

# MANITOU SPRINGS URBAN RENEWAL AUTHORITY BOARD

April 19, 2019

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MEMBERS PRESENT: Dennis Minchow                      Ann Nichols  
Farley McDonough                      Alan Gregory  
Marcy Morrison

EXCUSED ABSENCES: Marc Snyder

OTHERS PRESENT:

Jim Rees, MSURA  
Natalie Johnson, Creative District  
Shelley Cobau, City of Manitou Springs Public Services  
Brett Hartzell, El Paso County  
Diane Loschen, CONO  
David Chopennig, CONO  
Karole Campbell, Madwoman Marketing Strategies  
Aaron Schultz, MSCOC  
Jon Romero, NES

## I. CALL TO ORDER

Ms. Nichols called the meeting to order at 8:35 a.m. and noted that a quorum is present with Marc Snyder excused.

## II. PUBLIC COMMENT

None

## III. APPROVAL OF MINUTES - March 15, 2019

Following discussion, upon motion duly made by Ms. McDonough seconded by Mr. Minchow and unanimously passed, the March 15<sup>th</sup> Minutes were approved.

## IV. FINANCIAL REPORTS - March 2018

Mr. Sistare was not present and the March financial report was not presented. Ms. Nichols noted that the March 31, 2019 report had been received the night before the meeting. Reports for January through March will be distributed in May for consideration at the May 17<sup>th</sup> meeting. Copies of the checkbook record through 4/6/19 were previously included in the meeting packet.

## **V. OLD BUSINESS – COLORADO AVENUE PROJECT UPDATE**

Mr. Hartzell stated that the Manitou section of the project including the sidewalk, amenity zone and driveway aprons is nearly finished. Some minor grading work and paving patches are being installed this week to smooth the transition back to the existing private property. Some low retaining walls will be needed in some areas where the grade change is too steep. The contractor is aiming to finish the paving work by the end of May.

In response to a question from Ms. Morrison regarding the steep entrance to the Loaf and Jug, Mr. Hartzell said that he would look to see what could be done and if the area was within the project limits.

A punch list is currently being compiled to document any deficiencies that will need to be corrected before final approval is given. A final walk-thru will be conducted with all of the agencies involved before the punch list is finalized. The work on the pedestrian bridge is also underway. Caissons are being built and the cap will be completed in the next few months. Drop structures in the creek will be completed over the next 3 weeks.

Although there have been additions to the work caused by previously unknown underground conditions and additional utility work, the goal is to substantially complete the work this summer.

Coffee with the contractor is scheduled for May 1<sup>st</sup> at 5:00 in City Hall.

## **VI. OLD BUSINESS – BECKERS LANE BRIDGE – UPDATE ON BRIDGE DESIGN ACTIVITIES**

Ms. Cobau reported that Ms. Nichols and she attended a progress review session at Loris' office in Denver on April 4<sup>th</sup>. The consultant is currently assembling presentation boards for the Mobility Study Summit that will be held on April 24<sup>th</sup>. The workshop will start at 5:30 pm in City Hall.

The Board held a discussion regarding the community outreach process. Ms. Ann Nguyen with Otak was contacted by telephone and participated by speaker phone. Ms. Nichols requested that Mr. Chopennig discuss what services CONO has offered to provide in the civic engagement process in addition to what is currently being provided by Otak. Mr. Chopennig indicated that CONO has expertise in facilitating small group meetings which they have conducted for some large projects with many interested parties such as Crystal Hills.

After substantial discussion, it was decided by the Board to continue to have Otak facilitate the public outreach process and follow the city's Community Engagement process. The MSURA Board will function as the project team. It was also decided not to contract with CONO for the proposed services.

Ms. Nichols requested that the Board approve the Worksheet that was included in the packet with the following changes:

- #4a. Delete CONO under Manitou Springs.
- #4c.ii. Delete Max \$5000 allocated for CEGW/CONO
- #5. Delete the “Empower” text box.

The Board agreed to the changes and requested the Ms. Cobau revise the worksheet and distribute it to City Council for consideration at the upcoming Council meeting.

## **VII. OLD BUSINESS – GATEWAY PLAZA**

Mr. Romero distributed 80% completed construction drawings for the Board to review. Pending revisions, he will request that Wildcat prepare a price for the additional work to complete the plaza. The cost information will then be submitted to the MSURA Board for consideration at the May Board meeting. The existing contract does include a budget for a “basic plaza”. The budget includes an allowance for hardscape, signage required by SHPO, walls and some historic elements.

Although some elements of the plan will require a longer time to complete the intent is to have a plaza that looks finished in time for the ribbon cutting. However, some signage, the sculpture, the railway tracks and the decorative fence will most likely not be ready.

Mr. Rees suggested that the Board review the plans over the next few days and send any comments to him. He will assemble the comments along with his review notes and forward them to Jon next week.

Mr. Romero and Ms. Johnson asked if the Board was interested in including a water bottle filling station in the plaza. After a discussion, the Board decided not to include it due to concerns over ongoing operation and maintenance costs and potential vandalism. A trash receptacle will most likely be placed near the bus stop.

## **VIII. OLD BUSINESS – POSSIBLE OPTIONS FOR BACK OF EAST ARCH**

Ms. Johnson asked that the Board consider the slogan “Leaving Manitou Springs” as no other suitable ideas have been put forward. The Board discussed the idea and did not suggest any other acceptable wording. Ms. Johnson will continue to work on this with Christin to complete the work.

## **IX. OLD BUSINESS – DISCUSSION WITH JIM REES ON WORK PLAN**

Mr. Rees reviewed with the Board the various tasks that he has been working on in March and April. He has continued to provide administrative services including MSURA Board meeting agenda and minutes preparation, contract monitoring and project coordination for MSURA projects. He has met with the Mayor and City Staff to gather input regarding private redevelopment of the Gateway Corridor.

He explained that he has created a data base for ownership and values for the properties located within the URA. It includes contact information for each parcel. A letter has also been prepared that will be sent to all of the property owners requesting a meeting to discuss redevelopment or renovation options for their properties.

The Board requested a copy of the data base information. The Board members noted that they may have additional contact information for business and property owners.

#### **X. NEW BUSINESS – DISCUSSION OF BANNER DESIGN AND INSTALLATION CONTRACT**

Ms. Campbell briefed the Board on the design of the new banners to be placed on the light poles on Manitou Ave. The designers are recommending an increase from 3 styles to 7 and placing them on every 3<sup>rd</sup> pole. The banners will have several different themes including history, investment, the outdoors and holidays. The original design contract was for \$450. The increase to 7 banner styles will increase the contract to \$800. The production of the banners is estimated to be a few thousand dollars. After a short discussion, the Board approved the new contract amount.

Ms. Johnson then informed the Board that Timberline has provided a proposal for the installation of the brackets and banners in the amount of \$6061.00. The installation will be completed by June 15<sup>th</sup> as long as the banners are finished by then. The Board approved the contract for Timberline as well. Ms. Nichols stated that the project is well within the budgeted amount.

#### **XII. NEW BUSINESS – DISCUSSION ON MSURA BOARD COMPOSITION**

Ms. Nichols asked the Board if there was an interest in increasing the number of Board members since there are 6 members and the Mayor has suggested that the Board may want to have an odd number to avoid tie votes that could occur. Ms. Nichols noted that 6 is above the minimum number required.

The Board asked if there was a particular expertise that would be a good to have. Mr. Rees indicated that other URA boards often had commercial real estate professionals, architects or planners. After more discussion, the Board members agreed that they would remain with the current number but would be open to adding new members in the future if a good candidate was found.

## **XII. OTHER BUSINESS**

### **1. DOWNTOWN COLORADO INC. (DCI) MEMBERSHIP RENEWAL**

Chairman Nichols asked if there was any objection to renewing the Board's annual membership with DCI that is due for renewal in June. The membership is \$500. The Board approved the renewal. Mr. Rees will change the contact info from Sherri Johnson to himself.

### **2. COG CAR PLACEMENT IN URA?**

Ms. Nichols stated that she has been asked by the City if there is an appropriate location within the urban renewal area to place one of the Cog Railway cars that have been retired. It was agreed that if any Board member thought of a great use and location they would email Ms. Nichols with it and the Board could discuss it at a future meeting.

## **XIII. CITY COUNCIL LIAISON REPORT**

Mr. Rohrer was not present so no report was given.

## **XIV. EXECUTIVE SESSION**

Ms. Nichols read the section of the statute that outlined the purpose for the executive session: An Executive Session to determine positions relative to matters that may be subject to negotiations; develop a strategy for negotiations; and instruct negotiators. Pursuant to CRS 24-6-402 (4)(e)(I).

Ms. Morrison made the motion to move into executive session with a second made by Mr. Gregory. The motion was approved unanimously. The members of the public were excused and the Board went into executive session.

The Board came out of executive session at 10:40. No further action was taken.

## **ADJOURNMENT**

The meeting was adjourned at 10:44 A.M.

The next regular meeting is scheduled to begin at 8:30 a.m. on Friday, **MAY 17, 2019.**