

## ACTION MINUTES

### DOWNTOWN DEVELOPMENT AUTHORITY MEETING

July 21, 2020

### ZOOM VIDEO CONFERENCE

2:03 PM – 3:42 PM

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

DDA Director, Laura Kirk, called the meeting to order at 2:03 PM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting via ZOOM.

DDA members present: Laura Kirk, Executive Director; Christian Henny, Board Member; Lisa Nieslanik, Board Member; Jon Zalinski, Board Member; Chad Lee, Board Member; Charlie Willman, City Council Alternate Board Member; Kevin Brady, Board Member

DDA members not present: Steve Davis, City Council Representative

Non-DDA members present: Kurt Carruth; Mary Elizabeth Geiger, DDA Counsel; City Staff included Matt Nunez; Yvette Gustad; Jen Ooton; Matt Langhorst

#### ITEM NO. 2 – Public Comment Limited to 3 Minutes Per Contributor: None.

#### 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 and Hecht
  - d. Shannon Murphy Landscape Architects
- B. Approval of Minutes May 28, 2020 and June 16, 2020

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

*The Motion passed unanimously*

#### ITEM NO. 4 – Board Transition:

- Board Roles – Roles that need to be filled are, Chairman (formally Steve Carver), Vice Chairman (currently Chad Lee), and Secretary (currently Laura Kirk). Laura Kirk will continue as the Secretary.

*Chad made a Motion to nominate Christian Henny as the new Chairman; seconded by Jon Zalinski.*

*The Motion passed unanimously.*

*Christian made a Motion to nominate Chad Lee in the continued role of Vice Chairman; seconded by Lisa Nieslanik.*

*The Motion passed unanimously.*

There are two Board member openings. Kurt Carruth and Greg Keller have submitted applications. New DDA members must be interviewed and approved by Council. Board diversity was discussed. Charlie will see if he can get approval of new members on the agenda at the first Council meeting in August.

- Recruit New Members – There was discussion regarding having a CMC student as a nonvoting member of the Board. Community outreach was discussed. Updating or shutting down the DDA website was discussed. Laura will look into this.

**ITEM NO. 5 – Budget Review:**

- 2020 Budget Status – The budget is trending well. Promotional assistance and contingency for reserves have not been spent in 2020, and professional services is under budget. There is \$261,000 that has not been committed to other projects. (Kevin Brady, Board Member, joined the meeting) Laura discussed the possibility of assisting in extending the restaurant season after outdoor dining is closed, via outdoor heaters. Also discussed was retailer support for online presence. Fall tree lighting replacement and downtown maintenance is still receiving funds from the 2020 budget. Maintenance funding was discussed.

- 2021 Budget Process – Possibly roll some of the unallocated funds from 2020 into the 2021 budget in the reserve account. Laura and Yvette reviewed a preliminary draft budget. The DDA is funded from the TIF tax. Glenwood’s base year is based on the City collecting 1.9 million in sales tax. Any proceeds above that are split 50% City and 50% DDA. There is a possibility that the City will not get to the base amount. DDA property tax TIF is approximately \$115,000.

In considering the 2021 budget, Laura is proposing a significant reduction in operating expenses for 2021. Other on-going expenses include loan interest (2 landfill loans, total balance due is \$259,000, satisfied in 2022 and 2025) and interfund cost of services (charged to funds to cover admin. expenses) were explained by Yvette.

A 2021 DDA budget of \$584,000, is aggressive. Reserves have been built up to around \$557,000. The Board will need to decide how much of the reserve balance they would like to allocate to the 2021 budget.

Laura discussed some possible projects that could be budgeted in 2021. Infrastructure project

grant funds and conserving reserves was discussed by Christian. Reducing the amount of DDA meetings were discussed. Economic development was discussed. Laura will have some proposed budget numbers for the next Board meeting to be decided on.

- September 17th is when we will discuss the 2021 budget in a work session with Council.

**ITEM NO. 6 – Bethel Lot**

- Food Truck – The truck has arrived in Glenwood. Final health inspections should happen next week. Projected time the truck is on the lot is August 1st.
- Paving – Waiting for an opening the Rippy’s schedule.

**ITEM NO. 7 – Mural Proposal:**

- Wing Mural – Chrissy at the Homestead has been working with local artists to place murals on the back of Treads’ building and one on the Hotel Denver. \$2,000 proposed for both murals. Laura and Jen Ooton have met with the City and the Art’s Committee to discuss a mural grant from the National Endowment of the Arts. Grant would be \$40,000, with some sort of match. Approval can take a year.

*Chad made a Motion to allocate \$2,000 to the Wing Mural project; seconded by Christian, Jon recused himself.*

*The Motion passed unanimously.*

**ITEM NO. 8 – DDA Plan Update:**

- Process and Schedule – Kat with Downtown Colorado Inc, has put together an advisory committee consisting of 3 advisors; Matt Ashby, DDA Director for Town of Windsor; Kimberly McKey, DDA Director for the Town of Longmont; and Brandon Stam from Grand Junction. These members will be attending the August 18th Board meeting. Laura to invite City Council members to this meeting. September 2nd would be a 2-hour planning session. One or two DDA members should be present. City and Chamber staff would be helpful to be present as well. October 20th, DDA meeting to review the plan. November 17th roll out the Plan at the DDA meeting.

**ITEM NO. 9 – General Updates:**

- Recreation Economy for Rural Communities Event – Grant received from the EPA called Recreation Economy for Rural Communities which looks at building on the recreational economy. The workshop is scheduled for August 10-12 – with 7-8 sessions over a 3-day period.

- 6th Street Roundabout – Laura shared a link to drone images of the roundabout. The project is finished, and the numbers came in under budget.

- Wayfinding – Kiosk signage is moving forward with the designer (Julie). It should be ready to roll out in the next month or so.

Christian shared revenue percentages provided by Yvette later in the meeting; Lodging 38%; Restaurants/Bars/Catering 36%; Gas Stations/Car Dealers/Parts & Wash 6.2%; Apparel 3.8%; Marijuana 2.9%; Recreation and Amusements 2.3%.

Jon wanted to discuss communal dumpsters behind the Treads building. Matt noted this is not in the budget for 2020 or 2021. Compactor cost is approximately \$30,000 - \$35,000 each. 2 compactors and 2 trash bins in that area would cost approximately \$60,000 - \$70,000.

There are 10 public parking spots in the CMC garage that the bank previously used. They are marked with City signs identifying them. After 6:00 PM, all spots are available to the public. City to look at extending the agreement with CMC for a longer time period to meet the current need.

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

- August 18th, 2:00-4:00

**ITEM NO. 13 – Other Business:** None

*Adjourned at 3:42PM*