

ACTION MINUTES

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

March 16, 2021

ZOOM VIDEO CONFERENCE

2:00 PM – 4:00 PM

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

Christian Henny, Board President, called the meeting to order at 2:04 PM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting via ZOOM.

DDA members present: Christian Henny, Board Chairperson; Chad Lee, Board Vice Chairperson; Laura Kirk, Executive Director; Lisa Nieslanik, Board Member; Jon Zalinski, Board Member; Greg Keller, Board Member.

Council members present: Charlie Willman, City Council Representative

City staff present: Jen Ooton, Brian Smith; Pat Miller; Debra Figueroa; Terri Partch; Matt Nunez; Matt Langhorst; Steve Boyd

Public present: Angie Anderson from the Chamber

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. Garfield & Hecht
- B. Approval of Meeting Minutes from February 16, 2021.

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

The Motion passed unanimously

ITEM NO. 4 – Homeless Strategies – Debbie Wilde:

- Discussion – Debbie gave a presentation of a new initiative regarding the homeless situation which included systems and structures in place and making best use of

resources. Proactive responsiveness and an individual approach were discussed as was eviction prevention and the American Rescue Act. Community engagement and dealing with difficult behaviors were discussed. Building a continuum for substance abuse recovery task force team and a jail to community transition was also discussed. Feedback was given by the Board.

ITEM NO. 5 – 2021 Financial Update:

- Preliminary Sales Tax Update for 2020 – The 2020 City sales tax receipts came in around \$250,000. We had estimated \$0 in sales tax receipts for our 2020 budget, so this represents a boost to our projections.

The 2021 budget had included revenues from property taxes and \$200,000 from reserves, for a total budget of \$315,000. With a supplemental budget request to Council the additional sales tax funds will allow the DDA to do additional things in 2021.

In 2019, the DDA Reserve balance was \$565,000. The carry over reserve balance from 2020 was an additional \$440,000, which brings the reserve balance to approximately one million dollars. With some of the reserves allocated to the 2021 budget, and some of the reserves allocated to continued loan repayments, the projected reserve account at the end of 2021 is \$715,000.

There are still two loans outstanding to the City related to the parking structure. At the end of 2020, the DDA's total debt was \$260,000.

Laura reviewed projects that were "shovel ready" and the possibility of grants. The 6th Street project from Pine to Laurel was discussed as a potential project to move forward. Based on previous estimates, \$250,000 should be a reasonable amount to finish the design for this section of 6th Street. Designing in sections and getting prices broken down that way was discussed favorably.

An amount the DDA wanted to keep in their reserve account was discussed and it was decided that \$580,000 was a reasonable minimum reserve fund balance. Projections indicate that we have sufficient funds to cover that minimum.

Chad made a Motion to work with the City to put out an RFP from Pine to Laurel; seconded by Greg.

The Motion passed with one opposed by Jon Zalinski.

In a second motion, the Board discussed a request for a supplemental budget request to cover the 6th Street design costs.

Chad made a Motion to allocate \$250,000 in the supplemental 2021 budget to a line item for \$250,000 for the design of 6th Street; seconded by Greg.

The Motion passed with one opposed by Jon Zalinski.

- Cooper Avenue and the alley between Cooper and Grand were discussed as another potential project down the road. The cost for the alley is about \$400,000 and was previously identified as a high priority goal. If there is grant funding, the alley project could be proposed. The Board decided not to move forward with Cooper this year.
- State and Federal Funding – There are grants available as discussed earlier in the meeting.

ITEM NO. 6 – Funding Requests:

- Façade Grants
 - Daily Bread – There may be a request coming from Mark next month for \$5,000.
- Carriage Rides – A different route has been discussed with the City. The City is including a \$5,000 request for the carriage rides in a grant application to CDOT. Taylor with the carriage company is also looking into business sponsorships. The DDA may be asked for a match at a later date.

ITEM NO. 7 – Summer Tourist Train – Rocky Mountaineer:

- S/M and W/T Schedule – The Train will run from Denver to Glenwood then from Glenwood to Moab. The season runs from August to November 19th. For this year the number of people riding the train could be 300 – 400 per week and then for future years as we move out of the pandemic, that number could double, and the season could extend for 6 months.
- Retail and Restaurant Hours of Operation - Sunday and Monday, then Wednesday and Thursday will be the days guests will be in town.
- Getting the Word Out – Planning and being proactive was discussed.

ITEM NO. 8 – Parking in Downtown

- Overnight Parking of RVs and Campers – At the old sewage treatment plant parking lot, people are camping. On Cooper there are also campers spending the night. The City ordinance against this was discussed and not clear. Jen to reach out to the Chief to put on their radar.

ITEM NO. 9 – Work Session with Council Agenda Items:

- Discussion on Potential Agenda Items – Laura reviewed proposed agenda items and asked for input from the Board. DDA involvement in events in the downtown core will be added, as will transportation including bike / scooter share.

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

- April 6th, 6:00-7:30 – Joint Meeting w/ Planning and Zoning Commission

- April 20th, 2:00-4:00 – Annual Work Session with Council
- April 20th, Paid Parking Discussion
- May 20th 3:30-4:15 – Annual Work Session with Council

Chad moved to adjourn at 4:00 PM; seconded by Jon.