

ACTION MINUTES

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

July 20, 2021

ZOOM VIDEO CONFERENCE

2:00 PM – 4:00 PM

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

Kevin Brady, Board Member, 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: Laura Kirk, Executive Director; Kevin Brady, Board Member; Kurt Carruth, Board Member; Lisa Nieslanik, Board Member; Greg Keller, Board Member; Jon Zelinski, Board Member

Council members present: Steve Davis and Charlie Willman, City Council Representatives

City staff present: Jen Ooton, Brian Smith, Matt Nunez, Bryana Starbuck

General public present: Rob Gravell, Transportation Commission

ITEM NO. 2 – Public Comment Limited to 3 Minutes Per Contributor: Rob Gravell spoke about moving TDM forward and that the Transportation Commission is very much in favor of a managed parking program.

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
 - b. Debra Bullock
- B. Approval of Minutes for the Following:
 - a. June 15, 2021 DDA Board Meeting

Greg made a Motion to approve the Consent Agenda and Invoices; seconded by Kevin.

The Motion passed unanimously

Greg made a Motion to approve the Minutes; seconded by Lisa.

The Motion passed unanimously

ITEM NO. 4 – Managed Parking Discussion

- Review of Council Discussion – Laura recapped the discussion regarding managed parking, recommendations from the MOVE Study, and the Staff Report. More information was provided in the Board packet. Laura reviewed the staff report and recommendations from the study. Council asked Staff to move forward with gathering information on this topic. Bryana Starbuck spoke to public outreach, the coming schedule, and the different components of the MOVE Study.

- Discussion and Recommendations from the Board – The DDA has not taken a position yet on the managed parking. Questionnaires were discussed. DDA was not in favor of a transfer station downtown. Laura will work with City Staff to come up with questions for the public process. The DDA can respond to questions as a Board. Laura will have questions prior to the 8/16/21 meeting and prepare responses to present to Council. June 2022 is Council’s timeline to begin implementation of a parking plan, final design and elements to be determined.

ITEM NO. 5 – Cooper Alley Bollards:

- Discussion and Approval – Currently, the challenge is cars parking on the Bethel Lot. Matt Langhorst thought bollards could be done inhouse for about \$500. This would be paid for by the DDA. \$250,000 went from reserves into the 2021 budget in anticipation of it going towards 6th street. \$95,000 was all the project was going to cost which leaves \$150,000 of this money remaining. Economic development and contingency have approximately \$140,000 remaining. 2022 sales tax in the DDA district are up 25% from 2019. The DDA district is doing well, up 9% in 2021 from 2019. 2022 allocation should return to pre-pandemic status or better.

Greg made a Motion to approve working with the City to install Bollards,

There was further discussion regarding location of the bollards. One set would be placed at the Cooper entrance, and a second location would be at the “T” in the alley. The set at the Cooper entrance will be placed first then the DDA will see what happens and come back and add a second set at the “T” if necessary. The \$500 amount should be doubled to \$1,000 to allow for two sets if necessary.

Greg amended his Motion to budget \$1,000 for multiple bollards if necessary, but move forward with the \$500 now, second by Lisa.

The Motion passed unanimously

ITEM NO. 6 – Memorial Bench:

- Discussion and Approval – Laura reviewed the request from Granddaughter of Phil Gomez to place a bench in the downtown on 8th by CMC building, to honor her grandfather. An eagle bench was outlined in the packet. Parks and Recreation has a

policy on memorials. The DDA should come up with a policy before approving to keep continuity.

Chad Lee, DDA Board Member, joined the meeting.

It was recommended that Laura meet with Brian to discuss. Brian discussed their policy creating a policy to maintain consistency. Laura will meet with Brian and come back to the Board with a recommendation. The public art master plan should be considered.

Greg made a Motion to review City policy and develop a DDA policy regarding memorials, then the Board can move forward considering requests, seconded by Lisa.

The Motion passed unanimously

ITEM NO. 7 – DOLA Grant:

- Discussion and Information – DOLA Grant program assists with improvements to façades and energy upgrades and improvements for private businesses in downtown districts. The DDA and City will work with businesses to satisfy grant requirements, and then submit a packet to DOLA. Up to 1 million in grant requests. Money has to be spent by June 30, 2022. 20% match is required. Awards can be between 10k and 150k. The average award is approximately 50k. The Board interested in participating in the match and supports energy upgrades and façade improvements. Part of the application process would include DDA approval. Businesses or building owners can apply for the grant.

ITEM NO. 8 – 2021 and 2022 Project Goals:

- Preparation for 2022 budgeting cycle – Due in September.
- Develop priority list including potential projects -
 - 6th Street – Design and construction drawings are underway. By the September meeting, drawings should be available. Two grants have been applied for, no word on them yet. If they don't come through, the Board will need to discuss options.
 - Cooper Alley Upgrade – Drawings were done, and package is about ready to go. The original cost was approximately \$300,000.
 - Design for North Landing – This is potentially moving forward with conceptual design recommendations.
 - Downtown Maintenance – Ongoing conversation.
 - Cooper Street – Conversations continue.
 - Confluence process. The RFQ for master developer process was never closed. A lot of large-scale projects are happening now. The pandemic stalled the Confluence process. The land swap process is still being worked on.
 - Parking wayfinding could be part of a managed parking plan. Wayfinding was briefly discussed.
 - Parking garage maintenance and bird mitigation was also discussed.

- Dumpsters in alley on City property, and removing them from the alleys from 7th – 8th should be extended from 8th – 9th.
- Adding lighting to more alleys should be considered. Grand Avenue lighting contract needs to be looked at because some lights are out.

ITEM NO. 9 – General Updates:

- Winter Wonderland – Bay Equity wants to sponsor a holiday event to get businesses to decorate and have a competition for best decoration. Possible prizes.
- Murals – Bethel Lot mural mockups are underway. Painting the building or tuckpointing will need to be considered. Tuckpointing could happen under the DOLA grant.
- Bethel Lot Next Steps – RFQ will be deferred. Engaging a realtor was discussed. Charlie will contact Laura regarding a possible sale.
- Doc Holiday Sign – There is interest in getting the sign relit. Sign needs to stay within the orientation it is in now.
- Outdoor Dining – Reinstatement of fees will begin again in September. Parklets to continue.
- Restaurant at 6th Street – The Moonlight Restaurant is under construction and is located where the old Brew Garden was.
- Rocky Mountaineer – The first trip is on August 15th. They will be stopping in Glenwood on Sunday, Monday, Wednesday, and Thursday evenings. Restaurants closed on Sunday and Monday was discussed and is a concern. The number of passengers could range from 50 to 300.

ITEM NO. 9 – Future Meetings Relevant to the DDA:

- August 17th, – Regular Meeting – In Person, Council Chambers. Time will be moved to the lunch hour.
- TBD – Joint Meeting w/ Planning and Zoning Commission – in person?

Chad moved to *adjourn at 4:05 PM; seconded by Kevin.*