

## ACTION MINUTES

### DOWNTOWN DEVELOPMENT AUTHORITY MEETING

May 18, 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; Lisa Nieslanik, Board Member; Greg Keller, Board Member

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

**City staff present:** Lisa DiNardo, Jenn Ooton, Terry Partch, Debra Figueroa, Pat Miller

#### 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
- B. Approval of Meeting Minutes for the following:
  - a. March 16, 2021
  - b. April 20, 2021

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

*The Motion passed unanimously*

#### ITEM NO. 4 – Banners

- Banner Concepts – Lisa DiNardo updated the Board regarding fabrication of new banners around the town. Proposed banners would be 2' wide by 3' long and be either fabric or vinyl. Photos on the banners will be local historical photos, in landscape format, that will provide dates photos were taken. This is a City budget related item, not the DDA.

- Discussion

**ITEM NO. 5 – Paid Parking Update:**

- Discussion – No new information at this time. Angled parking and elimination of the no parking area in front of the Glenwood Adventures area was discussed. Terri mentioned that it could be looked at again, but delivery trucks could still be an issue. Leases for parklets are still in force for this summer.

**ITEM NO. 6 – 6th Street RFP Update:**

- Discussion – The deadline for submittal of engineering and construction drawings was yesterday; three submissions were received, and all were within the budgeted amount. Review and evaluation will take place by City staff and Laura; then they will come before Council two weeks after that. Funding of implementation could be supported by the CDOT grant process. Paperwork for the grant has been submitted and a decision should be made in a few weeks.

**ITEM NO. 7 – Planning and Zoning Workshop Update:**

- Discussion – A joint work session with P&Z looked at balancing incentives and codes to attract and keep businesses that add to the vitality to the downtown. Laura included a summary in the meeting packet. P&Z would like input from the DDA. Board members should email Laura with ideas. The possibility of increasing the façade grants was discussed along with revitalization areas. This will be added to a future agenda.

**ITEM NO. 8 – Council Workshop on Thursday May 20th:**

- Review discussion topics – Some talking points were included in the meeting packet along with priorities in 2021. The Board discussed and considered lack of employees, law enforcement, paid parking, housing, food trucks, permitting and application process made easier.

**ITEM NO. 9 – Event Trailer on Bethel Lot:**

- Discussion and Approval – Pat Miller asked to park his 6’ x16’ trailer for seven weeks from July 1st through August 14th. On July 2nd through August 13th, on Friday’s from 5:30 PM – 7:00 PM, there will be live music on 7th Street.

*Greg made a Motion to allow Pat Miller to park his trailer on the Bethel Lot July 1st through August 14th, free of charge; seconded by Jon.*

*The Motion passed unanimously.*

**ITEM NO. 10 – Other Updates**

- Board Seat – Chad Lee’s Board term expires in June. Chad would like to retain his seat. He will resubmit an application.
- Carriage Rides – Taylor would like to be in front of Bullock’s. From 3:00

– 6:00 on weekends. The Board wasn't in support of carriage loading at 8<sup>th</sup> and Grand. Other locations suggested were on Cooper in the yellow zone as well as on 7<sup>th</sup> under the bridge. Water sources for the horses was discussed.

- Murals – The owners of the building next to the Bethel lot are offering the side of their building for a canvas mural. A committee is to be established including Arts and Culture, DDA, Pat Miller and Jen or Gretchen. This would be a pilot project. Jeremy would work out the proposal and cost. Is the DDA willing to provide \$500 for concept generation with Jeremy? The City is looking at a similar match. Kevin and Kurt volunteered to serve on the committee.

*Lisa made a Motion to allow \$500 to work with Jeremy to develop mural concepts; seconded by Kevin.*

*The Motion passed unanimously.*

- Hospitality Training with David Aaker on May 18th

**ITEM NO. 11 – Future Meetings Relevant to the DDA:**

- May 20th, 3:30-4:15 – Annual Work Session with Council.
- May 25th – Planning and Zoning Review of Western Hotel
- June 15th, 2:00 – 4:00 – Regular Meeting – in person?
- TBD – Joint Meeting w/ Planning and Zoning Commission – in person?

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