

ACTION MINUTES

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

March 19, 2019

101 W. 8TH STREET

11:05 A.M - 1:08 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 11:05 A.M.

DDA members present: Steve Carver; Chad Lee; Christian Henny; Steve Davis (City liaison); Jon Zalinski; Kurt Carruth.

DDA members not present: Ken Murphy and Graham Hardy

Non-DDA members present: John Burg, Acting Interim Director; Deric Walters, DDA Project Manager; Jenn Oton, Assistant City Manager; Laura Kirk, DHM; Matt Langhorst; Terri Partch, Engineer, City of Glenwood Springs.

ITEM NO. 2 – Public Comment Limited to 3 Minutes Per Contributor: No public comment.

ITEM NO. 3 – Bethel Plaza – Steve Davis: Council decided that in Leslie Bethel’s honor, there will be a plaque placed under the bridge below the time capsule plaque.

ITEM NO. 4 – Project Management – Deric Walters

a. Southside Restrooms – The current schedule from the contractor is to have the building fabricated and delivered May 20, 2019. However, Deric is not confident that other items can be completed in time including: building permits and related storm water work being managed by the City. There needs to be a bid, contractor selected, and foundation placed. The 1st of July might be more realistic.

b. 6th and Laurel Landscaping – Shannon Murphy has been revising plans for the landscaping and lighting in response to CDOT changing requirements. Terri is working on traffic control so she can obtain permits with CDOT. A permit may be obtained in about a month and then it will go out to bid. Construction starting in August and planting in September will be put in the proposal. Terri will check in with Al to get their recommendations regarding planting. Hand watering if necessary was discussed.

Ken Murphy briefly joined the meeting. Because he will not be able to give sufficient time to the

Board, he resigned. His term was up in June. He suggested that John Lee and Chrissy who own the Apothecary might be approached for the position.

c. Bethel Plaza - Shannon Murphy has plans that need to go through the full bidding process. There are two water features in Bethel Plaza (the 3rd one was deleted due to budget), plus the splash pad and landscaping. It they ae to be approved by the existing Council, all bids need to in before the next Council turnover happens. The budget for this is approximately \$600,000. Bids need to be in by April 12th and Council packets need to be in by April 15th. A special meeting of the Council could be requested if necessary. The Board directed Deric to keep moving forward with this plan so long as bids come in at or below budget.

Jon made a Motion to have Deric continue to move forward and request a special meeting with Council in order to execute contracts to complete 7th Street, under bridge and related water features, that are at or under budget, second by Kurt.

The Motion passed unanimously

The Board decided to move their meeting up to April 15, 2019, to give additional direction to Council and Staff.

d. 7th Street – Gould is working on the two bookends. Sanitary sewer is being installed by Slope and Hatch. They are working on Cooper trying to get the utilities in. There will be bypass pumping again. There could be one night of overnight pumping. This could be happening during spring break. Landscaping has already been discussed earlier in the meeting. The 50% restroom bill has been received. Another 1/3 should be received within the next month. The final bill will come upon install.

ITEM NO. 5 – North Landing Site – John Burg: Three concepts were proposed in a meeting at the Hotel Colorado on March 5th. Residents of North Glenwood attended. The small concept was a small restroom. The medium concept was a building of about 2,000 sq. ft. The third concept was a 3,000 sq. ft. building. Comments received were largely in favor of the small restroom, next was the medium concept and finally, a small amount was in support of the large concept. Staff will send a report to Council and they will make the final decision. Vendor options were briefly discussed. Every option should include a restroom. Christian Henny will attend the work session with Council when this project is discussed at the 1st meeting in April.

ITEM NO. 6 – Parking

a. Cooper Street and Colorado Ave. – Matt Langhorst: Cooper signage has been placed to prevent people from parking in the loading/unloading zone. Mr. Murphy needs turning room during the summer and this will need to be addressed. These parking zones for deliveries may be implemented on Colorado as well. The County lot will be timed and patrolled.

b. Parking and Transportation Plan – Terri Partch: City staff has been working with RFTA on short term parking, transit and operations. They are working on a scope

of work with shared responsibilities for analysis and financial responsibilities for parts of the work. Providing better service is the goal. Adding parking at 27th Street is a priority as is a new transit center downtown. Terri explained the scopes of work. Input will be solicited from the DDA Board (early summer) as well as the Transportation Commission and the Chamber of Commerce. Terri explained about gap analysis and timing plan. Bike safety was discussed. Terri addressed property acquisition and structured parking.

ITEM NO. 7 – Executive Session: *Christian made a 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 pursuant to §24-6-4-2(4)(e), C.R.S. with regard to the Executive Director Search. Laura Kirk will be invited briefly for a portion of the meeting; second by Kurt.*

The Motion passed unanimously.

Reconvened from executive session at 12:57pm. Steve Carver noted that he received an email resignation from Ken Murphy along with the verbal resignation earlier in the meeting from Ken directly. Steve Carver called the City Clerk yesterday and let her know they would need another DDA member. He is waiting to hear back from her. The Board needs to look for another member to replace Graham Hardy. The Bylaws have requirements for attendance. Mary Elizabeth will research this and get back to the Board.

ITEM NO. 8 – Coloradough on the Alley Lot: The lease has been signed and started March 1st. The truck should be finished by the end of the month.

ITEM NO. 9 – Review and Approve Invoices: Review/ approve invoices: Steve Carver doesn't recall signing the 50% invoice for the bathrooms. John will look into this. He has an invoice from February 28, 2019 from the Public Restroom Company for progress billing for percent complete all scheduled values through February 28th, \$65,021 for the concrete floor at 100% completion. Boundaries Unlimited \$2,272.50 for Project Management through March 5th; Colorado Outdoor Environments, Inc. \$343.75 for changes to the landscape plan; Glenwood Canyon Brewpub \$221.55 for DDA lunch on February 6th; LS Group \$506.25 for lighting design under bridge; Steve Carver \$293.24 for renewing the DDA website; Shannon Murphy \$61,099.87 for I-70 roundabout and \$14,296.50 for under bridge plaza and wing streets and \$10,303.87 for 7th Street landscape.

Chad made a Motion to approve all invoices, second by Christian.

The motion passed unanimously

ITEM NO. 10 – Other Business:

a. PR Studio – To be continued.

b. Jon would like to see a garbage can on the top deck of the parking garage.

He would also like to know what is going on with the contract for Grand Avenue festival lights. John Burg will send an email to Jen about these items.

ITEM NO. 11 – Future Meetings Relevant to the DDA:

April 16, 2019, DDA Board Meeting

ITEM NO. 12 – Old Business: None

Jon made a motion to adjourn, second by Christian.

The motion passed unanimously

Meeting adjourned at 1:08 pm