

## ACTION MINUTES

### DOWNTOWN DEVELOPMENT AUTHORITY MEETING

June 15, 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; Laura Kirk, Executive Director; Kevin Brady, Board Member; Kurt Carruth, Board Member; Lisa Nieslanik, Board Member; Greg Keller, Board Member

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

**City staff present:** Jen Ooton, Linda DuPriest, Yvette Gustad, Matt Langhorst

**ITEM NO. 2 – Public Comment Limited to 3 Minutes Per Contributor:** Steve Davis spoke as a member of the public regarding the poor condition of the Smoke restaurant alley. Laura Kirk to follow up with the City.

#### **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

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

*The Motion passed unanimously*

Laura requested that the Board approve the Minutes from the May meeting as well as Debra Bullock's invoice for transcription.

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

*The Motion passed unanimously*

#### **ITEM NO. 4 – Managed Parking Update**

- Review of MOVE Study Recommendations – Laura included updates as part of the packet. This information will also go to Council in July. A survey of the downtown employers and employees will be collected this week. Council will have a work session to discuss this topic then Council will be asked if they want to move forward with continued discussion. If the discussion moves forward, the DDA will provide input at the August Council meeting.
- Schedule for Discussion – Council to review on July 15th, DDA will discuss at the July 20th meeting, at which a Transportation Commission representative may attend.
- TDM survey– Transportation Demand Program. Linda DuPriest spoke about the survey to obtain information so a program could be created around employee’s needs.
- Discussion – There is a lot of information to review. Christian recommended the Board review it carefully. Paid parking as a deterrent and/or fund raiser was discussed. Program costs, investments and enforcement were also discussed.

#### **ITEM NO. 5 – 6th Street RFP Update:**

- Discussion – High Country Engineering’s proposal has been accepted at a cost of \$91,600. Council approval is pending. Through CDOT, the City has applied for a grant for construction.

#### **ITEM NO. 6 – 2021 and 2022 Project Goals:**

- Revenue for the 2021 budget should be in the neighborhood of \$575,000. Sales tax revenue is up 55% as of January this year and the revenue stream is on pace to beat 2019. 2022 budget should be back to where the budget was been before the pandemic.
- Develop Priority List Including Potential Projects Plus Others –
  - 6th Street Construction – Construction documents should be available by November. A&I funds have been set aside as well as the Grant proposal. The DDA may also want to contribute.
  - Design and Construction – What should happen with the north landing area?
  - Cooper Alley – There are maintenance and parking issues right now. Improvements to make it more pedestrian friendly were discussed. Preliminary construction plans have already been done (\$200,000 for improvements) but bringing people to Cooper in a shorter time frame should be discussed. Trash issues and bollards should be looked at. Matt Langhorst will get updated quotes for camera installation.
  - Discussion – Improvements to Cooper between 7th and 8th should be added to the DDA’s radar. Other priorities could include maintenance assistance and enticing customers to Cooper via 7th Street. There was discussion about putting out an RFP for the Bethel Lot. Laura has been working with Matt and Jenn regarding economic development issues.

#### **ITEM NO. 7 – Request to Relight the Doc Holiday Tavern Neon Sign:**

- Request from Citizen – The request was included in the packet. The Preservation Commission is going to make a formal request to the DDA for assistance. Steve and Charlie provided a brief history. The Board is in support of looking into what it would take to get the sign lit again.

**ITEM NO. 8 – General Updates:**

- Carriage Rides – Loading and unloading is happening on 7th under the bridge.
- 6th Street New Restaurant– The Brew Garden’s old space will be a restaurant.
- June 22nd Mobile Vaccine Clinic – To be held on the same night as the farmer’s market. A temporary parking space will be used.
- New Banners – Banners have been ordered.
- Moving Towards Solutions Sessions – Debbie Wilde is putting these on. They have been well attended.
- Imagine Glenwood – take a minute campaign – Several letters to the editor have been published.
- Murals – Concept development of a mural on the Bethel Lot wall was previously discussed. The owner is not willing to paint the wall to allow for better façade development. This discussion will continue to move forward with or without the owner contributing financially.

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

- July 20th – Regular Meeting
- TBD – Joint Meeting w/ Planning and Zoning Commission – in person?

Kevin moved to *adjourn at 3:41 PM; seconded by Kurt.*