

CASTLE ROCK DOWNTOWN ALLIANCE
Downtown Alliance Board of Director's Meeting

MINUTES of July 6, 2017

The Board of Directors of the Castle Rock Downtown Merchants Association and Downtown Development Authority met in regular session on Thursday July 6, 2017 at The Move Building at 202 6th Street #200, Castle Rock, CO 80104. The DMA meeting started at 3:30pm.

PRESENT

DDA Members Present: Greg Boman, Dennis Dickey, John Manka, Renee Valentine, Stu Butler

DMA Members Present: Jason Gray, Denise Fuller, Steve Spencer, Nick Lucey, Denise Fuller, Lynne Hurlburt, Kathy Church

STAFF: Kevin Tilson, Alliance Director; Angie Vencill, Assistant Director; Kristen Bowling, Project Manager

ALLIANCE PARTNERS: Jason Bower, Town Council

PUBLIC ATTENDEES: Suzanne Larue

CALL TO ORDER

Jason Gray called the meeting to order at 3:30pm.

STAFF UPDATE

DMA ACTION ITEMS AND UPDATES

Event Series Update: Staff presented a high-level overview and to do list for the 2017 Summer Event Series and status of Sponsor dollars. The DMA has held five events since the start of the season including Cinco De Mayo, Movie 1, Car Show Concert, Car Show, and Fun in the Sun 1.

Event Preliminary P&L's (M1, CSC, CS): Staff presented preliminary profit and loss statements for Movie 1, Car Show Concert and Car Show.

ADJOURN

There being no further DMA business, the meeting was adjourned at 3:55pm.

CALL TO ORDER

Jason Gray and Greg Boman called the Downtown Alliance meeting to order at 4:00pm.

APPROVAL OF MINUTES

Minutes Approval: The June 1, 2017 minutes were submitted for approval by both Boards. Lynne Hurlburt motioned to approve the minutes as presented for the DMA, Nick Lucey seconded the motion; motion carried unanimously by the DMA. Stu Butler motioned to approve the minutes as presented for the DDA, Dennis Dickey seconded the motion; motion carried unanimously by the DDA.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

ALLIANCE ACTION ITEMS AND UPDATES

Fall/Winter Direct Mailer Update: Staff coordinated with the Town and Chamber to send out an event Fall/Winter Direct Mailer. Marketing pieces will be printed August 9, 2017 and in mail boxes by August 21, 2017.

Rink Contracts Update: Staff is preparing for the upcoming 2017 – 2018 Rink at the Rock season and sent renewal contracts to Aggreko, Rink Management Service Corporation, and Zelem Construction with the same agreements and prices as the previous season. The skating season will begin on November 18, 2017 and conclude on President's Day on February 19, 2018.

Stu Butler motioned to approve the Rink contracts as presented, including Aggreko, Rink Management and Zelem Construction, seconded by John Manka; the DDA Board approved the Rink contracts unanimously.

Town Hall Parking Lot RFP: There has been interest from a few different parties in redeveloping/enhancing the Town Hall parking lot. In order to maintain a level playing field, on June 13, 2017 Town Council approved the Town and DDA to move forward with an RFP process to solicit ideas from all interested parties. DDA staff drafted the initial document and the Town Manager, legal department and finance department provided edits and the RFP was sent out on Friday, June 30, 2017. There is a pre-response information session and site visit scheduled for Wednesday, July 12 at 8am and the response submission due date is 4pm on Monday, July 31, 2017.

Design Awards: Staff updated the Board about the three buildings in Downtown Castle Rock that won in the 2016 Site Design Awards: The Move for the Environmental category, Mirage Dental for Downtown Project, and Union: An American Bistro for Commercial Remodel/Façade, who was also the recipient of a DDA Façade Improvement Grant.

ADJOURN

There being no further DDA business, the meeting was adjourned at 4:15pm.

CALL TO ORDER

Greg Boman called the Downtown Development Authority meeting to order at 4:20pm.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

STAFF UPDATE

DDA staff updated the DDA Board that a new Rink Committee needs to be appointed for the 2017-2018 season to replace KC Neel and Jason Bower. Stu Butler motioned to nominate John Manka, seconded by Dennis Dickey; motion carried unanimously. John Manka motioned to nominate Stu Butler, seconded by Dennis Dickey; motion carried unanimously.

DDA ACTION ITEMS AND UPDATES

Lost Coffee Façade Grant: Lost Coffee on 390 Perry Street is seeking a facade improvement grant for a project with \$500 in design costs and \$7,111 construction costs. Lost Coffee has requested a reimbursement amount of \$250 in design and \$3,555 in construction. Stu Butler motioned to table the

Lost Coffee Façade grant until a complete package is received; Dennis Dickey seconded the motion; motion carried unanimously by the DDA.

Executive Session: Staff and the DDA Board conducted an executive session regarding a DDA redevelopment project. Stu Butler moved that the Castle Rock Downtown Development Authority hold an executive session to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations and/or instruct negotiations pursuant to CRS 24-6-402(4)(b), seconded by John Manka. The DDA Board secretary polled the Board on the motion and the motion passed by at least a two thirds majority with Greg Boman, John Manka, Dennis Dickey and Stu Butler present. Also joining the Executive Committee session was Councilmember Jason Bower and Town Manager, Dave Corliss.

Stu Butler moved to adjure the Executive Session, seconded by Dennis Dickey; motion carried unanimously.

ADJOURN

There being no further Downtown Development Authority business, the meeting was adjourned at 5pm.

The Castle Rock Downtown Alliance approved these minutes on

August 3, 2017
Date

Angela Vencill
Angela Vencill, Secretary

