

GRAND JUNCTION DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MINUTES
THURSDAY, JULY 13, 2017
750 MAIN STREET
8:15 A.M.

PRESENT: Kirk Granum (Chair), Duncan Rowley (Vice-Chair), Jodi Coleman-Niernberg, Jason Farrington, Tom LaCroix, Dan Meyer, Phyllis Norris, Doug Simons Jr., Vance Wagner

DDA/BID STAFF: Vonda Bauer, Allison Blevins, Brandon Stam

CITY STAFF: John Shaver (City Attorney), Greg Caton (City Manager)

CALL TO ORDER: Kirk called the meeting to order at 7:30 a.m.

APPROVAL OF MINUTES:

Meeting of June 22, 2017

Duncan made a motion to approve the minutes of the June 22nd, 2017 meeting; Phyllis seconded the motion. The minutes were approved.

Executive Session Meeting of July 6, 2017

Duncan indicated the minutes need to be changed to reflect that Duncan called the meeting to order instead of Kirk.

Jason made a motion to approve the minutes of the July 6th 2017 meeting with the change; Duncan seconded the motion. Kirk abstained. The minutes were approved.

BOARD APPOINTMENTS

Vance made a motion to nominate and appoint Kirk for Board Chair and Duncan for Vice-Chair. Tom seconded the motion; the motion was approved unanimously.

Duncan made a motion to appoint Tom and Jason for the Grants Sub-committee and Dan and Jodi for the Real Estate Sub-committee. Phyllis seconded the motion. The motion was approved unanimously.

Jodi made a motion for Brandon to serve on the Historic Preservation Committee. Tom seconded the motion. The motion was approved unanimously.

POSITION RECLASSIFICATION

Brandon recommended reclassifying the Sr. Administrative position to an Administrative Specialist position which would reflect the changes and additional duties of that position. The Administrative Specialist position has more expectations, independence in making decisions, as well as supervising seasonal staff. An audit request has been submitted to Human Resources. The budget increase would be an additional \$5,556 per year. The current budget for labor costs is \$126,000 and based on monthly outputs, the projected amount for this year is \$100,000, therefore, a budget adjustment would not be required.

There was Board discussion regarding the reclassification.

Tom made a motion to give the \$5,500 increase and reclassify the Sr. Administrative Assistant position to an Administrative Specialist position on 7/13/17. Duncan seconded the motion. The motion was approved unanimously.

BUDGET ADJUSTMENT FOR SPECIAL PROJECTS FUND

Brandon explained that the 2017 budget for the Special Projects Fund is \$70,000. Currently with the applications submitted and approved, there is \$69,500 allocated for projects this year. Some projects were approved in 2016, however, the receipts have not been submitted for reimbursement. Brandon's recommended increasing the Special Projects Fund amount in order to provide more funding for additional requests.

Jodi made a motion to amend the budget and add an additional \$50,000 to the Fund 203 Special Projects account. Phyllis seconded the motion. The motion was approved unanimously.

UPDATES:

R-5/WHITE HALL

Information for the R-5 White Hall project will be reviewed at the regular DDA Board meeting on July 27, 2017. Brandon will send out information to the Board members next week.

EXECUTIVE SESSION:

Kirk moved to go into Executive Session for the purpose of receiving legal advice regarding a notice of claim in accordance with 24-6-402(4)(b), C.R.S., of the Open Meetings Law and to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations under 24-6-402(4)(e), C.R.S., of the Open Meetings Law and will be returning to open session.

The Board convened into Executive Session at 8:33 a.m. Those present were Kirk Granum (Chair), Duncan Rowley (Vice-Chair), Jodi Coleman-Niernberg, Jason Farrington, Tom LaCroix, Dan Meyer, Phyllis Norris, Doug Simons Jr., Vance Wagner, Brandon Stam, and John Shaver.

Vance left the Executive Session meeting at 8:43 a.m.

The Executive Session adjourned at 9:01 a.m.

RETURN TO OPEN SESSION: The Board reconvened into open session at 9:02 a.m.

Tom made a motion to approve the continued negotiations as discussed in the Executive Session. Duncan seconded the motion. The motion was approved unanimously.

ADJOURN: ***Jason made a motion to adjourn; Kirk seconded the motion. The motion was approved. The regular meeting adjourned at 9:02 a.m.***