

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

MINUTES of May 6, 2021

The Board of Directors of the Castle Rock Downtown Development Authority met in regular session on May 6th, via Zoom Conference Call at 3:30PM.

PRESENT

The DMA meeting started at 3:30PM.

DMA Members Present: KC Neel, Nick Lucey, Aidan Gray, Bernie Greenberg, Lou Scileppi

DDA Members Present: Stu Butler, Josie Adler, Kim Heideman, Andrew Wasson, John Manka, Nick Hier

STAFF: Kevin Tilson, Kristen Bowling, Karah Reygers

PUBLIC ATTENDEES: Patty Van Eysden – Douglas County Libraries, Wes Schuneman – Rotary Club, Gordon Baker – Rotary Club

ALLIANCE PARTNERS: Julie Kirkpatrick – Town Long Range Project Manager, David Corliss – Town Manager, Caryn Johnson – Town Council District 5, Tara Vargish – Director of Development Services, Dan Avery – Douglas County Department of Community Development

CALL TO ORDER

Aidan Gray called the Downtown Merchants Association meeting to order at 3:30PM.

UNSCHEDULED PUBLIC COMMENT: No unscheduled public comment.

DMA ACTION ITEMS AND UPDATES

2021 Event Update: Staff presented updates on the 2021 Summer Event series, especially details for Music in the Park, Street Party and Concert and the Classic Rock Cruise In Car Show. A list of completed and remaining tasks for the month of May was presented.

The DMA will hold a TIPS certification for staff and board members in the month of June at the Douglas County Library. Staff asked the board to let us know if they would like to be certified.

ADJOURN

There being no further Alliance business, the meeting was adjourned at 3:38PM.

CALL TO ORDER

Stu Butler called the Downtown Alliance meeting to order at 3:39PM.

APPROVAL OF MINUTES

Minutes Approval: Bernie Greenberg motioned to approve the April 1, 2021 Alliance Board Minutes as presented; Nick Lucy seconded the motion; the motion carried unanimously by the DMA. John Manka motioned to approve the April 1, 2021 Alliance Board Minutes as presented; Josie Adler seconded the motion; the motion carried unanimously by the DDA.

UNSCHEDULED PUBLIC COMMENT: Dan Avery introduced himself and announced that he or another employee from Douglas County Department of Community Development will be participating in the meetings more regularly and actively in the future.

STAFF UPDATE: Kevin Tilson informed the board that Audrey Spencer has left the organization and Kristen Bowling will also be leaving by mid-May. Karah Reygers will take over managing the event season in 2021. Also, Kevin encouraged the board to watch the last Town Council Meeting from May 4, 2021 regarding height limitations in Downtown Castle Rock and suggested that the board should plan on work sessions on the subject.

ALLIANCE ACTION ITEMS AND UPDATES

Ducky Derby: Gordon Baker and Wes Schuneman from the Rotary Club gave an update on the 25th Ducky Derby to take place in Castle Rock on June 13, 2021.

ADJOURN

There being no further Alliance business, the meeting was adjourned at 4:04PM.

CALL TO ORDER

Stu Butler called the Downtown Development Authority meeting to order at 4:05PM.

UNSCHEDULED PUBLIC COMMENT: No unscheduled public comment.

DDA ACTION ITEMS AND UPDATES

2020 DDA Audit: Karah Reygers provided an update on the process to approve financials for the DDA and the balance of powers and responsibilities. She explained that Marc, James and Associates, PC provided a clean opinion on the 2020 DDA Financials in the 2020 Audit.

Andrew Wasson moved to approve the 2020 DDA Audit as presented; John Manka seconded the motion; the motion carried unanimously by the DDA.

Façade Grant Approval – 300 Wilcox St: Walter Lord, Past Master of the Douglas Lodge #153 AF&AM submitted a façade grant application for the property at 300 Wilcox Street in October 2020. Douglas 153 received a state historical grant of \$80,962 to update the exterior of the building and the Lodge is responsible for a 25% matching amount of \$26,988. If awarded, the DDA grant dollars would be used as part of the local match for the state grant.

John Manka moved to approve the façade grant payment for 300 Wilcox Street in the amount of \$1,000 in design and \$5,000 in construction; Kim Heideman seconded the motion; the motion carried unanimously by the DDA.

DDA Board Seats and Positions: There are several terms related to the DDA Board Seats and Positions that require some board recommendations and actions.

Expirations dates for DRB Board Representatives: Stu Butler expires 5/31/21 ; Nick Hier expires 5/31/21. Both members can be reappointed or new members recommended.

Expirations dates for DDA Board Members: Nick Hier expires 6/30/21 ; John Manka expires 6/30/21. Both members can be reappointed or new qualifying people appointed.

Staff indicated that the DDA needed to appoint a selection committee at this meeting (5/6/21) to review applicants and make a recommendation to the DDA Board at a future meeting. Andrew Wasson moved to appoint Stu Butler and Kim Heideman to the DDA Board selection committee to interview DDA Board applicants and make a recommendation for the DDA Board at a future meeting; Josie Adler seconded the motion; the motion carried unanimously by the DDA.

ADJOURN

There being no further Alliance business, the meeting was adjourned at 4:30PM.

The Castle Rock Downtown Development Authority approved these minutes on

6.6.2021

Date



John Manka, DDA Secretary

6.6.2021

Date



Bernie Greenburg, DMA Secretary