

CASTLE ROCK DOWNTOWN ALLIANCE
Downtown Alliance Board of Director's Meeting
MINUTES of February 8, 2024

ATTENDANCE FOR ALL MEETINGS

DMA

Aidan Gray, Lou Scileppi, Jennifer Luce, Desiree LaFleur

DDA

Stu Butler, Kim Heideman, Josie Adler, John Manka, Andrew Wasson, David Miles

STAFF

Birgit Braehler, Kevin Tilson, Karah Reygers

ALLIANCE PARTNERS

Tara Vargish – Town of Castle Rock, Brad Boland – Town of Castle Rock, Kevin McHugh – Castle Rock Chamber, George Teal – Douglas County Commissioner, Trish Muller –Town of Castle Rock, Pete Mangers – Town of Castle Rock, Matt Roth – Town of Castle Rock, Classic Wagner – Douglas County, Jason Gray – Mayor, Patti Van Eysden -Douglas County Libraries,

PUBLIC ATTENDEES

Jennifer Ocegüera, Caryn Johnson

CALL TO ORDER DMA

Aidan Gray called the Downtown Merchants Association meeting to order at 12:07 PM and took attendance.

DMA ACTION ITEMS AND UPDATES

DMA Elections

There are 5 DMA Board members whose terms expire in 2024. Three of these members may seek re-election in the upcoming election in March 2024. Per the DMA bylaws, following are some highlighted pieces of information:

- Membership is open to “any individuals or entities located within Downtown Castle Rock as officially defined by the Downtown Development Authority.” (section 2.1)
- “Any members that move their principal business address outside downtown boundary shall be deemed to have forfeited their membership in the Corporation.” (section 2.1)
- Members of the Board may be “elected by mail, fax or electronic ballot. If the election is not held during a membership meeting, members will receive a ballot and instructions for returning the ballot to the designated party.” (section 2.2)
- “The number of voting Directors of the Corporation shall initially be seven.” (section 3.1)
 - o “Any number of Ex-Officio or Advisory positions may be added to the Board of Directors at the discretion of the voting Directors of the Corporation.” (section 3.1)
 - o There are currently 7 voting positions on the DMA board.

- “Each Director may serve on the board for the two-year term to which he was elected. There shall be no limit on the number of terms a Director may serve on the Board of Directors.” (section 3.1)
- “The officers of the Corporation shall be President, Vice President, Secretary and Treasurer.” (section 4.1)
- “Any two or more offices may be held by the same person.” (section 4.1)

Following is a timeline on the process:

1. Confirm members have the desire to remain on the board and put their name on the ballot.
2. Wednesday, February 14, 2024 send an email to the DMA membership with the nomination form.
3. Wednesday, February 21, 2024 all applications will be reviewed for eligibility and those eligible will be included on the ballot.
4. Wednesday, February 28, 2024 the ballot will be emailed to all DMA members for voting.
5. Friday, March 8, 2024 voting will close at 5pm.
6. Announcement of elected members will be made at the April 11, 2024 Board meeting.

Current DMA Board Members:

Name	Position	Term
KC Neel	President	April 2025
Aidan Gray	Vice President	April 2024
Jennifer Luce	Treasurer	April 2024
John Johnson	Board Member	April 2024
Lou Scileppi	Board Member	April 2025
Bernie Greenberg	Board Member	April 2024
Nick Lucey	Board Member	April 2024 (will be a 1-year term until 2025)
Desiree LaFleur	Town Council Liaison	N/A

Staff planning to have the person with the 5th most votes in this election serve a 1-year term in order to get the rotation back to 3 members and then 4 members.

2024 Event Contract

DMA staff are working to secure a contract with a new event contractor for the 2024 event season. DMA staff have been unable to come to agreeable terms with the previous contractor for this year. The previous contractor proposed an amendment to the 2024 contract that did not align with the needs of our events. DMA Staff has been in communication with prior operations vendors and is actively working to plan the 2024 event season.

ADJOURN

There being no further DMA business, the meeting was adjourned at 12:13PM.

CALL TO ORDER ALLIANCE

Andrew Wasson called the Downtown Alliance meeting to order at 12:14PM and took attendance.

APPROVAL OF MINUTES

Minutes Approval: DMA had no quorum and could not vote.

John Manka motioned to approve the December 14, 2023 Alliance Board Minutes as presented; David Miles seconded the motion; the motion carried unanimously by the DDA.

Staff Update

Kevin noted that the 2023 Annual Report will be sent out to the board soon.

Matt Roth from the Town of Castle Rock gave an update that the Town will be buying new chairs for Festival Park and was looking for opinions on what chairs to buy. Kevin will forward the options to the board via email and collect opinions.

No Action Items and Updates

ADJOURN

There being no further Alliance business, the meeting was adjourned at 12:25PM.

CALL TO ORDER DDA

Stu Butler called the Downtown Development Authority meeting to order at 12:26PM and took attendance.

Douglas County Commissioner and Other Districts Comments

George Teal informed the board that the new VA building had broken ground in Castle Rock.

DDA ACTION ITEMS AND UPDATES

Resolution 2024-01 Public Posting Notice

The DDA is required by the Colorado Open Meetings Law to establish a designated public place for the posting of meeting notices. State House Bill 19-1087 requires/allows local governments to transition from posting physical notices of public meetings in physical locations, to posting notices on a website, social media account or other official online presence of the local government to the greatest extent possible. As such, the attached resolution reflects the public posting of agendas on www.downtowncastlerock.com.

MOTION

David Miles made a motion to approve Resolution 2024-01 as presented; Andrew Wasson seconded the motion; the motion carried unanimously by the DDA.

Resolution 2024-02 Regular Business Meeting Dates

It is the intent of the DDA and DMA Board to hold regular meetings on the second Thursday of the month at 12:00pm. The Alliance does not intend on holding a regular meeting in April, July, October or January (2025 next year). If this changes temporarily, staff will administratively schedule a meeting that is outside the normal schedule and publicly notice the meeting the same way as meetings that follow the normal schedule.

MOTION

Andrew Wasson made a motion to approve Resolution 2024-02 as presented; Kim Heideman seconded the motion; the motion carried unanimously by the DDA.

2023 DDA Audit

The DDA has once again engaged The Adams Group, LLC to audit the financial statements for the year ending December 31, 2023. This will be the second year the Adams Group has performed a financial audit for the DDA and the experience working with their group last year was a positive one for our office. The Adams Group is a Colorado Firm with over 56 years in business, they work with many Special Districts in Colorado and remain highly recommended.

DDA staff and the third-party accountant are currently working to provide The Adams Group with all necessary documents to perform the audit. Their team will be onsite for fieldwork in early March, and it is expected that the full report will be presented to the Board in May.

Facade Grant – Historic Owens House 213 Perry Street: Jennifer Ocegüera with JR Management, property manager for the Historic Owens House, has submitted a façade grant application for the property at 213 Perry Street. A summary of that request is provided below.

Requestor / Owner:	Historic Owens House LLC; Jennifer Ocegüera
Location:	213 Perry Street Castle Rock, CO 80104
Total Cost Estimates:	
Design Work	\$0
Construction Work	\$12,000 – \$14,000
Reimbursement Request:	
Design Work	\$0
Construction Work	\$5,000
Summary of work to be done:	The Owens House is a historic building in Downtown Castle Rock and the goal of the property management team is to reface the façade to bring it back to a more historic look and feel using contrasting colors to highlight architectural details. The project will include painting the stucco and sealing any cracks on the exterior of the building using high grade stucco paint and repair materials, repairing and painting of all exterior trim in a dark brown color and repairing and re-staining the back deck. Additional updates to the project include replacing the doors that gain access to the patio.

The board had some discussion on repair & maintenance item eligibility for façade grants. The board asked the DMA Staff to place an agenda item on the agenda for a future meeting for a policy discussion surrounding historical properties and maintenance expense eligibility.

The board also stated that this is a project that they want to support because it supports a Downtown businesses that is improving the look of their building and therefore improving Downtown Castle Rock.

MOTION

Andrew Wasson motioned to approve the façade grant funding for 213 Perry Street in the amount of \$5,000 for construction and materials; John Manka seconded the motion; the motion carried unanimously by the DDA.

2023 Annual Metrics

Kevin Tilson presented the DDA 2023 Annual Metrics and answered questions.

ADJOURN

There being no further DDA business, the meeting was adjourned at 1:15PM.


The Castle Rock Downtown Development Authority approved these minutes on

3.14.2024
Date



John Manka, DDA Secretary

3.14.2024
Date



Bernie Greenberg, DMA Secretary