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

MINUTES of March 1, 2018
The Board of Directors of the Castle Rock Downtown Merchants Association and Downtown Development Authority met in regular session on Thursday, March 1, 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: Greg Boman, Dennis Dickey, John Manka, Stu Butler, Nick Hier

DMA Members Present: Jason Gray, Steve Spencer, Lynne Hurlburt, Nick Lucey, Nicole Sanders, Denise Fuller

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 3:45pm.

DMA ACTION ITEMS AND UPDATES
2018 Event Update: Staff gave an update on the 2018 event season including a list of items completed, a list of remaining tasks and the amount of sponsor dollars received to date.

ADJOURN
There being no further DMA business, the meeting was adjourned at 4pm.

CALL TO ORDER
Jason Gray and Greg Boman called the Downtown Alliance meeting to order at 4pm.

APPROVAL OF MINUTES
Minutes Approval: The February 1, 2018 minutes were submitted for approval by both Boards. Nicole Sanders motioned to approve the minutes as presented for the DMA, Lynn Hurlburt seconded the motion; motion carried unanimously by the DMA. Stu Butler motioned to approve the minutes as presented for the DDA, John Manka seconded the motion; motion carried unanimously by the DDA.

UNSCHEDULED PUBLIC COMMENT
Suzanne Larue updated both boards on upcoming events at the library including spring break camps and an escape room.

STAFF UPDATE
The Alliance staff provided an update on the State's increase of liquor license modification fees, farmers market, Festival Park Commons project and the 2018 Spring and Summer mailer.

ALLIANCE ACTION ITEMS AND UPDATES

Rink Update: The Rink at the Rock season ended on Monday, February 19, 2018 and the tear down began on Tuesday, February 20,2018. The remainder of the tear down will be completed by March 15, 2018. Estimated final skater count for the season was 13,157 skaters.

Street Side Banner Approval: Two street side banners were presented to the Board for approval. Stu Butler motioned to approve Angie's Restaurant's updated banner as presented; John Manka seconded the motion; motion carried unanimously by the Alliance. John Manka motioned to approve The Skin Company's banner as presented; Stu Butler seconded the motion; motion carried unanimously by the Alliance.

ADJOURN

There being no further Alliance business, the meeting was adjourned at 4:25pm.

CALL TO ORDER

Greg Boman called the Downtown Development Authority meeting to order at 4:25pm.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

DDA ACTION ITEMS AND UPDATES

John Manka motioned to add a patio liquor license action item to the end of the agenda, Stu Butler seconded the motion; motion carried unanimously.

Downtown Micro Loan Program: The Downtown Development Authority will partner with Colorado Lending Source's existing Colorado Main Street Loan Program that provides Colorado entrepreneurs access to affordable financing to start or grow their business. The DDA will act as the initial contact and education point for applicants and will send eligible applications to Colorado Lending Source for further review from the loan committee. Stu Butler motioned to authorize staff to move forward with Main Street Loan Applications without prior Board approval, per staff discretion and provided that it fits the intent of the DDA Plan of Development; Nick Hier seconded the motion; motion carried unanimously by the DDA.

Public Posting & Resolution: The DDA is required by the Colorado Open Meetings Law to establish a designated public place for the posting of meeting notices. An annual formal resolution is required to establish the public place for posting notices. Stu Butler motioned to approve Resolution 2018-01 establishing a designated posting place for the posting of meeting notices as required by the Colorado Open Meetings Law; Nick Hier seconded the motion; motion carried unanimously by the DDA.

Trolley Sponsorship: The Town of Castle Rock has requested the DDA commit to a trolley sponsorship for 2018. The requested commitment is at the same level as 2017 ($2,000, 32 hours). The DDA and DMA utilize the trolley in the summer for transportation from parking to the events as well as a fun amenity in Downtown on the weekends. John Manka motioned to approve the DDA to sponsor the Trolley for $2,000 (32 hours) for the 2018 season; Stu Butler seconded the motion; motion approved unanimously by the DDA.

Patio Liquor Licenses: Staff shared with the Board of Directors the current fees for the streetside patio program which includes: $500 annual rental fee, $100 encroachment agreement fee and $600 liquor license modification fee (this fee has doubled from 2017 to 2018). Stu Butler motioned to reduce the patio rental fee by 50% for one year for all patios for 2018 and direct staff to ask Development Services for a reduction of their fee by 50% for one year for all patios for 2018, seconded by John Manka; 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

4-5-18
Date

Angela D. Vencill
Angela Vencill, Secretary