strong.

Mendenhall motioned to ask the full board to approve the contract, Ott seconded and all approved.

Lighting Project

Essing providing an update that the City is awaiting the delivery of the downtown streetlight poles in order to install the six test lights on Broadway. The City anticipated the installation to occur in August/September. An Interested Parties meeting will then be conducted in order to gather community feedback regarding the lighting system.

Parking

Committee discussed the work of the Parking Advisory Commission, with McClung representing the Downtown CID. Mendenhall noted that the City should plan for an additional parking garage, as bond financing would be favorable for the project. Ott recommended that the City considering adding large "Parking" signs on all public parking garages in order to assist visitors in locating garages. Parmley agreed, noting the benefit of electronic signage that shows available parking spaces.

Proposed Sidewalk Dining Ordinance Changes

Essing provided an update regarding the requested sidewalk dining ordinance changes, with City Council directing City Staff to bring forward ordinance changes during the July 16 Council meeting.

Other Discussion Items by Committee

Mendenhall noted the need for the City to complete the undergrounding of wires in downtown, such as the area near Locust and Providence. Ott agreed, sharing the need to underground wires north of the courthouse. Essing provided an update that the City is not currently budgeting funds in the drafted 2019FY capital plan and budget for downtown lighting projects. The committee discussed the need for the Downtown CID to advocate for downtown lighting and infrastructure projects, due to the economic impact of the downtown. In addition, the lighting project will enhance public safety for the community. Motion by Mendenhall for Board to send letter of support, second by Ott and all approved.

Essing provided an update on downtown broken curbs, sharing that she walked with City Public Works leader Thomas. Thomas will prioritize the repairs for critical downtown curbs and sidewalks.

Public Comment

DeBrunce commented that the City has categorized the parking garage gate arms as supplies rather than a capital project.

Adjournment

Motion to adjourn by Mendenhall, seconded by Dale, all approved. Meeting adjourned at 4:45 p.m.

The next meeting is **Thursday, August 23**, at 3:30 p.m.

**Community Improvement District
Marketing Committee Meeting
July 24, 2018
11 S. Tenth Street**

Present:

Van Hawxby, Chair
Lisa Klenke
Christiana Kelley
Mark Sulltrop

Absent:

Guests:

Meeting called to order 8:33am by Hawxby, chair. Introductions were provided around the room.

Updates and Discussion

Dog Days Event Discussion

Dog Days is scheduled for July 26 – 29, 2018.

Media Pitch Day

Staff will receive 2019FY media proposals on “Media Day”, scheduled for July 24 from 10 am – 4 pm.

College Marketing and Outreach

Staff provided an overview of a college marketing and outreach plan, to include District participating and tabling at campus events. The District will also partner with local colleges and universities to provide tours of downtown. Plan includes purchasing District banners, a tent, signage, giveaway items and hiring ambassadors.

Night Club/Bar Event

Event planning underway for bartender competition to encourage patrons to experience the bars and nightclubs in The District. Event to be held the weekends of October 5-6 and October 12 – 13.

Future Educational Workshop Topic

It was discussed that the next educational workshops would cover:

- 1.) Social Media (August 23, 3:30 pm)
- 2.) Annual Meeting and Reception (September 15, 4 – 6 pm at ROSE)

Member, Staff and Public Comments

Adjournment

Meeting adjourned at 10:01 am, Kelley motioned to adjourn, Sulltrop seconded and none were opposed.

The next meeting is **Tuesday, August 28**, at 8:30 a.m.

**Community Improvement District
Search and Review Committee Meeting
July 31, 2018
11 S. Tenth Street**

Present:

Ben Wade, Guitarfinder
Deb Sheals, Historic Preservationist
Mike McClung, Dungarees
Kenny Greene, Monarch Jewelry

Absent:

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

Guests:

None

Meeting called to order at 3:33pm by Ben Wade

Approval of the Minutes

Motioned by Sheals, seconded by Greene, all voted in favor

New Executive Director

This meeting created a foundation for selecting a new executive director. Essing presented her interim plan to help the office run smoothly in between executive directors and her plan for the new executive director to prevent deadlines from being missed. The board discussed qualifications for new director, what stood out about Essing's resume when she was hired, and the timeline for the selection process they would go through with the candidates.

Meeting adjourned at 4:12pm by Ben Wade, all voted in favor

**Community Improvement District
Executive Committee Meeting
August 7, 2018
11 S. Tenth Street**

Present:

Ben Wade, Chair

Deb Sheals, Treasurer and Chair-Elect

Mike McClung, Past-Chair and Secretary

Jesse Garcia, At Large Member

Kenny Green

Absent:

Guests:

Meeting called to order at 3:29 pm by chair, Ben Wade

Agenda Items

Committee discussed and approved the upcoming Board of Directors meeting agenda. Key items discussed in the agenda include the homeless outreach bid, renewal of contracts, resolutions for the new fiscal year, letters from the board, operations, grease ordinances, the CCA, role call voting, and the executive director transition plan.

Comments from Members, Staff and Public

None

Adjournment

Meeting adjourned at 4:34 pm. Ben Wade motioned to adjourn and all approved.

The next meeting is **Tuesday, September 4** at 3:30 p.m.