

## ACTION MINUTES

### DOWNTOWN DEVELOPMENT AUTHORITY MEETING

October 15, 2019

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

11:00 AM – 12:58 PM

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

Chairman Steve Carver called the meeting to order at 11:00 AM

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

Non-DDA members present: John Berg

#### 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. COE: \$437.50
  - b. Debra Bullock: \$135
  - c. DHM Design: \$8,412.62
  - d. Garfield and Hecht: \$2,619
- B. Approval of Meeting Minutes:
  - a. September 19, 2019

*Christian made a Motion to approve the Consent Agenda and the September 19, 2019 minutes, second by Lisa.*

*The Motion passed unanimously.*

#### ITEM NO. 4 – Carriage Proposal –

- Introduction from Eric Johnson and Taylor Menzo – Eric and Taylor were at the meeting as well as Gretchen from Community Development and Matt Nunez, City of Glenwood Springs Economics Developments Specialists. Taylor and Eric discussed Paradise Carriages, how they came about and what their business entails. They reviewed their proposed route. No

extra permitting with CDOT is necessary. Advertising/ highlighting downtown businesses were discussed. They would offer services on Friday and Saturday evenings during the dinner hour. Manure will be captured in a basket. Service is tip based and would be available in the spring and summer. Gretchen and Terri will walk the site with Eric and Taylor. Parking will be looked at. The Board was overall in favor of this concept.

**ITEM NO. 5 – General Updates – Laura Kirk:**

- 2020 Budget Approved by Council – The budget has been approved.
- Ad Hoc Committee Meeting October 21st – The committee is looking for funding sources for long term maintenance and security.
- Update on 2019 budget – Unallocated funding is approximately \$4,000. Steve Boyd is looking at anticipated revenue.
- Façade Grant Request – Chadwick Building – Laura is meeting with owners of the Chadwick Building regarding painting.
- Roundabout Landscaping – This project is moving slowly. Irrigation installation is challenging.
- ANB Bank – Chad Lee recused himself. There was discussion regarding the denial. Laura will meet with ANB regarding moving forward. P&Z work session is scheduled for the 22nd.

**ITEM NO. 6 – Bethel Lot – Laura Kirk:**

- ColoraDough Update – Chad Lee was still recused. 30-day notice for termination of the lease is in effect. As per last month’s Motion, Mary Elizabeth will make a request for back rent.

Chad Lee rejoined the meeting.

- RFQ Update – Laura has a draft RFQ. Next steps are to have Laura review with John Berg and have the DDA Board review and authorize before it goes out. Laura will send it to the Board. Laura would like Jenn, Gretchen, Matt and Mary Elizabeth to review it. Ground level should be commercial, retail or restaurant and upstairs residential. Regulation through design and specifics. Jon Zalinski, Kurt Carruth, Steve Davis, John Berg, and Gretchen will be a subcommittee to assist Laura with the RFQ. Laura will meet with Jen and Matt then bring a proposal back to the DDA. RFQ does not need to go to Council for review.

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

- Confluence Area Master Development RFQ – Jenn gave an update on confluence. Council recently had a work session. A meeting is scheduled for the 30th at 1:00PM, at which, they will come up with a scoring system. Council will then choose the development team. Laura will give a full update at the next DDA meeting.
- Trash Compactors – This is moving forward. Previous businesses with Waste Management contracts have been converted to the trash compactors. Dumpsters are being

removed by Mountain Waste this week or next then everyone will be using the compactors. There was discussion regarding putting up another fence around the lot. Laura will work with Jenn and Gretchen on this. Painting the building next to the lot was brought up.

Parking on 7th Street was discussed. Implementing any changes could be more than a year away. The Board does not support resident permit parking on 7th Street. Cooper parking could not be changed until spring. Cooper will be a follow up item for Kevin and Lisa so that when spring comes around, they are ready with a plan.

**ITEM NO. 8 – 6th Street Design Work for 2020 – Laura Kirk:**

- Next Steps – Terry, Brian, Gretchen and Laura will meet on the 23rd to discuss how to move the 6th Street project forward. They will put together an RFQ which will look at a survey of underground utilities as well as civil engineering and landscape. The scope is yet to be designed. Consultants would be contracted through the City. DDA would still be involved. The plan will need to allow for future modifications on the south side.

**ITEM NO. 9 – Comments on Plan of Development Document:** Laura reviewed some of the highlights and items that have not happened. The Plan is 18 years old and needs to be updated to reflect where the DDA is at. Mary Elizabeth reviewed her understanding and recommended the Board update the plan. She and Karl will look at funding. Laura and Mary Elisabeth will work on updates for the Board to review. Priorities, mission and goal will be looked at.

**ITEM NO. 10 – Future Meetings Relevant to the DDA**

- November 19th

**ITEM NO. 11 – Other Business:** Having Board meetings outside City Hall was brought up. Public outreach and website were discussed. No decisions were made.

*Christian made a Motion to adjourn the meeting at 12:58pm, second by Kevin.*

*The Motion passed unanimously.*