

GRAND JUNCTION DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MINUTES
THURSDAY, JUNE 9, 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), Greg Caton (City Manager), Tim Moore (Deputy City Manager), Claudia Hazelhurst (HR Director), Bennett Boeschstein (City Councilmember), Tom Lacroix (New DDA/BID Board Member), Jeffery Fleming (Urban Planner-Colorado Land Advisor), Mike Wiggins (The Daily Sentinel), Toby Morse

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

APPROVAL OF MINUTES:

Meeting of May 26, 2016

Les made a motion to approve the minutes of the May 26, 2016 meeting; Kirk seconded the motion. The minutes were approved unanimously.

DDA/BID STRUCTURE (attachment):

Final Comments & Approval

Jason stated that the Downtown Partnership Office Operating Plan draft was previously distributed to the Board. The plan outlines the expectations and responsibilities of the DDA and BID. Currently the plan consists of two BID Co-Directors and one DDA Director. Some changes may be requested when a new DDA Director is hired.

There was discussion regarding Vonda's salary allocation in the Operating Plan. Marty stated that he is in agreement with the allocation of duties, however, the plan indicates Vonda's salary being fully funded by the DDA and not allocated between the two organizations. Kathy replied that the BID staff would provide services to the DDA, therefore, the organizations will be sharing resources. The budget change would be a \$16,000 savings to the BID and an increase to the DDA, however, the Co-BID Directors will be proposing to the Board an increase in Allison's hours at the BID meeting. John stated that since the BID will be requesting a structural change, he suggested the DDA Board wait to approve the budget change until the next board meeting, June 23, 2016.

Jason indicated that the staff is also developing a personnel policy and procedures manual that will relate to the DDA/BID organizations. Currently the personnel policy has been based on the City of Grand Junction's policies.

DDA DIRECTOR JOB DESCRIPTION/RECRUITMENT PROCESS:

The job recruitment bulletin and time line for the recruitment of the DDA Director position was distributed. Claudia indicated that a few changes were made based on Kathy's experience as the Interim DDA Director. The End Cap project and experience with governmental grant writing was added to the job description. The timeline indicates the recruitment process would start on June 10, 2016 and end

June 30, 2016. The selection process is scheduled for July 21-22 with a final offer by August 12, 2016. Applications will be forwarded to the sub-committee (Jodi, Marty, and Duncan) for review.

After Board discussion it was suggested that the job bulletin include emphasizing the position works independently and that they will be working with a small staff. This information will also be discussed with the candidates in the initial phone interview.

Guest, Toby Morse, stated that he previously applied for the DDA Director position, however, did not receive an interview. He indicated his interest in the position and requested an interview if possible.

R-5 RFP-REVIEW OF SCOPE (attachment):

The purpose of the RFP is to obtain proposals from developers to purchase the R-5 property and redevelop the property as a commercial, residential, or mixed use project. The property is a full city block, approximately 2.5 acres and includes an historic school building of approximately 15,000 square feet. The property is zoned B-2, Downtown Business; a flexible zone district calling for downtown retail, service, office and mixed use.

There was discussion regarding the draft RFP. Marty suggested clarifying the zoning description to emphasize that the property could be used for residential use. Dan questioned why the RFP indicates the owner will not pay a brokerage or sales commission for the sale of the Property. The Board agreed to remove that verbiage from the RFP. John stated that a fee or some other arrangement could be negotiable.

Jason asked if the DDA Board would consider a long term lease and the possibility of splitting the parcel into more than one property. It was agreed to include those options in the RFP. There were concerns regarding the building being left vacant for a long period of time. John stated that if the property is purchased, the contract could include incentives for performance in order to shorten the diligence period.

ENDCAP PARKING-Action Needed:

Kathy stated that the committee had previously made a recommendation to move forward with a letter of intent regarding the DDA leasing 31 parking spaces in the Rood Avenue Parking Structure to 4R/Senergy Builders for the End Cap Project. The letter of intent outlines the proposed terms and conditions which include a lease rate of \$120.00 per space per year and all maintenance, fees, dues, costs, special assessments, taxes, etc. associated with the parking structure. The initial term of the lease will be for ten (10) years from the date of substantial completion of the Project ("Initial Term"); the lease may renew for four (4) successive terms or five (5) years for each term ("Successive Terms") with the rent increasing 5% each term.

Kathy indicated that 4R/Senergy Builders has made a request to the City for additional parking spaces. Kathy stated that the sub-committee felt that the DDA should move forward with their commitment independently and allow the process to proceed with the request from the City. The DDA owned spaces were for the development of the two end cap projects.

Stephan made a motion to authorize the Board Chair to enter into this Letter of Intent regarding the proposed parking spaces. Shane seconded the motion. Dan abstained. The motion was approved.

Jeffery stated that Darin and he have reviewed the Letter of Intent, however, they will be requesting some changes. John indicated that depending upon the changes, the information may have to be brought back to the Board for review.

UPDATES:

Jason welcomed and introduced the new Grand Junction City Manager, Greg Caton.

White Hall

Jason stated that Silas Coleman has submitted an offer for the White Hall property. The deadline for the response is June 24, 2016. It was decided that a special Executive Session will be scheduled next week to discuss the information. Kathy will send the Board a list of dates and times that may be available next week.

Façade Grants

Ella's Blues Room submitted an Outdoor Dining Lease which will be presented to City Council next week. The property is located at 336 Main Street, Suite 104 (formerly The Local).

The property owner of Ella's Blues Room also submitted a Façade Improvement Grant request. The proposal is to remove the canopy and add decorative iron work to the unit's façade adjacent to the outdoor dining area.

Shane and Stephan previously reviewed the application and decided to obtain input from the board before making a decision. There were concerns that the project appeared to be a cosmetic change rather than an improvement, however, this would be an opportunity to show we are supporting local businesses downtown.

Dan moved to approve the Ella's Blues Room Façade Grant application for \$5,750.00. Duncan seconded the motion. The motion was approved with 5 yes votes (Dan, Duncan, Jason, Jodi, Kirk) and 4 opposed votes (Les, Marty, Shane, Stephan).

Depot Grant

Kathy indicated that the grant request submitted to the State Historic Preservation Planning Fund has been approved. A contract is being prepared and will be brought to the Board for review and approval.

New Board Member

Jason introduced and welcomed the new DDA/BID Board member, Thomas LaCroix.

ADJOURN:

Kirk made a motion to adjourn; Duncan seconded the motion. The meeting adjourned at 8:30 a.m.