

GRAND JUNCTION DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MINUTES
THURSDAY, APRIL 28, 2016
437 COLORADO AVENUE
7:30 A.M.

PRESENT: Jason Farrington (Chair), Kirk Granum (Vice-Chair), Shane Allerheiligen, Marty Chazen, Jodi Coleman-Niernberg, Dan Meyer, Les Miller, Duncan Rowley, Stephan Schweissing

STAFF: Vonda Bauer, Kathy Portner, Allison Blevins, Robin Brown

GUESTS: John Shaver (City Attorney), Claudia Hazelhurst (HR Director) Scott Hockins (Special Projects Manager), Jeffery Fleming, (Urban Planner-Colorado Land Advisor), Darin Carei (Owner/Developer-Senergy Builders LLC), Bennett Boeschstein (City Councilmember), Greg Ruland (Reporter-The Daily Sentinel), Doug Brown (Project Manager/Engineer-CGRS, Inc.), Amy Jordan

CALL TO ORDER: Jason called the meeting to order at 7:30 a.m.

APPROVAL OF MINUTES:

Meeting of April 14, 2016

Jodi made a motion to approve the minutes of the April 14, 2016 meeting; Kirk seconded the motion. The minutes were approved unanimously.

DDA DIRECTOR:

There was board discussion regarding the DDA Director position and recruitment process. Claudia discussed concerns with moving forward with a recruitment process prior to clearly defining the scope of the DDA Director position responsibilities as it relates to the BID functions. She understood that the board was looking at assessing the structure at the end of the summer as to whether the current manner of organization was working. Claudia stated the BID is a function that compliments the DDA. She recommended having one DDA Director that oversees both organizations instead of three Directors that reports to a volunteer board.

In July 2015, the DDA Board approved a proposal from Allison and Robin for the creation of the Downtown Grand Junction Business Improvement District Management Team. The team consists of two positions which include a BID Communications and Marketing Director and a BID Events Management Director. The co-directors report directly to the board and are considered 25 hour per week part-time positions.

In the past there were conflicts between the DDA and BID objectives. It was difficult for the DDA/BID Director to focus on the DDA needs when there were constant issues arising with business owners and downtown events. It was decided that the DDA Director should focus on DDA projects and other tasks that the board would like accomplished. The DDA & BID Director positions are two distinctive jobs, different skill sets, and require different personalities. Allison indicated that the business constituents are happy with the change since they have a direct contact and they feel there is an organization that is working for them. She indicated there are a few interoffice issues to work out but overall keeping a separate BID and DDA Director is essential.

There was Board discussion regarding the recruitment process for the DDA Director. The job responsibilities need to be clearly defined with the understanding that the position works

independently. The sharing of work space and employees created some issues with the previous DDA Director. There was discussion about the administrative needs of the office. Vonda's time is currently split 75%, DDA and 25% BID, although it is very difficult to track her time because of the shared job responsibilities which include preparing and processing payroll, accounts payable, purchasing cards, deposits, budget information, typing minutes, agendas, etc. Vonda stated that she is currently the only full-time employee and suggested it would be beneficial to hire a part-time employee to help sell gift cards during the holidays. She also suggested that since Robin and Allison both work part-time, it would be helpful for them to have set office hours.

Marty asked Vonda if she would be able to provide services for two different Directors. Vonda replied that it would depend on the directors. She would prefer one DDA Director that would oversee both organizations or the other option would be to have one DDA Director and only one BID Director. Vonda also suggested the possibility of Allison working $\frac{3}{4}$ time. Allison indicated that she would be willing to work $\frac{3}{4}$ time or possibly full-time.

Robin stated that the situation with the BID co-director positions probably wouldn't work for everyone. She indicated that it works now because of her and Allison's personalities but it wouldn't necessarily work for a lot of people and there is no power struggle. If the Board would be comfortable with one BID Director instead of two, she would be happy being the event coordinator for the BID and letting Allison be the BID Director.

Allison stated that Kathy is doing a really good job and her connection with the City has been very helpful. Vonda agreed with Allison's comment.

The consensus of the Board was to keep the DDA and BID separate and to develop the internal structure of staff first before proceeding with hiring a new DDA Director. Jason asked the Board to send him any suggestions or thoughts. A plan will be prepared which will define the roles and responsibilities of what the board desires for a DDA Director and the expectations and operations of the staff. The plan will be brought back to the board for further discussion.

END CAP PARKING (Action Item)

At the last board meeting 4R/Senergy Builders requested leasing or purchasing 41 parking spaces in the parking garage for the endcap project.

Kathy provided a summary indicating that the DDA owns a total of 62 spaces plus 1 accessible space in the garage. The intent for the DDA owned spaces was for future use by both endcap properties; therefore, the Board should consider allocating only half of the DDA spaces for the west endcap, which would be 31 spaces. The developer would be free to negotiate with the other owners for additional spaces.

Jeffery distributed a modified plan asking the DDA to consider partnering with 4R Development in order to initiate the project through an Option to Lease Agreement for parking. The plan includes a total of 32 parking spaces with a proposed lease rate of \$120.00 per year per space.

Kathy previously sent out via email a bid from Arnie Butler & Company to provide an appraisal on the value of the 62 parking spaces owned by the DDA. The appraisal would cost \$3,500.00. Kathy stated that if the DDA Board is interested in potentially transferring ownership of the spaces, an appraisal could be beneficial. Marty agreed that the appraisal would be important regardless of a sale or lease. John indicated that the value of the appraisal wouldn't be just for this project; it would be for the potential of

the transfer at any time. Kathy asked the Board if they wanted to proceed with the appraisal. Les replied that if the DDA is going to pursue taking over downtown parking, then an appraisal can be performed at that time.

Stephan made a motion to authorize staff and the subcommittee to prepare a letter of intent stating the expectations of the 31 parking spaces and give Senergy Builders the reliance that they need to proceed with their plan efforts. Les seconded the motion. Dan abstained. The motion was passed.

PARKING OPERATIONS DISCUSSION:

Duncan stated that the Parking Task Force met to discuss the Walker Parking Study.

Task A:

- Evaluate the existing downtown parking system and determine if additional capacity is needed to support current uses and future growth and development, including a possible event center.

Task B:

- Evaluation of the parking system's financial performance and evaluate if the DDA would be interested in managing the parking system.

The Pros of Task B:

1. The opportunity to implement and direct policies and procedure for downtown parking. There may be potential for dealing with event parking, holiday parking, and long term parking.
2. Implement improved revenue ideas which include credit card meters, increase rates for 10 hour meters.
3. Potential for property redevelopment.

The Cons of Task B:

1. There is no money. The Parking Enterprise Fund is a break-even proposition.
2. Dealing with infrastructure which includes paving, plowing, etc.
3. Need for capital improvements-updated meters, new parking structure, etc.

The debt on the parking garage will be paid off in 2028. John stated that the DDA could use TIF dollars for the acquisition of the parking structure. This would be a way to maximize TIF expenditures. Scott indicated that if the DDA acquires the parking system, the DDA Board would set procedures and policies, however, the City could still manage it if both parties agreed.

The subcommittee recommended that the DDA Board continue investigating the possibility. There is potential for the DDA and the City to work synergistically to improve the overall parking system. The subcommittee will schedule a time to meet with Jay Valentine, Scott Hockins, and any other board members interested in reviewing the parking budget in greater detail. The subcommittee will have a recommendation at the May 26th DDA meeting.

Stephan left at 8:55 a.m.

CONTAMINATION UPDATE:

Doug Brown presented an overview of petroleum contamination in the downtown area. Doug is a contractor for the Colorado Division of Oil and Public Safety. He stated that the EPA has passed regulations that require the cleanup of petroleum contamination. The two primary concerns are drinking the water and breathing the vapors that are contaminated with petroleum. Petroleum contamination has been found in the subsurface in the downtown area. The contaminated ground water is approximately 20 feet below the surface, however, it is not an immediate hazard. In the vapor wells

that were tested, no detectable petroleum contamination was found. Doug distributed two maps; one that indicated the location of historic gas tanks in Downtown Grand Junction; the other map indicated areas of concern that may require drilling. Doug is working with Tim Patty, City of Grand Junction Public Works Department, in coordinating the project. Kathy will be contacting the property owners and tenants to explain and help them understand what the project entails.

UPDATES:

White Hall

John will contact Silas next week since he has not received a response.

Broadband

Responses for the addendum are due tomorrow. More information will be provided after the review of the responses.

R-5

Kathy stated that the 7th Day Adventist Church was interested in leasing the R-5 property, however, CMU has allowed them to stay in their current location.

A Request for Proposal is being drafted for the R-5 property and will be brought back to the board for review.

Las Colonias Amphitheater

The Parks and Recreation Department will present their revised budget to City Council prior to coming back to the DDA Board for discussion of funding the Las Colonias project.

Façade Grants

A Façade Improvement Grant Application has been submitted by Kenneth Risky, new owner of 124 N. 7th Street, however, there are some details that need to be addressed.

Kathy stated that the Museum of Western Colorado would like to apply for a Façade Grant and requested the DDA Board consider them to be eligible. The property is in the DDA but not in the BID, although, they are considering joining the BID. There was discussion regarding the purpose of the Façade Grant process. The consensus of the board was to explore other ways to assist the Museum which may include way finding signage and advertising.

Other

LOJO Partnership, LLP submitted a petition to include 735, 737, 739 South Avenue, and 821 1st Avenue in the boundaries of the DDA and TIF District.

Shane made a motion to approve the petition to include the above property in the DDA. Kirk seconded the motion. The motion was approved.

ADJOURN:

Jodi made a motion to adjourn; Kirk seconded the motion. The meeting adjourned at 9:21 a.m.