

## ACTION MINUTES

### DOWNTOWN DEVELOPMENT AUTHORITY MEETING

August 20, 2019

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

11:03 AM – 1:30 PM

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

Chairman Steve Carver called the meeting to order at 11:03 A.M.

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

Non-DDA members present: Mary Elizabeth Geiger, DDA Attorney; Terry Partch, City Engineer; Brian Smith, City Director of Parks and Recreation; Jenn Ooton, Assistant 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.*

- A. Approval of Invoices for the Following:
  - a. Boundaries Unlimited: \$2,372.50
  - b. COE: \$781.25
  - c. Debra Bullock: \$127.50
  - d. DHM Design: \$9,530.50
  - e. Garfield & Hecht: \$962.50
  - f. Shannon Murphy Landscape Architects: \$8,133.75
  - g. Gould Construction – approval to issue check per the previously approved contract as work is completed and approved.
  - h. Public Restrooms – waiting on CO before issuing final payment
- B. Approval of Meeting Minutes:
  - a. July 18, 2019

*Christian made a Motion to approve the Consent Agenda the Minutes from July 18, 2019 (date on the minutes to be corrected to reflect the 18th of July); second by Kurt.*

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

- Southside Restrooms – Restrooms are open. A time lock is on order. Motion lights on the inside were discussed. A universal restroom sign will be installed.
- Under Bridge Update – Options for water feature areas and what goes in between the pavers are being looked at. A mockup of AstroTurf is being done. Thyme will not be installed. The engraved pavers are in. There will be a plaque for the few pavers that we not reinstalled.
- Dedication of Plaza, October 4th – This will be held by the City from 11:00am – 1:00pm. Lunch will be served. The City will release information to the community, and it will be well publicized.
- The 7th Street project is close to being wrapped up. Safety and maintenance are concerns regarding the driveway area to the Colorado Ranch House. Shannon Murphy has made a suggestion to acid wash the existing stones then plant thyme. Another solution would be to put in a rollover curb. This would be safer. Some attendees of the meeting will do a site visit to evaluate after this meeting.

**ITEM NO. 5 – Roundabout Landscaping – Laura Kirk:** The City sent the gateway project out for bid and didn't receive any bids, so they changed the amount of time allowed for project completion as well as divided the project into fall and spring construction periods. They received 1 bid from Gould Construction for \$1,100,000. City budget was \$550,000 to \$600,000. Council has directed staff, Gould, Shannon Murphy and Laura Kirk to meet and discuss value engineering. They hope to report back to the City by September 5th.

**ITEM NO. 6 – Bethel Lot**

- **ColoraDough Update – Laura Kirk:** The truck has arrived but getting it in to the alley is challenging due to the size. Aaron is working on figuring this out.

**ITEM NO. 7 – Coordination with City on Projects – Laura Kirk / Jen Ooton:**

- Confluence Area Master Developer RFQ – Since the initial presentations, this has not come back to Council for discussion. It is scheduled to be back on the September 5th agenda.
- ANB – To be reviewed by Council – September 19th. Planning and Zoning declined the application. ANB has appealed. This will go to Council in September 19th.
- Trash Compactors – Matt had a meeting with business owners and there is another meeting scheduled tonight. The City is negotiating with Waste Management. Matt is hoping to make the transition from dumpsters to compactors before the snow season.
- Cooper Avenue – A design by Chrissy from the apothecary shop has been submitted as a suggestion for a change to the parking along Cooper. City Engineering will review their proposal once a decision has been made on whether or not to open 7<sup>th</sup> Street. Alley

ways and deliveries were also discussed.

**ITEM NO. 8 – 7th Street Vehicular Use Discussion in anticipation of Council Review**

**September 5th:** A public meeting of 50 people gave comments regarding their desire to open 7th Street. There was discussion at the meeting as to whether the City would consider stop signs at the under bridge. Council and the City are looking for a recommendation from the DDA Board regarding opening or closing. Pedestrian safety was discussed. The Board discussed opening vs. closing. Traffic flow and intersections were discussed.

*Kurt made a Motion to keep 7th Street open to through traffic and closed for special events; second by Christian.*

*The Motion passes 6 to 1, Lisa was not in favor.*

**ITEM NO. 9 – Executive Session – Executive session for legal advice from the DDA’s attorney, pursuant to § 24-6-402(4)(b), C.R.S., regarding budget and powers.**

*Chad made a Motion to adjourn to executive session, second by Christian.*

*The Motion passed unanimously.*

*The Board reconvened from executive session at 1:00pm.*

**ITEM NO. 10 – Review 2020 budget based on Council input**

- Strategies for Council communication - Council has suggested that the 2020 DDA budget include an allocation for maintenance as well as repayment of some of the landscape cost for 7th Street, phase IV. The total was approximately \$500,000. A formal DDA budget needs to be presented to Council for consideration by the September 5th Council meeting. Security and a community navigator are not things the DDA is commissioned to do. 6th Street should be paid for out of the A&I fund. Approaching businesses to contribute to downtown beautification was discussed.

*Christian made a Motion that the DDA revise the current proposed budget to remove the line item Replace Water Feature Element for \$50,000; reduce the Economic Development Fund to \$50,000 and allocate \$100,000 to specific DDA designated downtown maintenance; to partner with the City in good faith and leave the DDA money for 6th Street design, and ask that there be a work session between the DDA and City Council to work on the plan forward, second by Chad.*

*The Motion passed 5 to 2, Jon and Kevin were not in favor.*

An ad hoc committee with regard to the DDA budget was discussed. Christian, Kevin, and Steve

Carver agreed to be on this committee if one is formed.

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

- September 17th

**ITEM NO. 12 – Other Business:** None.

Meeting adjourned at 1:30.