

**Community Improvement District  
Board of Directors Meeting  
February 10, 2015  
11 S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Allan Moore, Moore & Shryock Appraisals  
Andy Waters, Columbia Tribune  
Marti Waigandt, 808 Cherry St.  
Deb Sheals, Historic Preservation  
Adam Dushoff, Addison's

Tom Mendenhall, The Lofts at 308 Ninth  
Mike Wagner, Boone County National Bank  
Ben Wade, Guitarfinder  
Tony Grove, Grove Construction, LLC  
Tom Schwarz, Landmark Bank

**Absent:**

Skip Walther, Walther, Antel, Stamper &  
Fischer  
Mike McClung, Déjà Vu

Blake Danuser, Bingham's  
John Ott, Alley A Realty

**Guests:**

Carol Rhodes, City of Columbia  
Barbara Buffalo, City of Columbia  
Alicia Stice, Columbia Daily Tribune

Chad Gooch, CPD  
Cynthia Mitchell, City of Columbia

**Approval of Minutes**

Mendenhall motioned to approve the minutes, Waigandt seconded and the motion passed unanimously.

**Financial Report**

Mendenhall motioned to approve the financials, Dushoff seconded and the motion passed unanimously.

**Police Report**

Police gave an overview of incidents and reports. Chief Burton has offered to go a coffee with the Chief and the invitation have been sent out via email.

**Recycling Presentation**

Essing, Buffalo and Mitchell presented the potential Recycling Program. An overview of recycling in Columbia was presented along with sustainability efforts and how to help raise awareness. An overview of the survey results was given before the potential program was presented. Possible locations and the fee structure was presented. If this were to be approved by the Board it would then need to go to City Council. After much discussion Waters motioned to share the proposed fee structure in another survey, Dushoff seconded and none were opposed.

**Old Business**

City Parking Garages

There has been a response from the city. They stated that the next garage location has not been determined yet and an additional study would be required.

## **New Business**

### **Board Chair Nominations**

The nominating committee selected the following slate: Chair: Mike Wagner, Vice Chair/Treasurer: Mike McClung, Secretary: Marti Waigandt, Past Chair: Christina Kelley and At Large: Adam Dushoff. Mendenhall motioned to approve the slate, Wade seconded and none were opposed.

### **2015 Committees**

There is an opportunity to change committees is anyone would like. The board was asked to select the committees they would like to be on and return them by Friday. The Search and Review Committee will review and set the committees.

### **Sidewalk Repair Bid**

There was only one bid for the sidewalk and that was from Grove Construction. Mendenhall motioned to approve the bid, Waigandt seconded and none were opposed. Grove abstained from the vote.

### **Attorney Proposal**

Our current attorney is Robert Hollis but we need to update the contract. Waigandt motioned to approve the contract, Sheals seconded and none were opposed.

## **Committee Reports**

### **Operations**

Essing will continue to contact the city to get an update on alley lighting.

### **Economic**

Will continue to work on Solid Waste and will add classifications on DropBox.

### **Marketing**

The T/F banners are up. The new weekly event calendar video is doing very well.

### **Search and Review**

The committee will meet next Friday to review the employee manual and set the 2015 committees.

There will be a Board Orientation meeting on February 26 at 4pm.

## **Adjournment**

The next meeting is **Tuesday, March 10**, at 4:00 p.m.

**Community Improvement District  
Economic Development Meeting  
February 17, 2015  
11S. Tenth Street**

**Present:**

Christina Kelley, Makes Scents  
Mike Wagner, Boone County National Bank  
Tom Schwarz, Landmark Bank

Tony Grove, Grove Construction, LLC  
Allan Moore, Moore & Shryock Appraisals

**Absent:**

Marti Waigandt, 808 Cherry St.

Blake Danuser, Bingham's

**Appeals for Solid Waste**

Witt Print Shop

Currently they are classified as a large retail and are looking to be reclassified. It was they be reclassified as small printing.

Tribune

Currently they are classified as a large production and are looking to be reclassified as a medium production. Documentation was provided showing that their waste volume has gone down in tonnage over the years.

Moore motioned to approve both requests, send the recommendations to Solid Waste at the city and ask them to better clarify their classification system. Wagner seconded and none were opposed.

**Hospitality Zone**

Copies of the proposal from the only bid was handed out. Essing followed up with the references they were given by RHI and heard great feedback. Discussions were had about how to proceed and it was suggested to see if there are other organizations willing to get involved before signing a contract. Essing will contact several organizations including the CPD, the city and the colleges to see how receptive they are. Moore motioned to bring the proposal to the board with a staff report of Essing's findings. Kelley seconded and none were opposed.

**Adjournment**

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

**Community Improvement District  
Operations Committee Meeting  
February 19, 2015  
11 S. Tenth Street**

**Present:**

Deb Sheals, Historic Preservation  
Mike McClung, Déjà Vu  
Tom Mendenhall, The Lofts at 308 Ninth

Andy Waters, Columbia Tribune  
John Ott, Alley A Realty

**Absent:**

Skip Walther, Walther, Antel, Stamper &  
Fischer  
Adam Dushoff, Addison's

Ben Wade, Guitarfinder

**Gateway Project**

We are scheduled to present the Gateway Master Plan to the City, Mayor and Council during the March 16 Pre-Council meeting. Technical meeting planned with City Staff on March 3. Essing is working with Russ Volmert, Arcturis consultant, to create presentation. In addition, Arcturis will create grant materials and a timeline for applications.

**Graffiti**

The City is sending letters to businesses with graffiti, asking for removal within a 45-day time period. Graffiti information and resources have been posted on The District website, to assist CID businesses.

**Randy Wright Signage**

The City is working to update "Randy Wright Grow Columbia" signage around the City, which has outdated information. They have asked for our partnership, once they determine the needed changes. We are waiting to hear back from Steve Sapp and his team.

**Grease Containers**

Dave Nichols with the City is working to have grease containers removed from the public alleys. He has asked for the CID to assist in communication this change to constituents, once the decision is approved. We are waiting to hear back from Dave Nichols and his team.

**Alley Lighting**

Discussion regarding need for additional lighting however complications in running electrical, alley width and building ownership. Reviewed idea to allocate \$5,000 for a pilot alley lighting project, which would require the CID to purchase LED fixtures, hire an electrician and work with building owners for the installation. The CID could also attempt to get building owners within the pilot alley to share in the expense, allowing for more lighting to be installed with funds. Potential high-priority alleys to be recommend by CPD. This pilot alley, with enhanced lighting, would be used as a showcase to encourage other building owners to add lighting.

Motion, second and vote for \$5,000 for pilot alley lighting project to be presented to CID Board, with funds to be allocated from Special Streetscapes Programs line item.

**Parking**

Discussion regarding Pilot Parking Program, which has been drafted by a working City committee and will be brought forward to the City Council in March. Awaiting decision from Council/ City regarding PARC (Parking Advisory Regulatory Commission), which may be part of 2015 Smart Growth Parking project. Dushoff volunteered to be on PARC, when it is created.

**Design Guidelines**

Design Guidelines are now complete and being distributed electronically and via hard copy.

### **Proposed City Development Code Zoning Changes**

Discussion regarding CID committee work to review the proposed code in Module 2. CID recommendations sent to Tim Teddy on January 13. Module 3 process to begin in the next few weeks.

### **Infrastructure Matching Grants – Storm water and Sustainability**

\$20k per area has been budgeted by the CID. Essing provided update on brainstorming meetings held with City, with proposals to come back to Operations group by March.

### **Directional Signage**

Funds have been designated to update signage throughout The District. Project to be slated for spring.

### **Sidewalk Replacement in front of CID Office**

Essing provided update that work would begin within the next few weeks, weather permitting.

### **Recycling**

Essing provided update on potential addition of recycling to the Solid Waste District, which was discussed by CID Board during February 10 meeting. Recycling rates have been shared with CID Constituents and a survey is underway, with results to be gathered by February 28. Proposal will be reviewed again by CID Board during March 10 meeting.

### **Power Washing Sidewalks**

Essing shared bid by Agent Clean to power wash sidewalks, as well as before and after photos of test areas. Atkins did not submit bid on time.

Discussion that cleaning would focus on high traffic sidewalks, such as Broadway and Ninth. As a large portion of CID revenue comes from sales revenue, it was agreed that this expense to support high sales business areas with enhanced cleaning was equitable.

Motion, second and vote for \$10,000 power washing plan to be presented to Board and utilized for March/April power washing. \$1,200 for one day of power washing to be scheduled before March 19 Operations Meeting, so that group can review work and determine if balance of funds should be utilized. Funds to be allocated to Cleaning and Maintenance line item, which is currently running under budget due to unfilled Clean Team position. CID staff to also work with business owners to attempt to match funds, allowing for increased sidewalk cleaning.

Group discussed purchasing a power washer for CID constituents to borrow however opted to not proceed at this time, due to potential damage caused if equipment not used properly.

### **New Business**

Mendenhall recommended adding a college intern for the CID. Tasks could include sectioning The District into zones and documenting broken sidewalks and curbs, to create repair priority list for City. Essing will create unpaid intern position description and post.

Ott requested that City provide plan for services downtown, and communicate scheduling for street sweeping and repairs. Essing will follow up with City.

Discussed asking City to require additional hose bibs and alley lighting for future developments downtown. Essing will follow up with City.

Waters inquired as to Wi-Fi program results, and if the CID is receiving the value of this investment. Discussion regarding service and if this is valued by core customers of The District. Continue to review as 2016 budget process begins.

Discussion that Internet providers have additional fiber available downtown, such as Charter and Century Link. Potential opportunity for businesses to enhance their service level.

### **Adjournment**

The next meeting is **March 19**, at 4:00 p.m.

**Community Improvement District  
Marketing Committee Meeting  
February 24, 2015  
11 S. Tenth Street**

**Present:**

Andy Waters, Tribune  
Lisa Klenke, Calhoun's

**Absent:**

Christina Kelley, Makes Scents  
Crystal Midkiff, Mustard Seed  
Brandon S., Kaldi's

Jennifer Erikson, CAT TV  
Lili Johnson, Poppy

**Guests:**

Carol Rhodes, City of Columbia  
Carissa, Mustard Seed  
Pablo, Blanc Studio

Laura, Mustard Seed  
Megan Gotcher, City of Columbia

**Slide the City**

Gotcher presented details regarding the Slide the City event taking place later this year on August 22<sup>nd</sup> including registration, street closures and ticket sales. Concerns regarding parking were addressed; all of the roads around the parking garages will be open. Waters also suggested encouraging ticket holders use CoMo Connect as a shuttle service.

**CAT-TV**

An overview of the new weekly District videos was presented. Going forward, also looking to start interviewing retailers to get more exposure. The marketing intern is learning how to use to equipment to be able to go out in The District.

**Brand Video**

Wright explained the "It's Good To Be Here" video series. There will be a press release later on in the week and the videos will be shared on YouTube. The goal is to get all of the CID to share on social media and have the CVB use them at conventions for travel and share with travel writers. The videos will also be shown to the board at the next meeting. Discussion was had on ways to get the videos shared for as much exposure as possible.

**Adjournment**

The next meeting is **March 24**, at 8:30 a.m.

**Community Improvement District  
Executive Committee Meeting  
February 3, 2015  
11 S. Tenth Street**

**Present:**

Mike Wagner, Boone County National Bank  
Christina Kelley, Makes Scents

Marti Waigandt, 808 Cherry St.  
Adam Dushoff, Addison's

**Absent:** Mike McClung, Déjà Vu

**Agenda Items**

Resolutions

Working with Hollis and he is finishing up the drafts to use for resolutions.

Board & Officers Insurance

It is in the bi-laws to have this insurance. There are three bids to review and will be accompanied with a staff report.

Infrastructure Presentation

The Mayor will be presenting on infrastructure along with time for Q&A. The presentation will be between 20 and 30 minutes.

PedNet Request

PedNet is asking for a letter of support regarding bike trail connectors. After discussion it was stated that there was not enough time to make an informed decision.

Committees

Search and Review

The Committees have been updated and will be presented at the Board meeting.

Operations

There are two projects to present to the board: Sidewalk power washing and Alley Lighting. The sidewalk power washing will focus on high traffic areas. 10K will be used from the budget and that will only pay for a limited amount of areas. This would be a test project.

There is 5K in the budget for testing updated alley light installations. A fixture has been chosen and we are currently waiting to hear back for CPD about which alleys should be addressed first from a safety standpoint.

Economic

Presenting the Hospitality Zone proposal. Currently the budget was approved for 32K and the bid is for 40K.

Marketing

The videos launched last week and will be showcased at the Board meeting.

This is a jam-packed meeting that may run long. An email will be sent to the board asking them to set aside extra time, at least until 5:30.

**The meeting was then closed to discuss personnel.**

**Adjournment**

The next meeting is **Tuesday, April 7**, at 4:00 p.m.