

ACTION MINUTES

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

April 15, 2019

101 W. 8TH STREET

11:00 AM – 12:470 PM

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 11:00 A.M.

DDA Board members present: Steve Carver, Chairman; Chad Lee, Vice Chairman; Christian Henny, Director; Kurt Carruth, Director; Jon Zalinski (alternate board member); Steve Davis (City liaison).

DDA members not present: none

Non-DDA Board members present: John Burg, acting interim assistant DDA Director; Deric Walters, DDA Consultant/ Project Manager; Phil and Leanne, owners of the Brew Garden

ITEM NO. 2 – Public Comment Limited to 3 Minutes Per Contributor: Graham Hardy was associated with the Brew Garden but is not any longer. Since Mr. Hardy is not associated with the Brew Garden any longer, he is not an eligible Board member. Phil and/or Leanne expressed an interest in stepping into Graham’s vacant seat to serve out his term. Procedures need to be looked at and legal counsel needs to be consulted.

ITEM NO. 3 – 7th Street Landscaping and Bethel Plaza Design/Build – Deric Walters –

Two bids for the landscaping project were received last week from Rocky Mountain Custom Landscapes and Gould Construction. Rocky Mountain was the low bid by approximately \$94,000; however, their bid excluded the provision of all materials related to lighting and electrical, which would need to be provided by the City; they would do the installation. The cost for materials should be between \$40,000 to \$70,000. Adding the cost of the materials to the bid should come in just under the budget of \$550,000. Deric spoke with Shannon and Ricky Smith (City Procurement Dept.), Shannon would like to continue to work with Rocky Mountain Custom Landscapes. Gould’s bid was approximately \$23,000 over budget at \$573,390. A bid alternate to save money was to put bluegrass between the pavers instead of thyme. This would save around \$30,000. Additional alternates to reduce costs would be to remove some lighting features and/or furniture. Ricky Smith said that Rocky Mountain Custom Landscapes’ bid is considered a nonresponsive bid and that Gould would be the only available bid for this project. This was his recommendation. If Gould is awarded the bid, they wanted to move forwarded

sooner than what the DDA had scheduled. Planting would be put in the ground by August. \$451,000 has already been spent on this project. Matt Langhorst joined the meeting.

There was more discussion regarding the budget.

Jon made a Motion to use up to \$25,000 of the DDA budget line item of \$50,000 for underbridge furnishings, to help offset the costs of the Gould bid and bring the cost within the budget; second by Christian.

The Motion passed unanimously.

There was more discussion regarding the DDA and City budget. Deric explained that design build projects don't sit well with contractors using the City's standard contract documents. The feedback received from contractors was that they felt exposed too much for a design build process. As a result, no water feature or splash pad project bids were received. There was discussion regarding sending out an RFP for design of a splash pad. Deric will put this on his list. There was discussion regarding the possibility of funding the splash pad in 2020.

ITEM NO. 4 – Southside Restrooms – Deric Walters – The Board members were given restroom plans that were returned from City with comments. Deric reviewed these. The inclusion of the storm water system was added. The cost for storm water materials only is around \$30,000. The \$250,000 budget will most likely be exceeded. The restroom will be arriving for installation around the end of June. Deric would like to take these plans to Gould. Pavers will not be replaced around the bathroom, concrete will be used instead.

ITEM NO. 5 – 6th and Laurel Landscaping – Terry Partch: There was confusion with traffic control consultant. Terry should receive a new plan this week. People have been driving through the island which is a safety concern for people working in the islands, in addition to damage it will cause to the irrigation system. Terry is going to do another safety review.

ITEM NO. 6 – North Landing Site – Jenn Ooton – The City Council had directed staff to pursue an additional option with buildings located near the South side of the site not to exceed 2,000 square feet. City Council reviewed the information that came from the public meeting. Council directed staff to go back and get another option drawn up showing a building at the southern end of the lot using the natural grade. A proposal from Doug Pratt is pending. An RFQ will go out to the public. Twinkle lights are not working well and there are issues that will need to be addressed.

ITEM NO. 7 – Confluence Area Master Developer RFQ – Jenn Ooton: Responses to the RFQ are due on May 22nd and there may be interviews after that. There has been an open meeting where a lot of questions were asked and the site was walked. There is no exact time

frame from the master developer – possibly 5 years.

ITEM NO. 8 – Coloradough on the Alley Lot – There is no new information. Hopefully, the truck will be on site this week. The City is coordinating with Coloradough. Dumpsters will eventually need to be kept on personal property or trash compactors will have to be used.

ITEM NO. 9 – DDA Staffing – John Burg noted that he had been meeting with the Laura Kirk, the new Executive Director; that Laura had met with several of the City staff and DDA Board members; and that Laura would be taking over the lead role upon her return in late April.

Matt Langhorst will go to the boneyard and look for the missing kiosk. Signage needs to be worked through.

Dumpsters in the alley between 8th and 9th were discussed. This may be in the 2020 budget. Two dumpsters are about 20k each.

ITEM NO. 10 – Review and Approve Invoices: Review/ approve invoices: Boundaries Unlimited \$10,852.50 for DDA management services and work on the restrooms; Debra Bullock \$135 for transcription services; Garfield and Hecht legal fees of \$927.50 for Coloradough and new director; LS Group \$5,972.50 for color coded imagery of lighting design schematics for 6th and Laurel roundabout & 7th Street & 7th Street under bridge; Public Restroom Company \$22,313 for draw #2.

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

The motion passed unanimously

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

Tuesday, May 21, 2019

ITEM NO. 12 – Other Business: The need for wayfinding signage was discussed.

Christian made a motion to adjourn, second by Chad.

The motion passed unanimously

Meeting adjourned at 12:47 pm