

URBAN REDEVELOPMENT AUTHORITY ADVISORY COMMITTEE
URAAC Minutes – FINAL
Thursday April 7, 2022
Hybrid Meeting – Virtual & In Person at the Crawford Room
1:30 – 3:00 pm

Committee Members	City of Steamboat Springs	Others Present
<p><u>PRESENT:</u> Elliot Lawrence Josh Miller Jim Schneider Roger Levanduski Charlie Roos Gavin Malia Dan Pirrallo George Noyer</p> <p><u>ABSENT:</u> Brian Olson Brian Bavosi Mike Lang</p>	<p><u>PRESENT:</u> Dakotah McGinlay Danny Paul Jia Carroll Brad Calvert Gates Gooding</p> <p><u>ABSENT:</u> Robin Crossan</p>	<p>Ryan Stone Nikki Eberle</p>

AGENDA ITEMS:

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1. **Call To Order** **1:30pm**
 Lawrence established a quorum and called the meeting to order. Malia moved to approve the minutes from the last meeting on March 17, 2022, which was seconded by Pirrallo. The motion passed unanimously with no changes to the draft minutes.
 Recognize Visitors: none
 2. **Public Comment** **1:33pm**
 None
 3. **Project Updates** **1:35pm**

Complete Streets 4B

Danny Paul:

Probably the most interesting part of the work is to build a new sidewalk along the Knoll Parking Lot. There's some lighting on both sides of the street and some landscape enhancements. The landscape treatment is irrigated native turfgrass, so it's not sod Kentucky bluegrass; it's the same grass that we seeded at the Mount Werner Road Roundabout, but it will have a more finished look than it does today. There's also some landscaping beds incorporated. We're also improving the median. We're removing the turn lane that serves the Knoll as well as the dedicated right-hand turn lane that serves Eagle Ridge Drive. We're doing what's called "road dieting." We looked at the traffic volumes and determined that we don't need those extra lanes. The benefit is it makes it a more pedestrian-friendly environment. It will cut down the pedestrian crossing width, and the median is going to get slightly wider to provide pedestrians with a refuge area.

I confirmed this morning that we will start on April 18; it looks like weather is going to cooperate. The work will go through early June weather dependent. It will feature a closure of the westbound lane to facilitate the installation of this work. So, during that time, motorists will either have to use the roundabout to go around or use the circle. That's for the first six weeks while they build that north side; then they'll flip to the south side with a similar one-lane closure. There will be some advanced signage to remind people. The bulk of the work will occur during mud season.

Asked by Noyer, Paul showed how the sidewalk would connect.

Malia clarified with Paul that the soft-surface trail near The Grand will eventually become a concrete sidewalk.

Paul said there is also a desire to continue the sidewalk that currently dead-ends at The Porches. Paul said that all of those enhancements could fall under the Complete Streets program. He said there will be press releases and public meetings regarding this project.

Mt. Werner Road / Steamboat Blvd. Roundabout

Paul: Pretty much all the irrigation systems still need to be installed across the entire project, as well as some landscaping and scoria cleanup.

The irrigation/landscaping work will start in mid-late April, probably around the same timeframe that Complete Streets 4B is getting going. They will be in the medians, so they're going to have the interior lane of the double lane closed. So, all the traffic will be in one lane while they do this; it won't take them too long to get out of the medians. The rest of it should be shoulder closures with very little to no disruption of traffic.

The bigger piece of completing this project is building this sidewalk segment from Montview Lane to Pine Grove Road. There's also a little sidewalk work to create a better crossing and to build a ramp. We'll be striping that as a crosswalk. So, we're getting close to having a Complete Streets intersection there.

They have to have everything done by June 10.

There's about \$30,000 that is not spoken for that we'll consider using on signage and/or pavement markings, along with scoria cleanup because it's maintenance work and thus doesn't fall in our contract.

Ski Time Square Drive Turnaround & Complete Streets

Paul: We're moving really fast on this one. We've held four hours' worth of design kickoff meetings amongst our core project team.

We're basically formalizing the street up there with widened, likely snow-melted walkways, landscaping, lighting.

We think we're going to start to study an extension of the promenade, which is kind of tied into what we're doing in the street. We'll be talking to some of the adjacent property owners about this. This would be the north leg of the north-south promenade extension in the URA project activities. This would be more of a public feel. These developments (Christie Club, Antlers) could have commercial programmed into them. The other benefit with this would be to facilitate emergency access.

Miller: Is there anything we can do about the existing, non-working fire pits that are adjacent to Slopeside?

Paul: We'll look into it. We have to be careful with the rules. Possibly they will need to be reworked to make these connections.

I felt this connection could be a perfect use of some of our development partnership planning funds. We have pledged up to 50,000 of those to be put toward partnership design with the ski area on the GTC. But with your recommendation to use it for that purpose, we're not ready to make that request today because we don't know yet what the cost of the GTC design would be. \$50,000 will just be a little part of that, but it will be something that we already have approved and can pledge to Ski Corp. The other portion could be used to do some early planning and design on this. We've already talked to our civil engineer who will be doing the design on Ski Time, and they're interested in picking up that work.

Plan on getting an update on the Ski Time Square project and the GTC at every meeting through next year.

We have 70-80% of the design work still to do, and we broke that into three chunks. The first chunk, which we refer to as schematic design, will be done by early-mid July and will include meetings with surrounding property owners to be held next week. These meetings will let us start drilling down into specifics. In the input we've received so far, some want to see the whole roadway and everything snowmelted. The city does not want to snowmelt the road, but I think the sidewalks are fair game. The sidewalks fall under the maintenance responsibility of the surrounding property owner; we'll be asking for their input on having snowmelt for their walkways and also to provide the boiler source to run those systems, take responsibility for the O&M agreements and everything that goes along with this.

Another part of the design work will be how do you build any of this while maintaining access with this being a dead-end road. More than that, how do you build the pieces of this potentially in different years. The current concept is to regrade the road to meet our Engineering Standards. It's a bit too steep through here. Creating the turnaround could happen in year one, and then further out, parts or all of the Complete Streets would be built. We know if we don't time it all so that the road improvements are being built with the development, then the development is likely going to come in and tear a good bit of it up. So, we'll have our work cut out for us on all that.

After these property owner meetings, we'll start to reach out to largely internal stakeholders (utility companies, waste management, delivery trucks) to try to put all this together and understand what peoples' needs are. Parking is likely going to be a big one. This concept plan was fairly well vetted in that regard. This parallel layout with improving the street and concentrating access results in an increase in parking, which is generally what we hear people want. Then you get into enforcement.

We've received some feedback that the conceptual location for the shuttle is maybe not the best place, so we've got to figure out where on the street that should live and balance that with parking.

We'll hold an open house probably in late June. We'll have our engineer come give you a presentation, likely at your August meeting.

A lot of the schedule will be dependent on the surrounding property owners and their willingness to grant easements.

It will be a momentous effort to have this ready for bid by late January, assuming we want to go to construction next year per the work plan.

Mountain Area Master Plan

Paul: We were kind of hopeful that we were going to be ready for today. We did get the updated plan from the consultant. It was way better than the previous versions but still missed the mark. We weren't ready to provide it for this meeting. There's a better chance we may be able to provide it ahead of your May meeting.

Brad Calvert:

We're gearing up for the public review process, but it's got to be ready to go out for public review, so that's where we're focusing our time.

Gondola Transit Center

Paul: At the SSRA meeting two nights ago, the SSRA approved the nonbinding letter of intent, which has a lot of good detail in it. You voted unanimously to recommend bringing that to the SSRA. They just had a couple questions, and it's being signed now. The Ski Area is already anxious to start working on the more robust partnership agreement, which will be binding. We have a commitment to have that agreed to by the end of this year. We want to try to beat that if we can.

Schneider: We're moving full steam ahead on this as well and our beginning the public process.

Nikki Eberle:

We're doing meetings on Wednesday next week in here. We've chunked out three different bunches of stakeholders: a user group, adjacent property owners and community partners. Within those, there's somewhere between 10 and 15 in each one of those groups. They include transit, all the shuttles and management groups, Wildhorse Gondola, and the property owners and community partners. We'll take feedback, ask questions and present them with the high-level concept plan; take that for another version, and do a larger public outreach in early-mid May. Keep doing public outreach through the early summer months. At the same time, we'll be drafting that full agreement. Hopefully, that's much sooner than the end of the year.

We'll have a full schedule for you once we put those details together. We'll be pushing through scope and services for design. Danny and Gates are reviewing that now. At either the next meeting or the following meeting, we'll have a full overview on design costs and a detailed schedule. The new iteration of the design will be sometime this summer.

Schneider: Becky Zimmerman of Design Workshop will mess with that as well. We'll be in close coordination with the city and keep this moving rapidly.

Paul: At the next URAAC meeting, we'll be able to share some of the input that we got from the stakeholder meetings.

Questions on Project Brief?

Paul: Any owners who have URA assets on your property, primarily the promenade, I'm always interested to hear what parts you're finding require replacement more frequently than others or anything you're aware of for which we should purchase some spare parts. We did get some carryover from last year for our spare parts program, so we have about \$31,000 for spare parts. Josh has been the most vocal that we need some lights – the fixtures on the existing light poles. None of them are LED except for the ones we put in at Apres-Ski Way-Mount Werner Circle. Everything else is old lighting, and you can't get that stuff anymore. So, we want to buy a bunch more fixtures, but they're going to be LED. For \$30,000, we can get quite a few fixtures. I'm wondering if we should look to do a whole overhaul of lighting. The most dated version of the light is on Ski Time Square from the most recent roundabout up to Tugboat. When we put in the new lighting with the Ski Time project, it's all going to be LED, which is a whiter light, so it might make sense to convert the rest to LED. We should have 5-10 of those in inventory so that when they get hit by a plow, they're available to a property owner.

Schneider clarified that this will require changing the whole unit.

Miller: We have these blue signs around the properties that are kind of way-finding signs that are incorrect and don't have arrows pointing the right direction. Is that part of URAAC or is that more promenade?

Paul: Those were purchased through a URA project, but they fall into maintenance now. So, if they name a business, and the business is no longer around, then it's incumbent upon the property owner where the sign is to re-letter them or get rid of them. We actually have about ten of those sitting down in the Sheraton storage doing nothing. There's some newer ones in there, too. These are those movable signs. They're kind of heavy.

Schneider: On some of the faded signs for the golf course and Ski Time Square?

Paul: We did go and maintain the wood, which we agreed was definitely in need of maintenance. The paneling could be powerwashed and cleaned up a bit. They could be replaced, but it's not going to be a cheap endeavor to redo all of them and re-letter them. You're going to end up with the same old-school sign. I think the bigger question is should all signs eventually be upgraded to something more modern with better lettering and stuff. They also have to be visible at night.

Schneider: Do we know what's wrong with the fire pits? Is that a spare part thing or a bigger issue?

Paul: We pretty much dismissed this years ago as falling under warranty. There's certain cases where we can make an argument that something is still under an extended warranty, and we can do work using URA money, but legally, URA money is intended to be used to fix the blight and the initial capital investment. After that, it falls under O&M. I know Torian has spent a lot of time trying to repair those, and I think you concluded they aren't repairable. I like Josh's idea of looking at doing something with them maybe in conjunction with extending the promenade. Correct me if I'm wrong, Josh, but I think your maintenance people concluded it is a pretty bad design. They sit down in a sump that water gets into and has screwed up some of the mechanical systems.

Miller: That's my understanding is that where the flame is, is too low, and water gets in there. We spent a lot of time trying to figure out how to get them to work, and they just don't. I think you need to raise them up higher and make it more of an elongated fire pit, like maybe one long fire pit.

Paul asked owners with URA assets on their properties to share their ideas regarding spare parts, which will be shared with the Design Subcommittee.

Lawrence: If that fixture was purchased, is it the property's responsibility to have it retrofitted? Or do we coordinate with the contractor?

Paul: I don't know the answer to that right now. The blight is over; the capital investment was made. We have been authorized by the URA attorney to buy URA unique parts to inventory and have available. Those lights in Ski Time Square are reaching the end of their useful life, and when they do, the replacement would be one that we would have in our spare parts. My idea was to just go through and do a wholesale replacement so they're all the new LED. We've used all the newer, better ones in storage. We'll revisit that with the Design Subcommittee and come back to this committee with a recommendation.

Paul said he would need to talk to the attorney about replacing the other spare parts beyond lights that fall more under maintenance.

Paul: If this committee feels wholeheartedly that you want to use URA money to fix fire pits that have already been built, then you can tell me that today, and I'll explain the situation to the attorney.

Pirrallo: We used URA money to build those screens in the culverts and then had to go back, pull them out and replace them. We used URA money for that. Why would the fire pits be any different.

Paul: It's just a case-by-case basis. I would need to talk to the attorney. Some of those improvements were made five years out; we're now ten years later. So, it gets into the attorney's interpretation of what constitutes an extended warranty. We've also done some after-the-fact modifications to the Torian boiler room to negate a ventilation issue.

Noyer: I would invite the attorney's opinion to be brought back to us. If he's of the opinion that it's the stakeholder's responsibility and not URA's, then if we want to take that argument somewhere, we can.

I personally think a sign that needs to be re-lettered falls under maintenance. I believe that the URA ought to be looking at bigger issues than maintenance of signs.

Stone: When URA funds are used for capital projects, who are those capital projects owned by at the end of the day? We build a roundabout at Ski Time Square drive, is that dedicated to the city, and then the city becomes responsible for maintenance of it?

Paul: It depends on the type of installation, but a public road or a public intersection within a city right-of-way is a city road or a city intersection. So, yes, the city owns that. If we're talking landscaping, the city is responsible for landscaping and irrigation within the medians or the center of the roundabout essentially from the edges of the road, but via the city's ordinance, the abutting property owner is responsible for maintenance of anything adjacent to their property. The city's Code is pretty clear when it comes to maintenance of a sidewalk but not necessarily landscaping or signage. So, we've been executing O&M agreements with those adjacent property owners so that it's very clear. What had happened over the years is the city was asked to take care of everything, and in many cases, we did, and we found that we don't have the money to keep taking on new things. For example, I'm pretty certain the city takes care of this sidewalk right here, which was improved as a URA project. The reason why is because otherwise it would default to being this property owner's responsibility, and this property owner hasn't been the most cooperative over the years with wanting to take care of URA investments. The bulk of the promenade is taken care of through O&M agreements with whoever's property they're on. Sidewalk, per our city Code, is very clear, but when we start doing landscaping and stuff, it's not – especially if it's within the right-of-way. That's why we've been executing agreements to make it clear whose responsibility that is. We did that on the 4B project that we're building this year. We got an agreement with Alterra where they'll take responsibility for some of the landscaping, and Eagle Ridge is taking some of it.

Stone: Your intention with the O&M agreements is that you want the adjacent property owner to take responsibility for it?

Paul: Yes. The city has decided that that's the only way we'll make these improvements is if the adjacent property owner is willing to accept the maintenance. This will be a central theme of the GTC with who owns what and who's taking care of what when there's a lot of overlap.

Paul said he will talk to the attorney about the eligibility of redoing the fire pits.

4. SSRA Meeting Recap.....2:20pm
Lawrence:

URAAC Positions

We had three members whose positions were up: Dan Pirrallo, Josh Miller and Charlie Roos. After a brief interview with Council, all three of them were voted in for a new three-year term. We do have two open positions for community at large members. Ideas or thoughts about how to recruit or marketing to fill those two rolls.

GTC Letter of Intent

Council did vote to move forward and have Gary Suiter sign that letter and move ahead with negotiations with Alterra and the Ski Area.

2021 Budget Carryover

Danny presented some of the projects that we've just been speaking about: Complete Streets 4B, Steamboat Boulevard Roundabout, Highway 40 Roundabout, and some spare parts. Overall, it was \$1,039,689. That was approved to move forward in our 2021 budget.

That was the first of our three meetings with the SSRA this year. I think we tentatively have one planned for July and another one in November.

Paul: We'll update the URAAC position roster. The only changes are we lost two members, so we're at a 10-person committee right now. We do have two vacancies, so if anyone does know of anyone interested, you can put them in touch with me. Ideally, we do these in April so that everyone is on the same cadence, and we don't have one member whose term expires mid-year. We might be able to figure something out where we have any applicants interviewed in an off-April meeting.

Noyer confirmed that community at large members would need to be a full-time resident of Steamboat Springs.

Paul: I do track attendance at every one of these meetings. One councilmember mentioned that there apparently is a policy where they're asking commission members to be present at 80% of the meetings. That was kind of news to me, so I'm going to be looking into that. This council is very interested in who is on its committees, and their involvement is a big part of that.

Schneider: How are we advertising, or did we advertise, for these positions?

Paul: City style advertisement. They were put in at our reception areas. We have a whole listing of our available board and commission positions.

Pirrallo: It was listed in the paper.

Paul: I think they ran one ad. We don't have the city page that they used to do once a week anymore. I think that used to get the best airtime. It's on our web page. It's the same advertisement we do for all our other boards and commissions. We've had lots of contested seats on those. One

councilmember asked why they think no one is interested in URAAC. I wanted to speak for you and say I think that to me is just a sign that everyone thinks you all are doing a good job. We won't be actively advertising from now until we start to advertise again for next year, which will be Gavin and George.

Schneider: How does a quorum work; is it a percentage of the remaining members?

Paul: I always thought a quorum was over 50% of whatever the total committee is comprised of, however, my attorney has told us that it's a minimum of three per City Code.

Pirrallo thought volunteers could be sought from meetings of stakeholder groups.

Paul: I've had people approach me and then decide they didn't want to apply.

Noyer: I did solicit three people. Unfortunately, two of them are not in the city. The other one recently retired and wasn't sure they could commit to the schedule.

Budget:

Paul: I did send you all this and provide some printouts. We haven't really looked at our work plan. This is what we call the Project Activity and Funds Flow work plan. I've shown the project side, and there's a financial side. All I wanted to say now is that this is updated with 2021 actuals, and on the Project Activities side, I'm showing this 2022 column has been updated to reflect the carryovers that were approved on Tuesday night. The black rows are the URA contributions. The net total number including the project activities that were originally budgeted for 2022 is \$1.516 million; last year we did 3.258.

Up top on that sheet, Row 1 brings everything into account. If we've spent more money than we've projected we'll make, those numbers would turn to red. They're all in the black right now. The columns that all currently have Ps in them just mean that everything has been calculated into this. We can manipulate this by changing a P to a U, and that project budget wouldn't calculate. This does not on the Project side bring over the contributions for the GTC. That's because for now those are living under the restricted reserve. If you go to the Funds side, Row 24 has been inserted as a placeholder. It was SSRA's direction last year to have 500,000 in there for this year. Whether we have that appropriated or not is another conversation. We're showing a million in there next year, 500 the following and then 750. That all equates to 2.75.

The sales tax revenues were updated with actuals. You'll see we had budgeted \$100,000 last year, and we came out at 1.17. Kim knows that that's probably low. She wants to let a little more data come in and update it in the June timeframe, about when we start to begin the 2023 budgeting process. My guess is that's going to go north of that number, and when it's forecasted out, that will only show a positive.

Pirrallo: We have a seven-year horizon. 2029 is when the URA closes out and disbands. What happens to the fund balance on line 26 at the end of 2029?

Paul: I don't have that answer. Gates asked me that question, too. I believe it's at the SSRA's discretion. Obviously, it's been accumulated within the legal lift of the URA, so I think it's earmarked for use by the URA. I suppose they could say we're going to take it and use it on something else. I believe the money could be used in 2030 because if you've collected the revenue...

Pirrallo: I'm wondering strategically, since we've got a very clear sunset in 2029, and if today, even before we see the 2022 proceeds coming in because of the potential increase in tax contributions received, whether we should be planning to have this balance come 2029 be as small as it possibly can be.

Paul: I think at our next meeting we will start diving into the 2023 budgeting and introduce that so we're already starting to have some ideas. One thing we'll need to do is work with the Subcommittee because the Complete Streets segments that are in here have been watered down, and we might even be missing some of them. The more near-term projects we have better information on than those Complete Streets and others that are way out there. Those numbers are founded on very little design. Sometimes it takes doing a little bit of design work to know what something costs. So, some of those dollar values for those projects might be low. We'll know by late June what the updated engineer's estimate is for the Ski Time Square project, whether it be the total project or a phase of it. Right now, in there you have 4.5 million over these three years, but I will tell everyone that the city and I think other entities throughout town are seeing outrageously high construction costs right now, I hope primarily caused by rising oil and gas prices due to the war. We think a lot still has to do with the pandemic. In town here, we have very limited contractor supply and subcontractor materials suppliers, so we're kind of at their mercy. Hopefully, as we work through this 2023 budget, we'll start to get better numbers on the GTC and Ski Time Square. We'll fold all that into here. Currently, the net available is 1.4.

5. Other Business.....2:40pm
Chair Replacement Cycle

Lawrence: One of the things that's come up with Jane leaving and me stepping into her role, for 10-11 years, we had two co-chairs. Just talking it through with Danny, Gavin and myself last week, we thought it would be a good idea to set some sort of rough two-year agreement to be a co-chair as a rotating thing so that there's involvement from all members of the URAAC. Gavin is coming into his second year right now, so we're just going to try to start soliciting co-chairs and seeing if there's any interest in stepping in and filling that role once Gavin's second year is up later next year.

Malia: I think we agreed I was going to stay on for another year.

Lawrence: Yes, sorry. I think the point is we're kind of starting the discussion, so if there's any interest, we'll have a year to vet that and see if there's anybody interested in stepping into Gavin's role.

Malia: I think the idea would be to do alternating so we would get rotation.

Noyer: Do we need to put that in writing and make it a formalized procedure?

Paul: I know the creation of URAAC and amending its composition were both taken care of formally as resolutions, so I'll ask.

Pirrallo: Do the governing docs call for a chair, or do they call for co-chairs?

Paul: I don't know if they call for either. I think that's the issue.

Noyer: How about the board members' terms? Is there a min/max?

Paul: It's three years.

Noyer: But can they just keep renewing their...

Paul: There isn't a term limit per se, but I do know that the SSRA has the discretion to decide if someone has been on the Committee too long or not.

McKinlay looked in the URAAC binder to try to determine that.

Paul: My recollection is that neither of the ordinances that define the URAAC's composition include any mention of how the chairs would be structured. I don't believe there's a term limit in there. Y'all are actually the advisory committee of the URA, and the URA is the city limits. So, if the city were to create another plan area, you would by default be the advisory committee of that plan area.

Design Subcommittee Members

Lawrence: I think with me stepping into this co-chair role, I'm going to give up my seat on the Design Subcommittee. So, currently we have Jim and Charlie. If anyone's interested in stepping into that committee, it typically meets three times a year to discuss projects, project flow, funds flow. There will be an open seat, so I just wanted to put that out there.

Upcoming Meeting Schedule

Paul: We've talked to the ski area about the timing for the July 19 SSRA meeting. Potentially, by around our next meeting, we might be ready to go. We may have a public improvement agreement, and there might be a desire to ask for some appropriation of funding. That could only occur at a regular meeting; typically, the next meeting is a work session where we're working through some different ideas and scenarios related to the next year's budget.

I think either July 19 or September 13 is where that next meeting will land. They have pretty much the full month of August off, which is where I would ideally have slotted it.

The budget adoption meeting would be in mid-November.

Lawrence: The next URAAC meeting is scheduled for May 5. Does that work for everyone?

No one mentioned any conflicts.

Paul: Tentatively, for May 5, I am super hopeful we might be able to share the MAMP with you before that meeting for a lengthy discussion at the meeting. But I'm not going to hold my breath.

Other things we probably want to cover:

Update on Ski Time Square project and what we're hearing from property owners.

We'll have some updates on the GTC. Hopefully, by then we'll have a better idea of the cost of the design work and maybe some updates on the public agreement.

I'd like to use that meeting to kick off the 2023 budgeting process and have some discussion of the ideas brought up today. After that meeting, we'll hold meetings with the Subcommittee and time that with when we start getting updated costs for Ski Time and maybe GTC.

6. Adjournment..... 3:00pm

Lawrence raised the question to adjourn the meeting; there were no objections by committee members; the meeting was adjourned.

UPCOMING MEETING CALENDAR:

URAAC: May 5, June 2

DSC: TBD

2022 Tentative SSRA / City Council Dates: July 19 or September 13, November 8