

## **ACTION MINUTES**

### **DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**June 25, 2019**

**101 W. 8<sup>TH</sup> STREET**

**11:12 AM – 1:01 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 11:12 P.M.

DDA members present: Steve Carver, Chairman; Laura Kirk, Executive Director; Chad Lee, Director; Kurt Carruth, Director; Christian Henny, Director

DDA members not present: Jon Zalinski, Director; Steve Davis (City liaison)

Non-DDA members present: Deric Walters, DDA Consultant/ Project Manager; Jenn Ooton, Asst. City Manager

#### **ITEM NO. 2 – Public Comment Limited to 3 Minutes Per Contributor: None**

#### **ITEM NO. 3 – Approve Consent Agenda:**

*Items may be removed from consent agenda for discussion on request of any board member. Items not removed may be adopted by general consent without debate. Meeting minutes for May not yet complete.*

- A. Approval of Invoices for the Following:
  - a. Boundaries Unlimited: \$3,429.00
  - b. COE: \$1,187.50
  - c. DHM Design: \$12,079.28
  - d. Gould Construction Restroom Contract: \$85,906.44
  - e. Shannon Murphy Landscape Architects: \$30,398.32
- B. Approval of Proposals for the Following:
  - a. COE: \$3,125.00

Christian Henny, Director joined the meeting.

*Chad made a Motion to approve the Consent Agenda; second by Kurt.*

*The Motion passed unanimously.*

**ITEM NO. 4 – 7th Street Landscaping and Bethel Plaza Design/Build – Laura Kirk & Deric Walters.**

- **Lighting Under Bridge** – Deric gave a quick update on the meeting that morning with business owners. Wayfinding signs and scheduling were discussed. Gould was awarded the landscape contract. 7th Street should be open around the end of August and landscape should be done by the end of October. R&A is having an issue getting materials for lighting, but it's moving forward.
- **Engraved Pavers** – Pavers are being evaluated. There will be an engraved plaque for pavers that are not suitable for reinstallation.
- **Southside Restrooms** – Gould is finished with the prep work. July 8th is the expected arrival date for the restroom.

**ITEM NO. 5 – 6th and Laurel Landscaping – Laura Kirk:** This is out to bid and due back in a week then to be vetted by the City, then to Council for approval on July 18th. Landscape to be installed by the end of September. Irrigation will be turned off mid-October.

**ITEM NO. 6 – Bethel Lot**

- **Event Storage – Pat Miller:** Pat asked the Board for approval of a temporary storage trailer or shed to go in the vacant lot. This would not interfere with vendors. The dumpsters and trash compactors were discussed.

*Chad made a Motion to approve Pat putting a trailer, up to 15 feet, on the Bethel Lot until the second week of August, along with their obligation to help activate and keep the lot presentable, subject to the prior lease with ColoraDough; second by Christian.*

*The Motion unanimously.*

- **ColoraDough Update – Laura Kirk** – Laura spoke with Aaron and he should be picking up the food truck today. It should be operational by the end of the week. Laura will work to get back lease payments.
- **Italian Ice Cart Update – Laura Kirk** – Monica Cappelli was not prepared to sign a lease and thought \$500 was too much money. This will not move forward. Activation of the area will be discussed after construction is complete.

**ITEM NO. 7 – Coordination with City on Projects – Laura Kirk & Jenn Ooton –**

- **Confluence Area Master Developer RFQ Interviews July 8th** - There are 3 candidate interviews scheduled. Jenn is looking for stakeholders. City and Staff workshop is scheduled for July 9th. DDA members are invited to both. Laura will send

out a reminder.

- Wayfinding Projects – Banners and flags along the bridge will be included for discussion for 2020 budget. Wayfinding on Cooper and the downtown area were reviewed. The Board will need to review the banner designs to pick up where it was left off.
- Board Member Interviews by Council on June 27th – 3 people applied and will be interviewed by Council. There are 2 Board seats open.
- ANB – To be Reviewed by Planning Commission – June 25th, 6:00pm – ANB is working with tenants to assist with a smooth transition.
- 4-hour verses 2-hour parking on 6th Street was discussed.

**ITEM NO. 8 – Cooper Business Conversation– Laura Kirk:** A letter from the business owners was included in the packet. There are concerns that business traffic is down. Business would like a long-term solution. Public artwork, events, alcohol, and trash were discussed.

**ITEM NO. 9 – Transfer Trail Mine – Laura Kirk:** The City asked us to wait on submittal of a letter. Laura will come back to the Board with updates at a later meeting.

**ITEM NO. 10 – Debbie Wilde, Homeless Initiative – Laura Kirk:** The City has hired Debbie to get a better understanding of issues and needs around homelessness, vagrancy, and transients. She is getting input from the community regarding concerns and solutions. A Community navigator position and funding for this position was discussed.

**ITEM NO. 11 – Strategic Planning Discussion in preparation for Council Session on July 2nd – Laura Kirk:** Council would like the Board’s top 2 priorities. Laura had included information from previous years in the packet that were reviewed. The Board discussed projects. Laura to email Board members not present at the meeting for their input.

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

- Tuesday, July 16, 2019

**ITEM NO. 13 – Other Business:** None

Meeting adjourned at 1:01 P.M.