

## ACTION MINUTES

### DOWNTOWN DEVELOPMENT AUTHORITY MEETING

April 19, 2022

101 W. 8<sup>TH</sup> STREET, GLENWOOD SPRINGS, CO

11:30 AM – 1:30 PM

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

Chad Lee, Board Vice-Chair, called the meeting to order at 11:30AM. Meeting Notice and Agenda were posted on the City website with instructions for attending today's meeting at City Hall.

**DDA members present:** Jillian Sutherland, Executive Director; Chad Lee, Board Vice-Chair; Kurt Carruth, Board Member; Lisa Nieslanik, Board Member; Greg Keller, Board Member

**Council members present:** Marco Dehm; Charlie Willman

**City staff present:** Jen Ooten; Hannah Klausman; Danielle Campbell

**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. Blizzard Press
  - b. Debra Bullock
  - c. Elevate Planning & Facilitation LLC
- B. Approval of Minutes for the Following:
  - a. March 15, 2022 DDA Board Meeting

*Greg made a Motion to approve the Consent Agenda and Invoices; seconded by Lisa.*

*The Motion passed unanimously.*

#### ITEM NO. 4 – Executive Director Update:

- Board Vacancies – Applications Due April 22, 2022. Jon and Lisa's terms will be coming to an end. Two applications have been received, Brittany Rippey and Shelley Fishbein. Appointments will be the second Council meeting in May.

- Budget – Financial report was included in the packet. Approximately \$807,000 was budgeted for 2022, with approximately \$240,000 of that remaining. Jillian's

reference to “spent” means allocated. Unallocated funds will not be referred to as reserves. There is about \$350,000 in reserves. There is approximately \$1,500,000 in unallocated funds because revenue has exceeded the budget for the past couple of years. The 2022 revenue is \$21,000 less than what Jillian has reflected in the financial report. \$40,000 is set aside for the utilities study for the Cooper alley; \$18,000 for construction documents for 6th Street; and \$50k for environmental services and acquisition, which will leave around one million dollars of unallocated funds. There is approximately \$580,000 per year of fixed expenses, and \$400,000 to invest in projects.

- 2022 – 2024 Work Plan – Strategic plan goals and objectives which included the DDA’s eight goals were reviewed by Jillian.
  1. Activating and revitalizing North Glenwood.
  2. Increase economic vitality through activation and communication.
  3. Revitalizing Cooper Avenue.
  4. Improving traffic and parking management.
  5. Promoting façade improvements.
  6. Creating active alley connections.
  7. Promoting the DDA for TIF extension and recognition.
  8. Redeveloping the Confluence.

Christian Henny joined the meeting at 11:55 AM

**ITEM NO. 5 – Downtown Commercial Overlay District Update & Feedback:**

The next work session is scheduled for May 19th. DDA input is important to be added into this work session. Three variations provided by Hannah were reviewed. Jillian will craft a memo. The next meeting regarding the north landing is May 9th.

*Christian made a Motion that the DDA instruct Staff to draft a memo expressing DDA’s support of Option 2 of the Overlay District; seconded by Kurt.*

Christian clarified that the Motion would include lodging as an acceptable 1st floor use.

*The Motion passed unanimously.*

**ITEM NO. 6 – Façade Grant Program Review & Alley Lighting Program:**

Jillian researched what other DDA’s are doing. She outlined some potential program improvements for the Board’s consideration.

*Greg made a Motion to increase the match amount to \$15,000 at 100% match, add a \$1,000 grant in addition for design assistance which would be paid back if project is not completed within one year or has meaningful progress; and add public art murals enhancement of outdoors spaces for public use, and exterior accessibility and exterior electrical upgrades; seconded by Lisa.*

Chad would like to add to the Motion that the amount granted will be capped to what is allocated in the annual budget.

*The Motion passed unanimously.*

Jillian to work with the City to formalize what light fixtures are dark sky compliant for the alleys to be able move forward with offering this to businesses. Jillian will present something at the next DDA meeting.

**ITEM NO. 7 – Executive Session - Bethel Lot**

DDA counsel will attend the meeting via Google Meet. *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.*

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

*The Motion passed unanimously.*

Reconvene at 1:08 PM. No decisions were made in the Executive Session.

*Chad made a Motion requesting a proposed listing agreement from Ben West from Integrated Mountain Properties that would list the property for sale contingent upon some form of deed restriction that the DDA Board agrees upon, continued activation of the space until construction, and subject to City Council approval; seconded by Greg.*

*The Motion passed unanimously.*

Jillian will touch base with the City Manager to keep her informed of what the DDA is doing with the sale of the Bethel Lot.

The food truck lease will be expiring June 30th and will then be month to month. On July 1st, the lease will increase by CPI.

*Chad made a Motion to renew a one-year lease with Agnes on the same terms as the current one with a rate increase of CPI; seconded by Lisa.*

*The Motion passed unanimously.*

**ITEM NO. 8 – Future Meetings Relevant to the DDA:**

- Next Board Meeting: May 17 - 11:30 AM - 1:30 PM.

*Chad made a Motion to adjourn the meeting at 1:30 PM, seconded by Lisa.*

*The Motion passed unanimously.*