

URBAN REDEVELOPMENT AUTHORITY ADVISORY COMMITTEE
URAAC Minutes – FINAL
Thursday May 5, 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 Gavin Malia Dan Pirrallo George Noyer Mike Lang</p> <p><u>ABSENT:</u> Brian Olson Brian Bavosi Roger Levanduski Charlie Roos</p>	<p><u>PRESENT:</u> Dakotah McGinlay Danny Paul Jia Carroll Brad Calvert Gates Gooding Jon Snyder Jennifer Bock</p> <p><u>ABSENT:</u> Robin Crossan</p>	<p>Ryan Stone</p>

AGENDA ITEMS:

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1. **Call To Order 1:30pm**

Malia established a quorum and called the meeting to order. Noyer moved to approve the minutes from the last meeting on April 7, 2022, which was seconded by Lawrence. 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, City Engineer:

This project began on schedule on April 18. The initial work will be on the interior or north side of Mount Werner Circle, which will be closed to vehicular traffic until approximately early June depending on the weather. At that point, the work will move to the other side where the new sidewalk is being built. There's mostly landscape and irrigation work over there, so it should go pretty quick. There's also some median curbing. That closure will be in place from approximately early June till mid-July. That will be for eastbound traffic between the Circle and Eagle Ridge Drive.

Given the roadway impacts and this being a URA project, Gates and I have been hosting public information meetings as we've done in the past to keep the communication flowing. Anyone is welcome to attend; we have had limited participation so far. We didn't specifically invite this group because if we do, it becomes a public meeting. But if you would like to attend, we can publicly notice those meetings. But the purpose of those is to every two weeks make ourselves available and provide project updates and identify coordination issues with neighbors.

Paul showed the progress of the project to date as well as where upcoming work will take place.

Paul: Things are going well; we're still projecting to be on schedule and within budget.

Mt. Werner Road/ Steamboat Blvd. Roundabout

Paul: Most of the remaining work is related to irrigation with some landscaping to be done as well. We also are building a new sidewalk to connect down to the intersection as well as some ramping at the intersection to make it more pedestrian friendly. That work began on schedule on April 18 as well.

We expect the irrigation/landscaping work to start in the next few weeks. When it does, the second westbound lane will be closed, but traffic will still be able to pass through there. That's so they can finish the work in those medians.

I need to reach out to adjacent property owners about scoria cleanup. It wasn't part of the Duckles contract to do that, but because we have freshly seeded grass, I'm trying to utilize a small amount of those additional funds that we have appropriated for this year to do some scoria cleanup and get it looking nice again.

With some of those additional funds that were approved for this year, we're evaluating other needs such as signage, striping and some landscaping. We appreciate any other ideas you may have. I think we have about \$40,000 to take care of some of these things. We'll give you more updates on what we intend to do with that in the coming months, but we would most likely complete the work this summer.

McKinlay confirmed with Paul that the new landscaping in the medians will be drought-tolerant plant species to balance beautification with maintenance and water usage.

Paul: Some areas are irrigated; the city property will not be irrigated. A few of the other neighbors really wanted to have nice growing grass, so they'll accept those areas for ownership/maintenance. It is a native-style grass, so it requires about a third of the water usage as a bluegrass would.

Lawrence asked if scoria cleanup normally happens unrelated to the projects.

Paul: It's really if a property owner chooses to; I don't believe the city has an ordinance that requires it. That falls under the maintenance of the adjacent landowner. We have a program where landscape companies come in and power rake it to the edge of the road, then we come through with the streetsweeper and clean it up. The issue here is we're in that warranty period. It is

maintenance work, and it wasn't part of Duckles' contract. We don't really want the management companies to go in and tear it all up when we're trying to grow the grass, so we kind of want the same contractor to clean it up this year. After this year, it would revert back to the adjacent landowner.

Lawrence: Do you think you'll get the revegetation limits this summer so you can close that permit?

Paul: We hope. I think more realistically we won't be able to close that permit until next year. It's 70% revegetation. It's going to be a little bit subjective, but we're getting good grass growth. We haven't even put the irrigation into those areas yet.

Paul showed pictures of the work.

Paul: I know striping was a big one over the winter because it didn't last long. The City Streets crews do the symbols and crosswalk markings throughout town, and then the truck striper that does all the lane lines will be here in late June to finish that out.

So far, everything is going according to schedule and within budget, even with the late winter that hit us this week. Everything I just described except for the linear striping is scheduled for completion by mid June, including the final landscaping and irrigation.

We did have the Police Department provide some accident data over the winter. There were three accidents from the time the roundabout was open until today, and all three were in very poor weather conditions. In one of them, the driver was cited for driving too fast and failure to yield. All three accidents were considered very minor.

McKinlay asked which direction they were coming.

Paul: There was one going downhill, one approaching the roundabout, and one coming outside. We don't think three accidents is reason to be concerned.

Pirrallo: How does that compare to the intersection that was in there in the past?

Paul: We did pull accident data before we did this project, and I can no longer access that. It was fewer, I believe, but they were more severe with that uncontrolled intersection. With all this land by Wildhorse being developed, there will be a greater need for this roundabout.

MAMP Update

Paul: Planning is still working through the revisions. Still no definitive date for making the latest draft public, but Gates and I will be sure you get that and have an opportunity to discuss it before it goes to adoption.

Calvert said staff is trying to determine whether to assign the remaining comments to the consultant or review them themselves. Most issues have to do with internal consistency rather than broad changes in direction.

Ski Time Square Drive Turnaround and Complete Streets

Paul showed the 2019-2020 conceptual plan.

Paul: Two weeks ago, we completed another round of outreach with the six adjacent landowners. These meetings were between Gates, our engineer, the various landowners and me.

Takeaways:

Most landowners if not all are in support of this project; they understand the need. There are varying degrees of support.

In general, the developed parcels like the Torian Plum would like to see the improvements completed as soon as possible in their entirety, whereas the redeveloped sites are more interested in the improvements conforming with their redevelopment plans and minimizing risk of having to tear out any improvements we might make when those sites redevelop. There are three such sites, and they are going to present many challenges – most of which we knew about. They each have different schedules and are at different stages of planning and design. So, it's going to be a challenge to coordinate our improvements with what all three of those properties have in mind. Some coordination items include: access to those parcels, how improvements would be phased, utility installation, and snowmelt systems.

One site appears to be going through an ownership change. We just found out that that's scheduled for closure this summer, so that could put us in limbo as far as what we're doing at that property for design until after that closing happens.

It seems we've arrived at a consensus that there should be a space reserved within the right-of-way and the street for private shuttles and delivery trucks to use. In the concept plan, we showed it on the north side of the street, and we got mixed reactions. The latest consensus is that it should be moved to the south side of the street with the idea that if the access drive that goes to Slopeside is ever improved to be more of a pedestrian thoroughfare, people could leave the resort and jump on a shuttle.

We talked to relevant parcels about the URA-identified project of extending the promenade to the north. We know from discussions with the Fire Department on past development proposals that it's likely they'll need to facilitate access to the south side of those developments for fire purposes, and that could double as a walkable area for people to get to those properties.

During our meetings, most if not all wanted to see snowmelting of at least the walkways; some thought the entire street should be snowmelted. The city is not really for the street being snowmelted, but each of the adjacent properties are or would like to have snowmelt walkways. It lends to a cleaner street and better look/feel, but it also reduces snow storage and noise at night to clear that snow. So, we're looking to those landowners to accept responsibility to own and maintain those snowmelt systems similar to the promenade today. That requires to find where a boiler unit could live, and we would need to figure out how this would be phased. If we're not making street improvements in front of a redevelopment property, then maybe none of the snowmelt goes in.

We are working at a very fast pace to potentially have a construction-ready design by next year. By the end of this month, maybe we'll have a 40% design, which will include phasing plans and how the construction could be sequenced within those phases; maybe of most interest to y'all is a cost estimate to update the two-year-old existing estimate that was made at a 10% level of design. We're looking to hold an open house in early-mid July.

Paul reiterated that this project moving forward to construction will rely entirely on obtaining temporary and permanent easements from adjacent landowners.

The URAAC will receive project updates at every meeting.

Gondola Transit Center

Paul: On April 13, Gates and I participated in Ski Corp's initial stakeholder engagement meetings with three stakeholder groups which consisted of:

Neighboring owners: Christie Sports, Ski Corp, One Steamboat Place.

The second group were users of the GTC such as shuttle providers, transit users, maintenance people.

The third group were community partners like STARS, Routt County Riders, Winter Sports Club.

The meetings were intended to solicit early feedback from those core groups. To do that, Ski Corp and development partners presented the concept plan, which we showed to you as an exhibit in the letter of intent.

We feel like we heard general excitement to redo the GTC. Some people are still interested in a larger improvement.

There were a few good comments and some discussion on what the plan is missing: RCR quickly noticed that there's not a bike lane through that closed road, which will be a requirement.

Many challenges were identified that will need to be discussed as design, operations and maintenance plans are developed.

Ski Corp and partners are going to host a follow-up meeting with those three groups all in one room in two weeks to bring them all together and share what was heard to determine where there are conflicting issues. For instance, one entity wants more skier drop-off parking, and another wants it to be all ADA accessible parking.

They will explain how the design team intends to address that feedback and move the project forward.

I believe in the July timeframe they plan to expand to more broad community engagement by launching a public survey.

The letter of intent which went to the SSRA in early April has now been fully executed; it's a nonbinding agreement, but it has been signed by both parties.

The project team and design team continue to get more and more organized. We're holding weekly meetings if not more than one a week and discussing business points that will likely be shaped into that public improvement agreement, which we hope to have executed by the end of the year.

The Ski Corp attorney is drafting the first version of that agreement. We expect that to be an iterative process as with the LOI. Certainly, there will be some topics in there that we'll specifically need your input on along the way.

Paul said URAAC would receive updates throughout the year.

Spare Parts

Paul recapped the idea of systematically replacing light fixtures in one area rather than replacing them piecemeal so as to maintain one uniform style of lighting.

He asked for ideas from property owners on what spare parts need to be replaced more frequently.

Paul showed the current inventory, which includes, but is not limited to benches, pavers, movable signs, biodegradable dog waste bags and light poles.

Paul: At your last meeting, you asked about the viability of using these spare parts funds to fix the firepits at Torian Plum, which have been a headache for Torian Plum since they were built in 2009. We haven't had a chance to ask the attorney yet if we can legally use URA funds to make repairs to something we used URA funds to build 13 years ago. I would just say that the solution will likely cost more than the \$33,000 we have available. It might be wise to look at doing something like that if/when the promenade is extended.

Malia asked what Paul has heard from property owners as requests for spare parts; Paul said he hasn't heard anything beyond Torian Plum's request for light fixtures.

Paul noted that there are roughly 60 incandescent lights around the base area which will eventually need to be replaced with LED versions at approximately \$1,500 each.

Paul noted that the lighting added as part of the Ski Time Square project will be LED, which will not be the same color as the rest of the street.

Lawrence asked if there has been an analysis of power cost versus the cost of replacing existing lights with LEDs and how much the payback would be on a \$1,500 light.

Paul: I believe the city's total annual bill to power those approximately 40 city-owned, non-LED lights is less than \$2,000 a year.

4. Development Partnership Planning Funds.....2:10pm

Promenade Extension (North) and GTC Design in partnership with SSRC

Gates Gooding, Project Manager:

We have \$75,000 in development partnership planning funds. 50 of that was talked about in the LOI for the GTC, but it specifically mentions that we need to get URAAC approval to use that money. At this point, the LOI has been signed; design work is going. Today, we'd like to ask you for the official okay to use those funds. It will be subject to a reimbursement agreement that we're drafting now that will just make sure that we're not spending it on nothing.

If we do decide to commit that, we'll have \$25,000 left. We were talking about using that to look at conceptual design on extending the promenade. The idea there would be to look at extending it from Torian behind the Alterra parcel and up behind Parcel B behind T Bar, all the way up to the Antlers. It would service potential fire access; it would be extra pedestrian access to the back of those buildings. We did talk to both ownership groups in our Ski Time Square meetings, and everybody expressed willingness to at least have a discussion about partnering and committing some funds. On that, we're just wondering if URAAC thinks it's worthwhile to spend the time to develop a scope of work for that conceptual level design and go for more detail with those property owners and see exactly how much we could get from them.

Paul: There's a little bit of relation to the Ski Time Square project, too, because we would also be looking at least one and maybe more connections back to the street and how that would all tie together.

Malia said he would support both proposals based on the fact that these funds would be spent in conjunction with existing and potential development partners.

Noyer: A year ago, we did quite a lot of work on prioritization of activities, and I don't believe that the promenade extension fell into one of those priority directions. Have we changed our mind?

Paul said that was included in tier 2 of the priorities and showed how many items are in progress or have been completed with higher priority.

Paul: As you know, one of the purposes of a URA is to remove impediments to development. So, if we did some planning leveraging public funds to try to help these properties figure out how they could be served by fire access and how this promenade could be extended through those properties, that would

be aligning with that objective of the URA. We would also be looking at how those could connect back to the street for purposes of our design work on Ski Time Square.

Lawrence: I think studying this using these funds potentially helps those property owners as they develop their parcels and how that all comes together, especially with Ski Time Square Drive improvements. So, I'm supportive of using that money.

Noyer: If we can marry some of our budgeted money and make that grow by having partners chip in and expand the value of that, I'm all for it.

Paul mentioned that the promenade extension scope would include the access drive to Slopeside.

MOTION

Lawrence moved to move forward with allocating the \$50,000 in the LOI towards the design process of the GTC; Malia seconded.

The motion carried unanimously with Schneider abstaining.

The URAAC supported staff's pursuit of a scope of work to better define the promenade extension.

5. 2023 Budget Kickoff.....2:30pm

Current Project Activity and Funds Flow Plan

Paul: We just wanted to refamiliarize you with this worksheet.

Paul described the worksheet with the project side and the financial side.

Paul showed final project costs from last year, which have been reconciled with the city's financial records.

Paul: I can assure you that all the project activities that are remaining are represented on the projects side. Row 30 is called Other Phase III Activities, and there are four of them lumped into that. The expenses for those occur in the late years.

One thing I'm not so confident on is that the dollar values associated with these are still valid; they probably need to be looked at again. Gates and I need to go through the Complete Streets program and audit that because we may be missing a few segments in there, or our dollar values for those might be a little light. In the coming month, we'll scrub that and make sure we've got reasonable project costs. As we go through the year and get our design work on Ski Time Square, we'll get better cost estimates for that; we'll be inserting those.

The 2022 plan is what we're doing this year. The \$350,000 listed towards the top is for the design work for Ski Time Square. Most of that is already encumbered on a contract.

The next chunk below that on Complete Streets, Mount Werner Road/Circle, is the Complete Streets project we told you about earlier, which includes an additional \$30,000 should we need it.

The next one is the \$75,000 we just talked about, which is more or less spoken for.

The next one down is the Steamboat Boulevard Roundabout where we have \$350,000 of finish work (irrigation, landscaping, sidewalk, any additional.)

Next is the Highway 40 Offramp Roundabout. This is a carryover fund for two years now that we're continuing to do design work on that, albeit at a pretty slow pace. Our engineer is Baseline, who is also our engineer at Steamboat Boulevard and Complete Streets. This project has been taken off the city 6-year plan. The idea is we continue the design work through the end of this year to get it to the 40-50% level, which will give us a much better cost estimate and allow us to sniff out any issues and do some

outreach to the community but also to have something to give to CDOT in hopes that we can convince them to be a partner on this.

The net SSRA hit for the year is \$86,000. The city has another \$90,000 kicking into that, which will allow us to get pretty far on design but not final plans.

The next chunk is the GTC. Note 6 is a placeholder to remind the reader that at SSRA's request, we moved those into a reserve. As budget approvals are proposed, we will move those from reserves onto this side.

The last chunk is \$33,000 for spare parts.

Malia confirmed that the Highway 40 offramp would typically be the responsibility of the municipality because it's not really serving the state highway system but a local need.

Paul: There is a culvert that passes underneath that has substantial costs that we would like to replace when we do this. It's infrastructure within the right-of-way, which we believe they have a responsibility for. Their proposal so far has been that they'll buy the pipe if we install it. If we get some more developed plans, we can further those conversations, and it also shows that we're serious.

The 2023 Plan is \$1.5 million for Ski Time Square improvements; that would be to do Phase I construction. GTC will come into play as well.

The Ski Time Square project was envisioned to be phased over two or more years. Those numbers need to be proven out with the current design work, and Gates and I will plug that in and see where that takes us.

Right now, it's showing you're in the black in the final year with a 1.4 million surplus. This number can change very quickly as costs come in and we have a better idea of what actual costs are. We've got the GTC discussions going trying to better understand how that's going to be shared and what that cost is. Revenues could cause this number to go up or down. Gates and I need to go through and make sure we have realistic project costs in here, which could adjust that number.

Financial:

Paul: For tax revenues, we came in high by about \$1 million. All the values in that 2021 Final column are reconciled with our financial records.

The Finance Director is very aware that the sales tax projection for 2022 is low. She will revisit that. She is also willing to lower the reserve for the Finance Director. She's pretty confident we don't need those levels of an extra reserve moving forward. So, we'll work with her to update those, which we believe will have a net positive effect on more moneys for projects.

Gondola Transit Center PPP

Paul: There is a value in there for 2022, but it's in a reserve. Those four years total to \$2.75 million, but that's based off a very conceptual plan/estimate and cost-sharing split with Alterra/Ski Corps.

Lawrence asked Paul to reconcile the audited 2021 financials, which came in 2.3 million over what was originally budgeted.

Paul wasn't sure about the details but said that Finance Director Kim Weber would attend future meetings to answer those questions.

Paul noted the remittance for YVHA and Fire/EMS.

Paul: I'm budgeted in here for this year at about a third of my time, which I'm spending way more than right now. But the idea is that as Gates gets online, I can start to take more of a back seat, and we'll hopefully land with a third of my time spent on URA efforts. This does also account for the project manager; however, we'll need to take a closer look at those budget amounts moving forward.

Paul noted the fees for assessments by the Routt County treasurer.

Gooding: Someone had asked recently what happens if we have money left over in '29. I asked Kim and Malcolm Murray, the URA lawyer. They said revenues end in 2029, but we essentially have as long as we need to spend all the money. Kim said we should spend it as fast as possible to be efficient on administrative costs.

Paul: It would be our intent to keep Ski Time Square Drive and GTC efforts in the near term and then potentially play with some of those other projects in outer years. But traditionally, we're only able to look about three years forward with all the unknowns with redevelopment.

Design Sub-Committee Meeting Schedule

Paul: Gates and I will utilize this group to play with project priorities. Probably in August, we'll have some better project costs and revenues, and we would start to present those budget scenarios to the bigger group.

The hope is maybe by the October meeting we can have a final plan that we all like and you could support recommending to the SSRA for the budget meeting.

6. Public Meeting Law and Conflict of Interest..... 2:45pm

Friendly Reminders by Jennifer Bock, Assistant City Attorney:

City officials cannot participate or vote in decisions where you have a conflict of interest. City officials include councilmembers, employees, anybody appointed to a commission or board.

When we talk about conflict of interest, we mean a private interest that is also imputed to your immediate family members. It's not a general public interest like mountain biking or clean water.

Usually, private interests are related to income or property for business.

The solution is to disclose what your potential conflict may be. You can disclose and recuse yourself, or if you have something that's borderline but you still think you can decide the issue fairly, you should disclose that and turn to your committee to determine whether you should step down based on the conflict of interest or the perception thereof.

When you recuse yourself, you remove yourself from the discussion, not just the vote.

In general, we're not going to do city contracts with people who are city officials. Sometimes, there are exceptions to that, and we work with the City Manager to document those.

We also have rules that prohibit councilmembers and board members from appearing in front of their own board and putting undue influence on their own behalf. But we do have an allowance if it's your primary residence or you're working with a larger group like a firm.

Gifts:

You guys shouldn't be grabbing gifts from developers or other entities who are interested in receiving dollars from the URA. Generally, anything above \$50 is considered significant enough that it should be turned away. If it's a conference that you've been invited to, and you happen to get a free meal, that's allowed.

We don't allow city officials to discriminate based on race, sex, sexual orientation, etc.

In 2020, we established a Board of Ethics. This mostly applies to folks who have filed complaints against the City Council, City Manager, City Attorney. Any member of the public can file an ethics complaint, and it is going to be reviewed by this Board of Ethics comprised of two City Council members, the City Manager, and the City Attorney. We have this whole process to go through and address this ethics complaint.

Open Meetings:

If more than two of you are talking about official URAAC business, you are conducting a public meeting. We want to notice all of our public meetings and have them open for inspection.

A meeting can also accidentally happen via email or serial telephone meeting. It's fine to send out information, but once we get a conversation started, then we're having discussions outside of the public eye, and that's not something that we want to do.

If anything comes up, please feel free to contact myself or Dan.

7. Other Business 2:55pm

There are two community-at-large openings.

Brian Olson will be stepping down, which will create another opening.

Paul: We're going to talk to the chairs about doing some advertisement. Gates offered to do that. Brian Olson's position was the development community rep.

Noyer wondered if a development community representative could replace Olson without waiting for the next SSRA meeting; Paul said he would check into that.

Paul: The next SSRA meeting is currently scheduled for September 13 because there are no meetings in August, and there may not be enough data to present to make a July meeting worthwhile. This will be a work session, and typically we focus on the following year's budget and any themes that we're seeing and items we want to discuss with SSRA to get input before we come back to them in November with a budget proposal.

There could be a meeting on July 19, but it's not a work session.

The July URAAC meeting is scheduled for July 7. Does anyone know of any travel plans where you won't be around to attend that meeting? We can bump that up or back, and we can also consider where we'll be at with the MAMP and some of these other project updates.

Malia said he may not be available.

Chair Replacement Cycle
No changes.

8. Adjournment..... 3:04pm

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

UPCOMING MEETING CALENDAR:

URAAC: June 2, July 7th

DSC: TBD

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