

## **ACTION MINUTES**

### **DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**August 17, 2021**

**Council Chambers**

**11:30 PM – 1:30 PM**

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

Kevin Brady, Board Member, called the meeting to order at 11:33 AM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting in City Council Chambers.

**DDA members present:** Christian Henny, Board Chairperson; Laura Kirk, Executive Director; Kevin Brady, Board Member; Kurt Carruth, Board Member; Jon Zalinski, Board Member; Chad Lee, Board Member

**Council members present:** Steve Davis City Council Representative

**City staff present:** Jen Ooton, Terry Partch, Bryana Starbuck

**General public present:** Mary Elizabeth Geiger, DDA Counsel

#### **ITEM NO. 2 – Public Comment Limited to 3 Minutes Per Contributor:**

#### **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
  - c. Pair-a-Dice
- B. Approval of Minutes for the Following:
  - a. July 20, 2021 DDA Board Meeting

*Chad made a Motion to approve the Consent Agenda and Invoices; seconded by Jon.*

*The Motion passed unanimously.*

#### **ITEM NO. 4 – Executive Session**

*Executive session for determining positions relative to matters that may be*

*subject to negotiations; developing strategy for negotiations; and instructing negotiators pursuant to 24-6-402(4)(e), C.R.S. with regard to the Bethel Lot for legal advice from the DDA's attorney, pursuant to 24-6-402(4)(b), C.R.S., regarding the same.*

*Chad made a Motion to move to Executive Session, at noted above, attendees to include DDA members, their attorney, and Steve Davis; seconded by Kevin.*

*The Motion passed unanimously.*

*The Board returned from Executive Session to the agenda items.*

**ITEM NO. 5 – Bethel Lot**

- Order Appraisal of Bethel Lot – The Board discussed putting out an RFP or listing the lot for sale and not moving forward with an appraisal. Laura has an RFP that was previously drafted which she will email to the Board for review and comment.

**ITEM NO. 6 – 2022 Budget Discussion:**

- Review of 2021 Budget Status – There are still unallocated funds within the 2021 budget. Some remaining potential projects for 2021 include the mural (\$20k), 6th Street construction documents (10k), and holiday carriage rides (\$5k). One of the 6th Street construction grants that was applied for was not awarded to the DDA; still waiting to hear on others. Reserves at the end of 2020 was one million dollars.

- 2022 Budget Plan – Laura noted that DDA loan payments will be reflected in the 2022 budget. The 2022 draft budget as included in the packet was discussed by the Board with a focus on revenues, expenses and the desired reserve balance carry forward. Expenses besides operating expenses included: \$100k (requested by Council for maintenance), continuation of loan repayments, economic development, and a contingency for projects that might arise in the future. That leaves unallocated reserve funds that can be applied to a variety of other projects including: \$175k (10%) contributed to the 6th Street construction project, upgrades to the Cooper alley, 6th Street tree lights replacement, assist with design on the north landing, trash compactor enclosure, wayfinding, and banners on Grand Avenue Bridge. The Board discussed paying off their loan balance and decided against it. There was discussion regarding the Cooper Ave. bid documents and their completion. Plans were originally drafted in 2016. The Board would like to complete those documents with 2021 budget. Prioritization of 2022 budget items will be decided at a future Board meeting and noted now as potential projects.

*Kevin made a Motion to spend up to \$10,000 from the 2021 budget to complete bid documents for the Cooper St. alley documents, seconded by Jon.*

*The Motion passed unanimously.*

**ITEM NO. 7 – Memorial Policy:**

- Discussion and Information – If anyone has any suggestions, they are to send Laura their red lines or call her.

**ITEM NO. 8 – General Updates:**

- MOVE Study – Bryanna reviewed the plan for the public meeting on September 8th, in which questions will be asked for public feedback. She will email a list of questions for DDA review and comment.
- Winter Wonderland – Laura is continuing to meet with the Chamber representatives concerning holiday themed events.
- Murals – Laura will have two mockups and another meeting in late August, after which she will come back to the Board in September. Murals would be removable.
- Doc Holiday Sign – Previously approved as non-conforming due to the size. The sign needs landmark status in order to be lit again. The sign code changed in 2018.
- Rocky Mountaineer – Good turnout for the opening day.

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

- September 21st – 11:30 AM – 1:30 PM.
- Council Budget Work Session – August 19th, 3:00 PM – 5:00 PM, time

TBD

Chad moved to *adjourn at 1:30 PM; seconded by Kevin.*