

## ACTION MINUTES

### DOWNTOWN DEVELOPMENT AUTHORITY MEETING

September 19, 2019

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

12:04 PM – 2:00 PM

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

Chairman Steve Carver called the meeting to order at 12:04 P.M.

DDA members present: Steve Carver, Chairman; Chad Lee, Board Member; Christian Henny, Board Member; Kevin Brady, Board Member; Jon Zalinski, Board Member; Steve Davis (City liaison)

DDA members not present: Lisa Nieslanik, Board Member, Kurt Carruth, Board Member

Non-DDA members present: Mary Elizabeth Geiger, DDA Attorney; Laura Kirk, Executive Director; John Burg; Brian Smith, Director of Parks; Lisa Denardo, Parks Maintenance

#### 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: \$260
  - b. COE: \$781.25
  - c. Debra Bullock: \$120
  - d. DHM Design: \$9,284.50
  - e. Shannon Murphy Landscape Architects: \$4,360
  - f. L+S: \$2,387.50
  - g. Gould Construction, final retainer: \$6,757.43
  - h. Garfield and Hecht: \$1,211.50
- B. Approval of Meeting Minutes:
  - a. August 20, 2019

*Christian made a Motion to approve the Consent Agenda to include the addition of the Garfield and Hecht invoice, as well as the August 20, 2019 minutes, second by Chad.*

*The Motion passed unanimously.*

**ITEM NO. 4 – 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.*

*Steve Davis recused himself from executive session.*

*Chad made a Motion to adjourn to executive session to get legal advice from the DDA attorney pursuant to § 24-6-402(4)(b), C.R.S., regarding budget and powers and legal advice in general, second by Christian.*

*The Motion passed unanimously.*

*The Board reconvened from executive session at 12:20pm.*

**ITEM NO. 5 – Review 2020 budget based on Council input:**

Laura would like an amended budget that can be discussed with Ad Hoc Committee on September 23rd then with the Council on October 3rd.

Rather than a repayment model as suggested by Council, Christian would like the Board to consider setting up a reserve fund for 6th Street (street improvement/ streetscape) to partner with the City on projects going forward. This would mean allocating approximately \$250,000 toward the design of 6th Street improvements and partnering with the City going forward to complete the project.

Steve Davis rejoined the meeting.

The 6<sup>th</sup> Street project was identified as a priority for the Council as one of the A&I projects. By partnering with the City, the DDA can support the Council priorities and help to move the 6<sup>th</sup> Street project along. The proposed approach looks forward to what we can do and how we can work with the City rather than looking back.

The Board recommended a 2020 budget that has \$248,000 for 6th Street, \$50,000 for Grand Avenue lights, \$100,000 for maintenance, \$50,000 for economic development, and \$75,000 for contingency.

As a reminder:

- Ad Hoc Committee Meeting September 23rd - Laura will send out updates after this meeting. Another DDA meeting will be held on October 1st at 3:00pm to discuss revisions to the 2020 budget if necessary after the Ad Hoc meeting.
- Council Work Session October 3rd – This could be a Council meeting. No final time has been decided yet.

- Update on 2019 budget - Laura reviewed previous minutes to see what invoices have been paid to date. \$640,000 has been spent or is earmarked leaving approximately \$21,000 of unallocated funds remaining for 2019.

Brian introduced Lisa Denardo as the new district lead for the park's area/ maintenance.

**ITEM NO. 6 – Façade Grant Request – Chadwick Building – Laura Kirk:**  
\$720 request for painting.

*Kevin made a Motion to support \$720 façade grant request; second by Jon.*

*The Motion passed unanimously.*

There was discussion regarding plaques when the DDA contributes to a façade upgrade as a way to highlight the work of the DDA. Laura will add this to the task list.

**ITEM NO. 7 – 7th Street Landscaping and Bethel Plaza – Laura Kirk:**

- Under Bridge Update – Thyme will be planted as originally proposed and where the water feature was proposed, granite pavers will be installed. The cost is approximately \$12,000.
- Dedication of Plaza, October 4th – Brian reviewed the schedule for the day. Future activation and activities were discussed as well as dedication plaque and signage.

**ITEM NO. 8 – Roundabout Landscaping – Laura Kirk:** Gould started on Monday. Council to review landscaping for one additional island, at a cost of \$15,000. This would be funded by the City.

Construction management still needs to be decided. Shannon's proposal for Shannon Murphy Landscape Architects is \$18,000 which would come from DDA funds.

*Christian made a Motion authorizing Laura to finalize negotiations with Shannon on work scope for construction management of landscape improvements at the roundabout; second by Jon.*

*The Motion passed unanimously.*

**ITEM NO. 9 – Bethel Lot**

- **ColoraDough Update – Laura Kirk:** Mary Elizabeth and Laura will work out formally terminating the lease.

*Christian made a Motion to direct Mary Elizabeth and Laura to terminate the lease with ColoraDough and attempt to collect back rent; second by Jon.*

*The Motion passed unanimously.*

Maintenance of the lot will be worked on by Brian and Laura. Dumpsters will be consolidated at the end of October.

*Jon made a Motion to put up signs, remove the picnic table, and if that doesn't work, come back and look at the idea of putting a fence up; second by Christian.*

*The Motion passed unanimously.*

Laura will look into the Kiosk idea. Kevin discussed the idea of a hotdog vendor. This will be discussed further in future Board meetings.

**ITEM NO. 10 – ANB Bank – Laura Kirk:**

- To be reviewed by Council – September 19th. Significant design changes have been made but more could be done. Steve Davis is recused from the discussion.

**ITEM NO. 11 – Coordination with City on Projects – Laura Kirk:**

- Confluence Area Master Developer RFQ – City had a grant from the EPA to do some initial design work for a park along the river. There will be a work session around the first part of October.
- Trash Compactors – Changes are beginning October 1<sup>st</sup>.
- Imagine Glenwood Update – A bicycle friendly class will be held on 9/23/19.
- Cooper Avenue – City has not moved forward with the evaluation of the parking scheme that Chrissy presented; that will happen after the budget is finalized and other City projects wrap-up.

**ITEM NO. 12 – 6th Street Design Work for 2020:**

- Survey Proposal – The utility survey for \$30,000 is included in the 2020 budget. Laura will get with Steve Boyd to see if this can be done this fall.

**ITEM NO. 13 – Future Meetings Relevant to the DDA**

- October 15th – Keeping the schedule to the 3rd Tuesday of the month is important.
- Resolution for Public Posting – This item was discussed directly after adjourning from executive session and was approved unanimously by the Board.

*Christian made a Motion to approve the resolution for public posting; second by Chad.*

*The Motion passed unanimously.*

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

*Christian made a Motion to adjourn the meeting at 2:00 pm.*