

ACTION MINUTES

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

April 30, 2020

ZOOM VIDEO CONFERENCE

1:01 PM – 3:31 PM

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

Chairman Steve Carver called the meeting to order at 1:01 PM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting via ZOOM.

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

DDA members not present: Kurt Carruth, Board Member

Non-DDA members present: John Berg, DDA Volunteer; Lisa Langer, Tourism Board; Cindy Svatos, Angie Anderson, Chamber; Matt Nunez, Economic Development; Steve Boyd, Finance; Lari Goode, Pullman Restaurant; Jen Oton, Assistant City Manager; Pat Miller, Events Director; Michael and Monica from Hanging Lake Inn; Paula Stepp; Gretchen Ricehill, Community Development; Sue Sharp from Confetti; Matt Langhorst

ITEM NO. 2 – Public Comment Limited to 3 Minutes Per Contributor: Michael and Monica wanted to request that DDA grant include the hotel and motel sector of the community.

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: \$5,821.45
 - b. Garfield and Hecht: \$799.50

Christian made a Motion to approve the Consent Agenda, seconded by Chad.

The Motion passed unanimously

ITEM NO. 4 – Economic support discussion:

- Get Glenwood Going Campaign – Working with the City, Chamber, and Tourism

short- and long-term to support the community through promotional ideas, grants, reapproving the sales tax rebate program, revolving loan fund, and getting information out to the community regarding protocol for reopening businesses. \$100,000 of the DDA budget has been reallocated from the economic and contingency funds to the grant program. The Chamber submitted a \$100,000 grant proposal to financial advisory board which was recommended for approval. The City has requested to match with \$100,000, for a total of \$300,000 for a grant program.

- Council discussion, May 7th
- Promotional Options - \$50,000 Allocation
 - Business kick start fun
 - Enjoy Glenwood Community Gift Card Program – Lisa Langer discussed a summer stimulus package. Value card promotion for someone who books a 2-night stay. \$50,000 has been requested from the City from the tourism promotion reserve funds along with a possible match from the County. Matches will go to the gift card program. Lisa reviewed the scope of the promotion. Shop Glenwood gift cards were discussed by Angie. Programs would be funded separately.
 - Discussion with Pat Miller on City event strategy – Some events may be cut, and sponsor contributions refunded. There will be budget cuts. Pat does not know what the event future looks like. Farmer’s market has submitted an application. Cindy Svatos is working with the public health department and City. June 23rd will be the open date.
- Grant Program - \$100,000 Allocation
 - Review and approve DDA application for rental assistance program – Eligibility and partnering was discussed. Board discussed application and award process. Money would be pooled with other funds and \$100,000 would be allocated within the DDA boundary. Money could be used for more than just rent, i.e. utilities.

Christian made a Motion to move forward with 100,000, towards preferably businesses providing sales tax services, to improve vibrancy, restricted to rent, mortgage interest payments or utilities, not operations, and to work collaboratively with other partners that are working to do such things; seconded by Chad, conditional upon the DDA’s attorney review.

The Motion passed unanimously.

ITEM NO. 5 – AMEND 2020 BUDGET:

- Update – An amended budget was included in the packet. Steve Boyd discussed the contingency and economic development funds of \$150,000. DDA is \$300,000 ahead in the 2019 budget. Negative residual was eliminated, and things are getting cleaned up. 2021 budget will be impacted due to lack of sales taxes in 2020. Reserves may need to be dipped into in the 2021. This will be considered in next year’s budget.

ITEM NO. 6 – Board Administration:

- Board transitions – Steve Carver’s term is up and he has termed out. Kurt’s term is up, but he will reapply. New Board officers will need to be elected

- Review of Contracts – Debra Bullock does not have a letter of engagement. Laura will proceed with initiation of contract. Garfield and Hecht through Mary Elizabeth Geiger had a preceding letter of engagement.

ITEM NO. 7 – Outdoor Dining Options:

- Discussion – Seating outside of the restaurants on 7th Street was discussed. The DDA was in favor of supporting this. Closing a portion of 7th Street for the summer was discussed. Creating an entertainment district will not be able to be accomplished this summer.

Jon made a Motion for the DDA to move forward in drafting a letter to City Council to approve the idea of extending dining space out to 7th Street, for the restaurants on 7th Street, from Cooper to Colorado, and have 7th Street temporarily closed until the end of June, with the Farmer’s Market cooperating with the restaurants, to have more seating for restaurants; seconded by Christian.

The Motion passed unanimously.

Jon made a Motion to suggest to City Council that the rental space in front of the restaurants that go north south on Grand Avenue from 7th Street to the Alley between 7th and 8th, to extend their seating under the bridge as long as it does not impeded sidewalk traffic, through the end of June; seconded by Christian.

The Motion passed unanimously.

Jon made a Motion to keep pursuing the entertainment district under the bridge; seconded by Kevin.

The Motion passed unanimously.

ITEM NO. 8 – Cooper Avenue Striping:

- Update – Laura has been working with Ken Murphy and this is still in process.

ITEM NO. 9 – Bethel Lot Discussion:

- Lease signed – A few minor things are still being worked through, but the lease is signed.

- Paving update – The paving will be the responsibility of the DDA. The City does not have any paving operations this summer that would tie into the Bethel Lot.

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

- Discussed date and time for a May meeting. Laura to follow-up.

ITEM NO. 11 – Other Business: None

Adjourned at 3:01 PM