

ACTION MINUTES

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

March 27, 2020

ZOOM VIDEO CONFERENCE

1:05 PM – 3:10 PM

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

Chairman Steve Carver called the meeting to order at 1:05 PM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting via ZOOM. The meeting Notice was posted onsite at City Hall.

DDA members present: Steve Carver, Chairman; Laura Kirk, Executive Director; Lisa Nieslanik; Board Member; Jon Zalinski, Board Member; Kevin Brady, Board Member; Christian Henny, Board Member; Chad Lee, Board Member; Charlie Willman (City Council Alternate Board Member); Steve Davis, City Council Representative

DDA members not present: Kurt Carruth, Board Member

Non-DDA members present: John Burg, Jen Ooton, Assistant City Manager; Terri Partch, City Engineer; Mary Elizabeth Geiger, DDA Counsel; Steve Boyd, Finance; Matt Langhorst, Public Works; Gretchen Ricehill, Community Development

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.

- Approval of Invoices for the Following:
 - Debra Bullock: \$127.50
 - DHM Design: \$7,818.97
 - Garfield and Hecht: \$570.50
 - DHM Design: \$4,942.65
 - Garfield and Hecht: \$385.00
- Approval of Meeting Minutes:
 - January 17, 2020

Christian made a Motion to approve the Consent Agenda and the January 17, 2020 Minutes, seconded by Kevin.

The Motion passed unanimously.

ITEM NO. 4 – Ways for the DDA to support the downtown businesses:

- Weekly economic development call – City initiated call where businesses are welcome to call in weekly, on Friday's, at 9:00 AM.
- Weekly call with Colorado's Downtown Colorado Inc, (DCI)– Laura attends this call every Thursday at 9:00 AM. Laura brings information from this call to the City's weekly economic development call.
- To support the downtown businesses, the Board discussed reallocating money from the 2020 DDA Budget. A number of ideas were discussed including the following.
- Supporting a gift card program – The Board discussed the possibility of using gift cards or actual certificates to save the card fees. There was discussion regarding the DDA subsidizing a program like this.
- Assistance with loan programs - Loans to small businesses in the downtown core were discussed as well as a means of providing immediate assistance.
- Other suggestions included: grant projects, assistance with utility bills, percentages off sales, and increased community events.
- Reallocating money from the 6th Street RFP was also suggested.
- Steve Boyd explained that the 2020 DDA budget should be ok, but the 2021 budget will be impacted by the current economic situation.

ITEM NO. 5 – 6th Street RFP:

- The Board also discussed whether to hold or move forward with the 6th Street RFP.
- \$250,000 is allocated to the RFP.
- There was discussion about reallocation of this line item and future construction and funding for this project.
- Laura reviewed other line items in the budget that might be able to be reallocated to support the downtown businesses through the current situation.

Christian made a Motion to defer the decision on 6th Street for up to 90 days; Laura will review the DDA budget to look at \$100,000 to \$150,000 and provide the DDA with a proposal for economic development/ economic recovery; Laura to come back to the Board in 1 – 2 weeks with ideas and suggestions on how to use that money to save businesses and rebound the downtown when everyone gets past the COVID-19 emergency; seconded by Lisa.

Laura will come back to the Board in 1 to 2 weeks with additional information on this item.

The Motion passed unanimously.

ITEM NO. 6 – Cooper Avenue Meeting Recap:

- The Board discussed a recap of a meeting with the Cooper Ave businesses on 3/11
- There was a good turnout for the meeting with productive conversation. More meetings among the business owners to follow.

- Parking recommendations – Angled on one side and parallel on the other (as it used to be) seems to be the way owners are leaning. Deliveries were discussed. This alternative is also acceptable to the City.
- Next Steps checking back with the businesses to see if we have consensus to move forward.

ITEM NO. 7 – Review of Sundae Façade Request:

- Façade discussion – Kent Bidel noted that construction will hopefully be completed on his new business in 6 weeks. The façade improvements will include new paint, an awning sign and a lighted neon sign.
- Request for two grants – Cream and Sugar LLC dba Sundae. Cream and Sugar is the tenant and they are doing the main sign as well as the graphic design and mockup fees. 723 Grand Avenue LLC owns the building. The property owner will be responsible for the fixed elements of the building. An application has not been submitted yet. Each entity is asking for a \$5,000 grant. After discussion, the Board approved one application and was in favor of the design. The Board did not like the precedent of approving two applications for the same building.

Christian made a Motion to have Laura work on a single façade grant application for Sundae Artisan Ice Cream, seconded by Jon.

The Motion passed unanimously

ITEM NO. 8 – Bethel Lot Discussion:

- Management of the lot and who is responsible for what needs to be worked out to identify lines of responsibility between the City and the DDA. Management by the DDA will need to be the responsibility of either a property management company or a future tenant or some combination of the two. Mary Elizabeth and Laura to work on an IGA with the City.
- Food truck - Agnes and Rafal Gdowski own a food truck that they would like to park on the Bethel Lot. They would like to display photos for sale as well. Laura reviewed the previous lease for a food truck on this lot with the Gdowskis. Hours of operation would be lunch and dinner, year-round. Truck would stay onsite. 6-month lease was discussed as well acceptable lease arrangements.

Jon made a Motion to have Laura and Mary ELizabeth negotiate a lease with the Gadeski's for operating on the Bethel Lot for approval by the DDA Board, seconded by Jon.

The Motion passed unanimously

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

- Discuss date and time – April 9th, 1:00 PM

ITEM NO. 10 – Other Business:

Adjourn at 3:10 PM