

ACTION MINUTES

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

March 15, 2022

101 W. 8TH STREET, GLENWOOD SPRINGS, CO

11:30 AM – 1:30 PM

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

Christian Henny, Board Chairperson, called the meeting to order at 11:36AM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting via Zoom conference call.

DDA members present: Christian Henny, Board Chairperson; Jillian Sutherland, Executive Director; Chad Lee, Board Vice-Chair; Kevin Brady; Board Member; Jon Zelinski, Board Member

Council members present: Charlie Willman

City staff present: Jessica Bowser, Matt Kraemer, Ryan Johnson

General public present: None

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
 - c. Elevate Planning & Facilitation LLC
- B. Approval of Minutes for the Following:
 - a. February 15, 2022 DDA Board Meeting

Chad made a Motion to approve the Consent Agenda and Invoices; seconded by Kevin.

The Motion passed unanimously.

ITEM NO. 4 – ED Update: Strategic Planning Drift

Jillian reviewed the draft. At the April meeting, Jillian will have put together a work plan for the DDA that will include a time frame for the next 18 months. The work plan will be submitted to Counsel and also posted on the website. Cooper alley will be bumped into the "next" column.

ITEM NO. 5 – Executive Session - Bethel Lot

Executive session for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators pursuant to 24-6-402(4)(e), C.R.S. with regard to the Bethel Lot for legal advice from the DDA’s attorney, pursuant to 24-6-402(4)(b), C.R.S., regarding the same.

Chad made a Motion to move to Executive Session; seconded by Jon.

The Motion passed unanimously.

Reconvene at 12:10 PM. No decisions were made in executive session. Further discussions will be added to the next meeting’s agenda.

Marco Dehm & Charlie William, City Counsel Liaison Representatives, joined the meeting.

ITEM NO. 6 – Projects Update and “Quick” Items

- Support Letter for Sayre Park Project – The City requested a letter from the DDA in support of the project for GOCO funding. Jillian will draft a letter.
- Wing Signs – Signs are being fabricated.
- Parking Article - Jillian will write an article for visitors indicating where to park downtown.
- Cooper Parking Garage Maintenance – Matt Kraemer discussed ground penetrating radar detected a couple of voids that are not considered dangerous. Windows on the ground floor need to be addressed, and the sidewalk around the entire structure needs to be redone. Joint sealants, and potential polycoat on the top floor is being considered. Topical safety things are a concern. Sand oil separator clean out and large-scale maintenance is scheduled, as is large scale repairs. Humane bird mitigation is planned. The sidewalk redo and parking were discussed. Jillian will this discuss with Terri.
- Cooper Alley - There is not a cost estimate for this project. Work still needs to be completed with Boundaries Unlimited. Deric estimates the cost to complete will come in under \$10,000, and this was already approved. A SUE study needs to be completed and that cost could exceed \$25,000. This is a State requirement.

Chad made a Motion to put out an RFP to fund the SUE study; seconded by Kevin.

There was discussion about the reason for an RFP and the timeliness of it.

The Motion passed unanimously.

ITEM NO. 7 – Façade Grant Program Review

Tabled until the next meeting.

ITEM NO. 8 – Downtown Commercial Overlay District Update & Feedback

Tabled until the next meeting.

ITEM NO. 9 – Parking Recommendation to Council

Tabled until the next meeting.

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

- Next Board Meeting: April 19 - 11:30 AM - 1:30 PM.

Chad made a Motion to adjourn the meeting at 12:41 PM, seconded by Jon.

The Motion passed unanimously.