

ACTION MINUTES

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

**January 18, 2019
101 W. 8TH STREET
2:03 P.M 4:00 P.M.**

ITEM NO. 1 - Meeting called to order and roll call

Chairman Steve Carver called the meeting to order. The meeting was called to order at 2:03 P.M.

DDA members present: John Burg, Acting Interim Director; Chad Lee, Christian Henny, Graham Hardy, Kurt Carruth, Steve Davis (City liaison)

DDA members not present: Ken Murphy, Jon Zalinski (alternate board member)

Non-DDA members present: Aaron Badalato of Sweet Coloradough, Glen Motet, Kevin from Cooper Liquors

ITEM NO. 2 – Public Comment: No public comment.

ITEM NO. 3 – Approval of Minutes from December 18, 2018:

Christian made a Motion to approve Minutes from December 18, 2018; second by Chad.

The Motion passed unanimously.

ITEM NO. 4 – No Agenda Item No. 4

Terri Partch, City Engineer, joined the meeting.

ITEM NO. 5 – Alley Lot Food Truck– Aaron Badolato of Sweet Colordough: The food truck is still in Denver having final touches completed. It should be ready by the end of January. At 37 ½ feet, the vehicle will take up much of the lot and is going to be a challenge to get onsite. Aaron will get with Mary Elizabeth to finalize the lease. The vehicle is completely self-contained. There was some concern about transient activity around the vehicle during off hours. Aaron is looking to enhance the area. Terri to coordinate the removal of the Porta-Potty on the lot and the one by the train station.

Steve made a Motion to remove the Porta-Potty at the train station, second by Christian.

Deric mentioned that in February when construction starts, they will be bringing in another Porta-Potty for construction workers to the sunken plaza.

The Motion passed unanimously.

ITEM NO. 6 – Alley Lot Lease – Steve Carver: Aaron will get with Mary Elizabeth Geiger on this.

ITEM NO. 7 – Southside Bathroom – Steve Davis/ Deric Walters: Deric updated the Board and discussed the aesthetics of the building that he presented last time. Steve Davis coordinated with the public restrooms company regarding the possibility of a hip roof that would be similar to the train station. Drawings have not been updated yet. Deric received a proposal to fabricate and bring to the site to install for \$173,000. If a hip roof was added, it would be an additional \$3,000. If there was a hip roof, there would not be any windows. The DDA contractor would be responsible for finishing the site work. Deric reviewed the materials that were presented in the renderings. The design-build process will take a couple of months. Roofing materials were discussed as well as coordination with Gould.

Christian made a Motion to move forward without making a change to the roof; second by Kurt.

Steve Davis discussed the need for drainage work to be done. Deric discussed storm drains. They will look at options. Deric will create a site and utility design and coordinate with Chris Vaughn to create a site plan and discuss storm water plan. Site utilities will cost around \$30,000. Deric thinks his cost would be around \$5,000.

Christian amended his Motion to move forward without making a change to the roof, and to include the site work and site plan for approximately \$208,000; second by Kurt.

Cost overruns were discussed. There is \$250,000 in the budget for this project.

The Motion passed unanimously.

ITEM NO. 8 – Staff Updates:

a) 6th and Laurel Landscaping – Deric Walters noted that because of CDOT regulations that were recently brought forward there is trouble implementing the plan Shannon Murphy had designed with the boulders and trees. Joel with CDOT obtained a federal guideline document that may help with this issue. Deric reviewed this and it appears to be more favorable to what the Board wants to do. Deric is updating his plan for Shannon. Trees and rocks in the leg islands will still not be permitted. Terri discussed using a more aggressive approach with CDOT as an option. Deric will move forward, revise the plans, get a change order for Shannon

and apply for a permit.

b) Under Bridge – Deric Walters – R&A was awarded the lighting contract. Just waiting for material. Shannon is working on the renderings for the water features. There are only 2 local companies who can manufacturer what they need. There will be lights in the fountains and next to the boulders.

c) 7th Street– Deric Walters – Scheduling with Gould was discussed. They want to mobilize a couple of weeks early in February and start work at the sunken plaza the first of March. Landscaping might go to bid in March and work scheduled in September, when Gould has pulled out of the site.

d) North Landing Site – John Burg – The City has hired landscape architect Doug Pratt to provide renderings including a visitor’s center and restrooms. John reviewed his idea of a liner building to include a visitor’s center, snack shop with public restrooms and a small residential unit on top. There will be more meetings with the City. Utilities were discussed.

e) Area Wide Plan – John Burg – This is a complex project. There are issues related to the County and RFTA. The consultants will have a report coming out shortly. John forwarded the Board a link to three conceptual plans. He reviewed them with the Board. Plan A was the recommend plan. There are more studies that have to be done before anything moves forward. This is a big project that could be 10 to 15 years out.

f) Pedestrian Bridge Flags – John Burg – 34 flags were preliminary decided on that would be put in brackets that rest on the square posts. Oddo Engineering approved this and would charge \$4,850 to engineer them. The cost to make the brackets would be approximately \$7,200. The Rotary Club would partner with the DDA and install flags during the appropriate holiday. Glen from the Rotary Club said they will ask FAB for \$5,000 and then they would put up a total \$10,000. Glen explained they would look to the Elks and possibly the Boy Scouts to help as well. Engineering was discussed in detail as well as obtaining another engineering bid. This needs to go to the City for final approval and Jen will put it on their next Agenda. Kurt will look for another structural bid.

Christian made a conditional Motion that the Board approve the engineering estimate unless they find a lower engineering estimate, to have the brackets engineered, provided City Council is in support of installing the flags; second by Kurt.

The Motion passed unanimously.

g) Pedestrian Bridge and GAB Banners – John Burg – One lane of traffic would need to be closed to install banners. There was discussion about putting banners only on the downtown bridge head. Another idea was to use the same brackets from the flag poles for the banners. The laser cut metal banners that were originally to be placed on the vehicular bridge are too expensive, and the City doesn’t have the money right now. Pedestrian banners will be addressed after the approval of the flags on the pedestrian bridge.

Jen discussed that the Executive Director of the Downtown Colorado, Inc. is having their annual

conference in April. They are going to have their district meeting for DDAs and special districts, in Glenwood Springs, on April 9th. They want the DDA to host lunch. She would like Deric to come with her to this lunch. Jen will proceed with this.

ITEM NO. 9 Staffing Update: 45-minute Executive Session

Chad made the Motion to adjourn to Executive Session for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with regard to the Executive Director Search pursuant to §24-6-402(4)(e), C.R.S.; second by Kurt.

The Motion passed unanimously.

ITEM NO. 10 – Review/ approve invoices: Boundaries Unlimited has 3 invoices \$216, \$1,235, and \$29.25 for work with plan revisions, 7th Street under bridge and DDA project management; Debra Bullock \$320.60 for transcription services and lunches; Lamont Planning Services \$979.99 for services from December 16th through December 21st; LS Group \$793.50 for lights under the bridge.

Kurt made a motion to approve all invoices, second by Christian.

The motion passed unanimously

ITEM NO. 11 – Other Business: PR Studio: To be continued.

ITEM NO. 12 – Future Meetings Relevant to the DDA:

a) February 19th: DDA Meeting at 11:00am

The Board would like Leslie Lamont to hang on to records until the new director comes on board.

The Transportation Commission is in the middle of discussions and planning regarding parking in downtown. There was encouragement to start sending a representative from the DDA to their meetings once a month. The DDA Board would like to see a copy of the plan and review it with them. John will check to see if Jonathan from the Transportation Commission would join the February 19th DDA meeting to update the Board.

ITEM NO. 13 – Old Business: No update on the Confluence

Chad made a motion to adjourn, second by Christian.

The motion passed unanimously

Meeting adjourned