

## ACTION MINUTES

### DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JANUARY 18, 2022

ZOOM VIDEO CONFERENCE

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 11:30AM. 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; Laura Kirk, Outgoing Executive Director, Chad Lee, Board Vice-Chair; Kevin Brady, Board Member; Jon Zalenski, Board Member; Kurt Carruth, Board Member, Greg Keller Board Member

**Council members present:** Charlie Willman, City Council Liaison

**City staff present:** Jessica Bowser, Danielle Campbell, Brian Smith, Jen Ooton, Hannah Klausman, Linda DuPriest

**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. Pair-a-Dice Carriage
- B. Approval of Minutes for the Following:
  - a. November 16, 2021 DDA Board Meeting

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

*The Motion passed unanimously.*

#### **ITEM NO. 4 – Executive Director Update: Strategic Planning (Jillian Sutherland)**

- Relationship Building focus for following month
- Meeting Format and Process – In the first quarter of 2022, Jillian would like a 3-hour in person brainstorming session to discuss previous projects and map out what is to be accomplished. The Board will meet prior to the session to walk the DDA boundaries.
- Timing – Strategic planning session and downtown walk will be scheduled sometime in February and/or March. A Doodle poll will be sent to the Board with morning time options.

Board meeting frequency was discussed. Keep to twelve meetings per year but preserve the ability to defer meetings if agendas are light. Consistency will be maintained for notice purposes.

#### **ITEM NO. 5 – Projects Update (City Staff)**

- 6th Street Update – Jessica reviewed the Master Plan: North Glenwood Historic Village which is the section from Kum and Go to Pine (Phase 1). Jessica discussed what has been learned regarding modifications related to access, maintenance, and facilitating future improvements. Modifications and changes were discussed and the new plan in detail was reviewed. The importance of lighting was discussed. The north side lighting is still being worked out. Phase 1 budget is 1.75 million and the DDA has a 2022 budget allocation contribution of 10%. Phase 2 is Pine to Vapor Caves. Phase 3 is Laurel to Devereux. Phase 4 is west of Devereux. There are no other timelines for the remaining phases.
  - Project Status – Plans are currently at 10%-15% and the original start date was fall 2022. Right now, the timeline is unknown.
  - Art Installation Comments
  - Timeline for Next Steps
- North Landing Update – Parks and Recreation would like a DDA committee to meet with them to start discussions. Christian would be interested in being on a committee.
- Cooper Alley Update – City is pursuing a SUE Study which needs to be complete before drawings can be 100%.

#### **ITEM NO. 6 – Comprehensive Plan Update (City Staff)**

City staff had their first meeting with the steering committee and the website is up and available. In early February, a virtual public meeting will be held. A date has not been set to review the readout related to growth management. Hannah will keep Jillian informed of staff and Council discussions regarding first floor usage. P&Z suggested a zoning change to only allow first floor usage to be tax generating. There was also a suggestion to change the orientation for parking.

#### **ITEM NO. 7 – Paid Parking (Terri Partch & Jillian Sutherland)**

- Review Outcome of Council Discussion – Linda DuPriest filled in for

Terri who was unavailable. There was a meeting with tech vendors that provide systems in surrounding cities to understand the capabilities. Linda provided background and a summary of the Council meeting on January 6, 2022. Terri presented two programs to Council (1) Enforcement, add another parking officer, install license plate recognition, and ticket and enforcement management. This would be costly and is not budget neutral. (2) Charge for parking from 7th-9th Street as well as in the parking garage and paid lots. Add management of free and parking for employees in the lot on 7th Street where the lift station is. DDA Board previously discussed and sent a letter to Council with their support of enforcement first, maximize parking in the lots, leave paid parking until later, and improve wayfinding facilitated through an app. Jillian to redraft the letter and make it more direct then resubmit to the Council. The Board's position has not changed. DDA will submit specific ideas to assist City staff. A walk around will take place prior to redrafting the letter. Jillian to coordinate a walk around and a letter.

- Next Steps – RFP for pricing for both projects is next. This is expected by late February, early March. CDOT grant was received to start a TDM program for the City. This will start in a few months.
- Information Requests – Jillian to coordinate a walk around and a letter.

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

- Next Board Meeting: February 15th – 11:30 AM-1:30 PM.
- Special Meeting on January 27th with Council regarding all boards and commissions to update them on DDA plans for the year.

*Jon made a Motion to adjourn at 1:20 PM; seconded by Chad.*

*The Motion passed unanimously.*