

## ACTION MINUTES

### DOWNTOWN DEVELOPMENT AUTHORITY MEETING

June 16, 2020

### ZOOM VIDEO CONFERENCE

2:03 PM – 4:05 PM

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

Chairman Steve Carver called the meeting to order at 2:00 PM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting via ZOOM.

DDA members present: Steve Carver, Chairman; Laura Kirk, Executive Director; Christian Henny, Board Member; Charlie Willman, City Council Alternate Board Member; Lisa Nieslanik, Board Member; Kurt Carruth, Board Member; Jon Zalinski, Board Member; Chad Lee, Board Member; Steve Davis, City Council Representative

DDA members not present: Kevin Brady, Board Member

Non-DDA members present: John Burg, DDA Volunteer; Mary Elizabeth Geiger, DDA Counsel; Matt Nunez, Economic Development; Jen Ooton, Assistant City Manager; Pat Miller, Events Director; Matt Langhorst; Brian Smith; Community members: Agnes Gdowski, and Matt Armentrout; Garfield County Health Representative Joshua Williams.; Angie Anderson

#### 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. DHM Design: \$6,500
  - b. Debra Bullock: \$127.50
- B. Approval of Minutes, April 30, 2020

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

*The Motion passed unanimously*

#### ITEM NO. 4 – Bethel Lot discussion:

- Pierogi Food Truck – Three items of concern were discussed: wastewater, potable water, and restrooms. The store next door has agreed to use of the restroom and wastewater and water can be accommodated by the ice cream shop. For now, due to the water

situation, the food truck will be open for only 6 hours per day. According to Joshua with the Health Department, permitting is still in the planning review phase. System improvement fees need to be checked on by Jenn Ooten. Overall, the Board felt that with a 6 month lease there would be an opportunity to re-evaluate the operations and address any potential issues. Activation of the lot was important to the Board. The lease will be amended to add compliance with County health code.

*Chad made a Motion to move forward with the Gdowski's lease subject to counsel's review and inclusion or more specific inclusions with compliance with local health code and other regulations; seconded by Christian.*

*The Motion passed unanimously.*

- Paving – Grand River proposed \$16,000, which is within the budget. This will move forward. Schedule for paving is unknown at this point.

**ITEM NO. 5 – Event Conversations:**

- City Staff and Chrissy have been discussing options for outdoor shopping on Saturdays, small scale music, and businesses staying open longer on Tuesday's during the farmer's market. Other proposals include "spread your wings", where local artists would be creating art murals on a canvas and hung around town. Chalk art event was another option. Funding and City personnel was discussed. Social distancing as well as getting people downtown and to businesses (including 6th Street) was discussed. Murals and beautification around town received support. The objective to any events is to bring people into the businesses. No action at this time.

**ITEM NO. 6 – Downtown Business Communications**

- Update on downtown business council discussions – a couple of business owners have requested a business communication meeting on a regular basis for the purposes of sharing information and communication. There was discussion regarding the City hosting something and the DDA providing support. There was concern that different areas of the downtown have different business concerns. No action at this time.

**ITEM NO. 7 – Outdoor Dining:**

- Updates – Ten businesses have been approved and several more applications have come in. These are being worked through.
- Recent common consumption policy – Policy from the Sate was included in the packet. This has limited application to Glenwood.

**ITEM NO. 8 – Wayfinding Proposal:**

- Create an additional kiosk in the downtown area highlighting the shop local theme and the local businesses – Julie Kolar submitted a proposal for \$2,400 for graphics. The City could print panels inhouse. There are three panels that can be changed out from time to

time. Currently, there is a kiosk downtown by the elevator that includes historical information and information about Bethel Plaza. The proposal included placement of one new kiosk on the 6th Street side, off the north landing. The City could build the kiosks. It could take 4 to 5 weeks to construct.

*Jon made a Motion to move forward and fund 2 more kiosks to be made by the City. Additional locations would be for Centennial and one for 7th Street, seconded by Christian.*

*The Motion passed unanimously.*

Laura will work with Julie on design, the City to print. and public works to fabricate. The ability to change out panels easily, and possibly quarterly, will be considered as part of the fabrication.

**ITEM NO. 9 – General Updates:**

- G4 Grant Program – Grants were given out to 130 businesses. This was well received.
- 6th Street Roundabout – This should be finished soon.
- Economic Development – Laura is currently working on developing the framework for what this will look like.
  - American National Bank – They have submitted drawings for a construction permit. Comments are due from the DDA by the end of the week.
  - Tree lights on Grand need to be removed. Lights will be replaced with new lights this fall. DDA is partnering with the City on this.

**ITEM NO. 10 – Board Administration:**

- Board Transitions – Still looking for applications. Kurt has applied for another 4-year tenure. The Board spoke about their appreciation for Steve Carver and the excellent job he has done during his tenure. This is his final meeting. Board positions will be discussed at the next Board meeting.

**ITEM NO. 11 – DDA Plan:**

- Plan Update – Economic development as well as promotion needs to be added to the DDA Plan. At the last Council meeting, Council supported expanding the DDA role to include economic development. Mary Elizabeth and Karl Hanlon to start talking about this role expansion.
  - A proposal to engage Downtown Colorado Inc. to assist with the update was discussed. The cost to update the plan has a cap of \$9,000. The Plan will be ultimately presented to Council. The Area Wide Plan and Brownfield Plan will be considered during the plan update.

*Christian made a Motion to move forward with the proposal from Downtown Colorado Inc., seconded by Chad.*

*The Motion passed unanimously.*

- Web Design – once the Plan has been updated, the DDA website will be updated as well.
- PR approach – Positive messaging about the DDA needs to be put out there. Everyone is in agreement.

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

- July 21st (tentative) is the next DDA meeting. Unclear if it will be in person or Zoom. 2:00 PM meeting time was discussed.
- Budget Preparation to be covered at the next meeting.

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

*Adjourned at 4:05 PM*