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

MINUTES of June 7, 2018
The Board of Directors of the Castle Rock Downtown Merchants Association and Downtown Development Authority met in regular session on Thursday, June 7, 2018 at The Move Building at 202 6th Street #200, Castle Rock, CO 80104. The DMA meeting started at 3:30pm.

PRESENT

DDA Members Present: Stu Butler, Dennis Dickey, John Manka, Nick Hier via telephone

DMA Members Present: Jason Gray, Lynne Hurlburt, Kathy Church, Steve Spencer

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

ALLIANCE PARTNERS: Jason Bower, Town Council

PUBLIC ATTENDEES: Suzanne Larue, Douglas County Libraries

CALL TO ORDER
Jason Gray called the DMA meeting to order at 3:00pm.

DMA ACTION ITEMS AND UPDATES
2018 Event Update: Staff gave an update on the 2018 event season including the amount of sponsor dollars received to date.

Preliminary P&L Cinco de Mayo: The DMA hosted its first event of the season, Cinco De Mayo Street Party & Concert, on Saturday, May 5, 2018. The event brought record numbers to Downtown Castle Rock for a second year in a row, with an estimated 5,000 attendees. Staff presented preliminary profit and loss statements, while final numbers will be presented at the June 25th meeting.

Election Announcements: Staff is happy to welcome re-elected board members Kathy Church, Denise Fuller, Nick Lucey, Nicole Sanders and Steve Spencer. The board appointments are two-year terms, expiring May 2020. Nicole Sanders has announced that she is going to be moving to the Littleton branch and will be overseeing operations and staff development. Because of this move she will not be able to serve on the DMA Board. The DMA Bylaws allow the board to appoint someone to carry out the vacant seat until the next election. This Board position will sit vacant until staff receives direction from the Board.

Resolution Appreciation for Nicole Sanders: Staff presented Resolution 2018-01, a resolution of appreciation honoring the service of Nicole Sanders as a Downtown Merchants Association Board Member, and Treasurer, for 4 years. Kathy Church motioned to approve Resolution 2018-01, a resolution of appreciation honoring the service of Nicole Sanders as a Downtown Merchants Association Board Member and Treasurer, Lynne Hurlburt seconded the motion; motion carried unanimously by the DMA.

ADJOURN
There being no further DMA business, the meeting was adjourned at 3:25pm.

CALL TO ORDER
Jason Gray and Stu Butler called the Downtown Alliance meeting to order at 3:35pm.

APPROVAL OF MINUTES
Minutes Approval: The May 3, 2018 minutes were submitted for approval by both Boards. Kathy Church motioned to approve the minutes as presented for the DMA, Lynne Hurlburt seconded the motion; motion carried unanimously by the DMA. John Manka 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.

STAFF UPDATE
Kevin Tilson provided an update on the Festival Park Commons project. Staff also reminded the Boards that there is no Board meeting on Thursday, July 5 but it will be rescheduled for Monday, June 25, 2018.

ALLIANCE ACTION ITEMS AND UPDATES
2019 Service Contract: Staff has reviewed available dates and events for the next season. While the events and specific dates may be altered, the DMA makes an effort to stay within the first and third Saturdays of each month. The DMA is not requesting an increase from their current $75,000 service contract. The DDA is requesting the same service contract for 2019 which is a match of the 3 mills the DDA receives from Douglas County.

Downtown Stakeholders Meeting: On May 17, 2018, the Alliance held a Downtown Stakeholders Meeting at the Philip S Miller Library. This meeting is held at least once a year and is our opportunity to make ourselves available to Downtown businesses to answer questions and to provide updates the events, programs and projects that the DMA and DDA work on to support Downtown. Staff provided a brief update from the meeting.

ADJOURN
There being no further Alliance business, the meeting was adjourned at 4:05pm.

CALL TO ORDER
Stu Butler called the Downtown Development Authority meeting to order at 4:10pm.

UNSCHEDULED PUBLIC COMMENT
There was no unscheduled public comment.

DDA ACTION ITEMS AND UPDATES
Design Review Board DDA Representative: The Board appointed a Design Review Board representative for the DDA. Due to recent changes to term limit language in Town code, current representative, Stu Butler, had a term expiration and was eligible to serve another term. John Manka motioned to reappoint Stu Butler to serve as the Design Review Board DDA Representative, Dennis Dickey seconded the motion; motion passed unanimously by the DDA.

Parcels South of Library Discussion: Over the last few years, the DDA has had a few high-level discussions about the potential of certain areas of Downtown to engage in redevelopment and investment. Staff believes there is potential for redevelopment of several parcels South of Library and will be hosting a meeting of those property owners to discuss.

Riverwalk IGA for Fee Reimbursement: The Riverwalk IGA discussion was tabled for a future Board meeting.

5th Street Apartments Agreement: The agreement for the 5th Street Apartments project requires a building permit to be issued for the project before July 1, 2018 and Certificate of Occupancy to be issued before August 1, 2019. Gene Gregory is requesting an extension on these deadlines as allowed by his redevelopment agreement. Staff discussed granting a 6-month extension on the deadline. John Manka motioned to recommend that the Town extend Compliance Benchmarks by an additional six months on the 5th Street Apartments Redevelopment Agreement, Dennis Dickey seconded the motion; motion carried unanimously by the DDA.

ADJOURN

There being no further Downtown Development Authority business, the meeting was adjourned at 4:20pm.

The Castle Rock Downtown Alliance approved these minutes on

June 25, 2018
Date

Angela Vencill
Angela Vencill, Secretary