

ACTION MINUTES

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

July 18, 2019

101 W. 8TH STREET

11:04 AM – 1:00 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 11:04 A.M.

DDA members present: Steve Carver, Chairman; Laura Kirk, Executive Director; Jon Zalinski, Board Member; Christian Henny, Board Member Kevin Brady, Board Member; Lisa Nieslanik, Board Member, Steve Davis (City Council liaison); Kurt Carruth, Board Member

DDA members not present: Chad Lee, Board Member

Non-DDA members present: Jenn Ooton, Asst. City Manager, Charlie Willman, City Council, Tony Hershey, City Council, John Burg, part-time volunteer assistant to DDA.

Deric Walters, DDA consultant

ITEM NO. 2 – Welcome to New Board Members: Kevin Brady and Lisa Nieslanik are new DDA Board members.

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

ITEM NO. 4 – 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.

- A. Approval of Invoices for the Following:
 - a. Boundaries Unlimited: \$1,007.50
 - b. COE: \$968.75
 - c. Debra Bullock: \$307.50
 - d. DHM Design: \$12,079.28
 - e. Gould Construction Restroom Contract: \$85,906.44
 - f. Shannon Murphy Landscape Architects: \$30,398.32
 - g. Gould Construction – approval to issue check per the previously approved contract as work is completed and approved.

h. Public Restrooms – approval to issue check per the previously approved contract as work is completed and approved.

B. Approval of Meeting Minutes:

- a. May 7, 2019
- b. May 21, 2019
- c. June 25, 2019

Christian made a Motion to approve the Consent Agenda; second by Jon.

The Motion passed unanimously.

ITEM NO. 5 – 7th Street Landscaping and Bethel Plaza Design/Build – Laura Kirk & Deric Walters.

Terri Partch, City Engineer, joined the meeting.

- Southside Restrooms, In Place! – Gould is finishing the pavement in front of restrooms which will be completed in the next week. Restroom should be open to the public soon. Wayfinding to restrooms was discussed.
- Under Bridge Update – A section on the north side has been reserved for engraved pavers. Options are to develop a plaque instead of using existing pavers.

Deric Walters joined the meeting.

Another option would be to use new pavers and re-engage them; or lastly, use as many existing pavers as possible and engrave new bricks to replace the damaged ones.

Christian made a Motion that the DDA reinstall the salvageable bricks and put up a plaque to memorialize the bricks that are damaged and cannot be reinstalled, second by Kevin.

This is not a DDA project and any damaged bricks will be returned to the owners if requested.

The Motion passed unanimously.

Deric gave a 7th update on Gould's timeline. Brick pavers and mortaring should be finished in the next few weeks. Shannon Murphy is coming up with an idea to keep people out of the planters. The quadrant of bricks in front of Colorado Ranch House needs to be reset. Gould is projecting that they will be finished a couple weeks ahead of schedule for the 7th Street project. Landscaping will continue through September to October.

- Dedication of Plaza, October 4th – The City has been in contact with Leslie Bethel's family and they would like to do a formal dedication. October 4th is a tentative date.

Julie Kohler is working on a sign.

ITEM NO. 6 – 6th and Laurel Landscaping – Laura Kirk: No bids were received. It will go back out to bid. July 31st is the date of the return. Gould has been consulted.

ITEM NO. 7 – Bethel Lot

- **ColoraDough Update – Laura Kirk:** Truck is still not onsite. Other ways to activate the lot were discussed as well as the vagrancy issue and termination of the lease.

Trash, dumpsters and compactors were discussed. The City is in the process of selecting a trash provider.

Jon made a Motion to put out an RFP on the Bethel Lot to see if anyone is interested; second by Christian.

The Motion unanimously.

Putting a for sale sign on the lot was discussed.

ITEM NO. 8 – Coordination with City on Projects – Laura Kirk:

- Confluence Area Master Developer RFQ Review – Three teams met with City Council. Direction from staff was to meet with the teams to get more information. A presentation to Council should be the first part of August.

- Wayfinding Projects – Giving a map at the top of the bridge, Leslie Bethel memorial signage and street directional signs are items that are moving forward.
- ANB – To be reviewed by Planning Commission on June 25th, 6:00pm.
- Orientation with New Council Members – July 16th.

ITEM NO. 9 – Set Strategic Plan in preparation for 2020 budget review with Council, August 15th: Steve Boyd suggested the DDA budget for this year is \$710,000 and that 2020 should increase 2% to \$720,000. Expenses would generally go up 2%. Interfund cost of services would go up 3%. There are roughly \$200,000 in operational expenses leaving approximately \$520,000 for projects and other related items.

Proposed projects/ considerations are:

- 6th Street Roundabout will hopefully get underway this year and wrap up in 2020. \$15,000 for landscape construction administration and irrigation in 2020.
- 6th Street improvements (Pine to Laurel, both sides) – Design fees \$200,000 (\$1,500,000 approximate construction budget). This would include a grant match.
- Alley between Grand Avenue and Cooper \$25,000.
- Replace twinkle lights along Grand Avenue including electrical systems \$50,000

is the DDA portion. \$95,000 is total (10,000 is the upgrade to the electrical system).

- Redesign for water feature or water element under the bridge \$50,000.
- Economic development \$100,000. This includes \$25,000 for security as well as the façade program and wayfinding.
- Contingency fund \$83,000.

Jon made a Motion to approve the budget; second by Christian.

The Motion unanimously.

The DDA's role and mission was discussed. Other items considered were:

- Trash compactor by Smoke and Slope and Hatch - \$100,000. This will be deferred.
- Cooper Avenue streetscape, trees. This will be deferred.
- Redevelopment of the alley lot, RFP is necessary.
- Reimbursement to City for 7th Street, \$300,000.
- 7th Street splash pad, water feature, \$50,000. This will be deferred.
- 7th Street west of Colorado Avenue.
- DDA event contributions to encourage activation.
- Contribution to maintenance. \$25,000
- Banners along the Grand Avenue bridge. \$100,000 was discussed in 2019. There is no new number. This will be deferred.
- Signage and wayfinding.
- Façade program. Possibly increase this amount to \$10,000 per matching grant. This could be part of the economic development fund.
- North side landscaping, deferred.
- Confluence area is not a line item in the budget, just something to set as a priority.

ITEM NO. 10 – Future Meetings Relevant to the DDA

- Date to be determined based on vacation schedules

ITEM NO. 11 – Other Business: None.

Meeting adjourned at 1:00 PM.