

## ACTION MINUTES

### DOWNTOWN DEVELOPMENT AUTHORITY MEETING

April 20, 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 2:00 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; Jon Zalinski, Board Member; Kevin Brady, Board Member Kurt Carruth.

**Council members present:** Charlie Willman, City Council Representative

**City staff present:** Jen Ooton, Terri Partch; Matt Langhorst

#### 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. Blizzard Press

*Kevin made a Motion to approve the Consent Agenda with changes; seconded by Kurt.*

*The Motion passed unanimously*

#### ITEM NO. 4 – Paid Parking

- Debrief of Morning Session – Laura attended the morning session. Owners would like to understand more about how paid parking will impact employees. Overall strategy should be looked at. There was discussion regarding a new parking garage and the condition of the existing one.
- Role of DDA in the Process – DDA to make a recommendation/consideration for Council.
- Discussion –Transportation connectivity was discussed. The previous

studies were discussed as were parking enforcement issues, and tiered parking prices, and free short term (15 minutes) parking. DDA would like to see revenue generated from paid parking used to pay for enforcement and a future garage. Residential parking and private parking lots were also discussed. A decision to have paid parking has not been finalized, more to come.

**ITEM NO. 5 – 6th Street RFP/Grant Request:**

- Discussion – The RFP has been issued. A preproposal meeting is tomorrow and another one at the end of the week. Submittals are due by May 7th with Council approval on the 20th. State and federal funds may be coming available and we want to move the design forward. 6th Street may be recommended as the project for the CDOT grant proposal of two million dollars to cover construction costs. Drawings are a must for the timeline.

**ITEM NO. 6 – Summer Events:**

- Tourist Train – Rocky Mountaineer
  - S/M and W/T Schedule – The season right now is August through November. The concern is having businesses open when the train passengers are here. Getting the Word Out - Personal business outreach may be necessary.
  - Berry Days – This event will take place this summer instead of Strawberry Days. Details are still being worked out.
  - 4th of July - There will not be fireworks. Conversations are happening now about any events.

**ITEM NO. 7 – Lease for Bethel Lot:**

- Approval to Negotiate Lease Extension with Mama Pierogi - Currently, there are no new opportunities to activate this space. Agnes has been a great ambassador. Laura has not received any negative comments from other business owners or the City. Having two trucks on the lot were discussed. It could be an option in the future.

*Chad made a Motion to direct Laura to enter into negotiations with Mama Pierogi to extend the lease at the current rate of \$500 a month or with a CPI increase; seconded by Jon.*

*The Motion passed unanimously.*

**ITEM NO. 8 – 2021 Funding Requests:**

- Façade Grants –
  - Daily Bread - Mark is requesting a façade grant as part of his renovation project. Mark joined the call and reviewed his project. The City still needs to review the project. Daily Bread owners are open to DDA input.

*Jon made a Motion to approve the Daily Bread façade grant, with Laura monitoring to make sure it meets the requirements; seconded by Kevin.*

*The Motion passed unanimously.*

- 818 Grand Avenue – Information was provided in the packet. The building façade will be more in keeping with its historical look. A \$5,000 request is being made.

*Kevin made a Motion to approve the 818 Grand Avenue façade grant, with provided receipts; seconded by Jon.*

Jon brought up the fact that the DDA should have a small plaque at a location where façade grants have been given. Additionally, it should be put on the website.

*The Motion passed unanimously.*

- Carriage Rides – CDOT awarded a \$5,000 grant. Taylor is in process of seeking another \$5,000 in sponsorships from the businesses downtown. Rides will be provided mostly on Saturday and Sunday, and possibly a night when the train is in town. Economic development would be the part of the budget that could fund this.

*Chad made a Motion to approve the request for \$5,000 for carriage rides this summer; seconded by Kevin.*

*The Motion passed unanimously.*

- Discussion and Approval - The Board was in favor of the carriage rides. There was concerns about rides during high traffic times along 8th Street.

**ITEM NO. 9 – Western Hotel Application:**

- Discussion and Comment – Gretchen would like comments by the end of the month. The application includes the addition of eleven studio and one bedroom units. Kurt and Laura to get together to make comments. Onsite parking is not required per the code.

**ITEM NO. 10 – Banners:**

- Banner Replacement Plan – Banners are getting worn out. Parks Dept. is working on historic replacement banners. It doesn't include the parking garage or community center. Proposals will be submitted to the Board on May 18th.

- Banners on Grand Avenue – Cost and installation is an issue. There are 24 banners. Metal banners cost approximately \$100,000.

- Discussion – The Board needs to discuss if this is a priority or not. If it is, the project needs to be budgeted and finished or the banner posts should be removed from the poles.

**ITEM NO. 11 – Other Updates:**

- Kiosks– Locations are 7th and Cooper and Centennial Park.
- Murals – NEA Grant to do murals on Cooper and the alley between Grand

and Cooper was denied. The owner of the building adjacent to the Bethel Lot would like to commission a mural and would like the DDA to contribute funds that were slated to match the NEA Grant funds. The Board is open to the idea provided they get more information.

- Hospitality Training with David Aaker on May 18th - The Chamber and Tourism Board are hosting this to support staff growth at Glenwood businesses.
- Some Trees in front of the new American National Bank will be coming down. Some locals are unhappy about this.
- Laura is working with Linda DuPriest on bike share program.
- 7th Street and Blake is a hazardous pedestrian crossing intersection. The DDA can send a suggestion to Matt Langhorst. Possible 3-way stop was discussed.
- Cleaning the parking garage was discussed. Laura to send email to Brian Smith.

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

- TBD – Joint Meeting w/ Planning and Zoning Commission
- April 20th – Paid Parking Discussion
- May 18th, 2:00 – 4:00 – Regular Meeting
- May 20th 3:30-4:15 – Annual Work Session with Council

Chad moved to *adjourn at 4:03 PM; seconded by Jon.*