

**EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
EAGLE TOWN HALL, COUNCIL CHAMBER
WEDNESDAY, JUNE 28, 2023 | 1:30PM – 3:30PM
IN-PERSON**

Welcome + Roll Call

Approval of Minutes

Board Member Reappointments

- Greg Schroeder, term ends June 2027
- Jake Roach, term ends June 2027

Presentation

- EV Infrastructure Plan – Gina McCrackin, Walking Mountain Science Center

Open Meetings Law (OML) Best Practice: Board Meetings & E-mails

Capacity Building

- DCI contract extension and amended scope of work through 2023
- Executive Director scope of work
- Communications Intern posting

DDA Financials Update

- Troy Bernberg

DDA Elevator Pitch

DDA Letter of Support for North Broadway

EVC Update

Town Business

- Community Development and MEAC updates
- Anticipated TIF collection, 2022

Public Comment

Adjourn

Next Meeting: Wednesday, July 26th 1:30pm – 3:30pm, Eagle Town Hall



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Eagle Town Hall | 200 Broadway, Eagle, CO

Wednesday, May 24, 2023 | 1:30pm-3:30pm

MEETING MINUTES

Welcome + Roll Call

- DDA Board Present: Greg Schroeder, Jake Roach, Adrienne Sirianni-Cavallario, Collin Huggins, Scott Schlosser, Sarah Parrish
- Town Staff Present: Melissa Daruna, Nikki Davis
- Other Present: Kat Correll (DCI), Troy Bernberg (DDA Financial Advisor), Bryan Woods (DBA), Mick Daly (EVC), Kat Conner (Downtown Eagle Property Owner, Former Board Member)

Minutes Approval

Minutes dated April 26, 2023

MOTION: Adrienne motioned to approve; Greg seconded. Minutes approved as presented.

Board Roles & Member Reappointments

Board Member roles:

- Chair, Greg Schroeder
- Vice Chair, Scott Schlosser
- Secretary, Marci Leith
- Treasurer, Adrienne Sirianni-Cavallario
- Jake Roach, Member
- Collin Huggins, Member
- Executive Director, TBD

MOTION: Jake motioned to approve Board Roles as listed above; Scott seconded. Motion carried.

Terms:

- Collin Huggins, new member, term June 2027
- Greg Schroeder, term June 30, 2023
- Jake Roach, term June 30, 2023

MOTION: Sarah motioned to nominate Greg and Jake to serve on the DDA Board of Directors for another term; Adrienne seconded. Motion carried.

DDA Management & Elevator Pitch

- **DDA Communications**
 - Who executed the contract with the DBA website developer – Town staff or DDA/DBA?
 - Consider paying Word Press (developer) and revisit the contract about doing some work in 2023. Were they paid in advance for this year's work/maintenance?
 - Consider an intern from Colorado Mountain College or a local high school.
 - 2023 Budget: \$3,000 for Communication and \$8,000 for grant writing – unspent.
 - There is procurement flexibility, no RFP obligation in statute. Need to begin advertising for a Communications intern in June. Kat Correll will send a job description for Greg & staff to review. Consider connections through Career Wise, Vail Valley Partnership.
- **Executive Director (ED)**
 - Town needs to assess what they have the capacity to take on. Nikki & Melissa to meet with Greg to finalize duties.
 - Consider appointing board members to serve as liaisons for North Broadway, Grand Ave, etc. in the meantime.
 - Hiring an ED one year from now, June 2024, is realistic.
 - A top priority for the ED will be grant writing; collaborate submission with the Town.

TIF Discussion

- Total valuation growth projects an average 48% - 55% growth within the DDA.
- Challenges and protests can lower the amount of TIF collected by the DDA.
- Preliminary valuation reports will be released by Aug 25 with final certification on Dec 10.
- The only anticipated fees are collection & distribution fees, due to the assessor.
- Revenues will be distributed around June 2024.
- Grant programs, Town will need to submit applications: CDOT Mainstreet Revitalization Program (requires match, rolling grant cycle); Great Outdoors Colorado (GoCo); DOLA; Capacity building grant to support part-time ED (see Kat's email)
- Consider borrowing money from the Town and pay back from TIF later. (E.g. Englewood)
- Consider resources from NWCCOG
- Consider extending DCI's contract by \$8,000 specifically for grant research & writing.
- Can Troy provide TIF projections from the North Broadway project?
 - Consider committing no more than 30%.
- The Board requested a report from Finance regarding anticipated 2022 revenues.

TIF & DDA Annexation Process

- The Board approved a template and will need to be posted to the DDA/DBA website: downtowneagle.org

Town Business

- Greg & Jake reappointment nominations will go before Council on June 13.

Public Comments

No public comment was received.

Adjourn – 3:32 PM

MOTION: Jake motioned to adjourn; Scott seconded. Motion carried.

Next Meeting Date: Wednesday, June 28, 2023, 1:30-3:30PM

EAGLE DDA MANAGEMENT STRATEGY

OVERVIEW

The Eagle Downtown Development Authority (DDA) was established to halt and prevent deterioration of property values within its district and to assist in the development and redevelopment of its district and to use its power to promote the general welfare of the district by the use of its direct and supplemental powers.

The Eagle DDA will work for 30 years using tax increment finance (TIF) to harness existing tax dollars and reinvest them in the downtown area to encourage private sector investment towards the vision of a vibrant and thriving downtown.

The Eagle DDA currently has one means of funding the work and management of the organization, property tax TIF, which is accumulated based on increases in property values. While the DDA will eventually be fully funded, the initial years present a challenge with no staff and limited funds to support operations.

ESTIMATED MANAGEMENT FEES

The following estimated tasks and management fees are an approximation of the baseline minimum tasks that the DDA will need to manage in the initial years of operation. With staff transition in the start of phase, the DDA has continued to move forward, but has faced some delays in accomplishing tasks. Note that these tasks are not yet incorporating project development, which may require a significantly higher amount of time and expertise.

Tasks	Estimate
Organizational Management, Executive Director Services	\$18,750
Legal start up filings, board compliance, meeting packets, agendas, attendance. Annual statutory compliance actions.	\$10,000
Town agreement, analysis of financing options, board organizational meeting.	\$8,000
Set up tasks, financial policies	\$6,500

Graphic design, printing/mailing	\$4,000
Strategy, copywriting	\$4,000
Miscellaneous	\$250
TOTAL	\$51,500

EAGLE DDA TAX INCREMENT FINANCE PROJECTIONS

The Town of Eagle and the Eagle Citizens, created the Eagle DDA to ensure continued improvement and engagement around the downtown. However, with no new tax and no mill level or assessment, the DDA relies on tax increment finance from property tax. The Property Tax increment is generated gradually, as the property assessments rise, so it takes some time to accumulate. While this depends on the assessments, the Eagle DDA will likely have approx. \$50K in 2024 and 2025, that can manage some administrative costs, and can cover some programming.

2023 PILLARS FOR DDA MANAGEMENT

For the initial years of DDA operation, the DDA will need to develop capacity and manage the organization, before there are funds to retain full or part time staff. The short term strategy will focus on the following pillars to manage the organization:

- + **Strengthened Roles within the Eagle DDA Board.**
 - o **Board Chair.** Continue the active role, planning for meetings, presentations, and meeting with the Town and support team outside of regularly scheduled meetings
 - o **Treasurer.** There hasn't been a treasurer thus far, but the DDA will need this position going forward to be responsible for creating a bank account, requesting financial documents, and working with the Town to provide oversight of DDA required reporting.
 - o **Strategic Partnerships Lead.** There will also be a need for a board member to work on building connections for accessing funds.

- + **Contractual Relationship with Local Partner.** The Eagle DDA will strengthen the relationship with the Eagle Downtown Business Alliance, including a contract to oversee communications, regular administrative reporting, and seeking grant funds to support administrative and communication functions for the downtown.
- + **Town Staff to Support.** The Town staff will manage monthly meeting preparation, work with guest speakers and presenters, and support the DDA in meeting and reporting for County and State entities.
- + **Support from Downtown Colorado, Inc.** As a support organization, DCI can offer an enhanced membership at \$2,500 to help with 1-2 educational speakers over the year, promote the Eagle DDA, identify funding opportunities, and to assist with proposal development.

DDA Executive Director—NEW DDA DEVELOPMENT
Scope of Work

Purpose: Implement start-up actions for a start up Downtown Development Authority in order to seek grant funding and implement an operating plan in the first three years.

Part Time Position for the first three years of DDA.

<< do we say that this is a part time position now??? With anticipated xx hours per week >>

<< Purpose of position is to further advance the DDA’s work plan >>

CURRENT NEEDS

DCI

- + Interacting with stakeholders and Town to ensure flow of information and implementation of ideas with limited resources.
- + Managing past work products and concepts to ensure awareness and considering.
- + Oversee training, document development, interaction with partners/taxing.
- + Participate in financing research and discussions to fund catalyst developments and community improvement projects. << grant writing support with DCI for capacity building >>
- +

Town manage board meetings and vendor payment.

<<do we say that this is a part time position now??? With anticipated xx hours per week>>

<< Purpose of position is to further advance the DDA’s work plan >>

Administration

Small contract to the DBA to manage fundamental aspects of organizational management.

Formatted: Font: (Default) Poppins Medium

Formatted: Space After: 0 pt, Outline numbered + Level: 1 + Numbering Style: Bullet + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Poppins Medium

Formatted: Font: (Default) Poppins Medium

Formatted: Font: (Default) Poppins Medium

Formatted: Font: (Default) Poppins Medium

Formatted: Font: (Default) Poppins Medium

Formatted: Outline numbered + Level: 1 + Numbering Style: Bullet + Aligned at: 0.25" + Indent at: 0.5"

Legal

- Draft and submit legal state compliance and foundational documents, including state registration, federal EIN, state tax-exempt status, board by-laws, special district association membership and liability insurance.
- Create an agreement with the municipality, clarifying roles, coordination, funding approval/administration, services to be provided by the DDA, any shared resources.
- Evaluation of available financing mechanisms based on the Plan of Development and founding documents of DDA.
- Attend board organizational meeting. Initial meetings to be in person, with a remote (webconference) option available.
- Provide counsel to the DDA staff and board as needed.
- Future employment, payroll and insurance options for future staffing needs

Accounting

Establish a Treasurer Position on the DDA Board, who would be responsible When DDA starts seeing increment, DDA Board

- Establish DDA bank account, financial policy/procedures.
- Set up DDA accounting books and financial reports.
- Coordinate with Town finance staff, County Assessor staff, and financial consultants

Organizational Management

<< Town can absorb most/all of this this through 2023>>

- Publicize board meetings and application process, implement initial board policies and operating procedures. Schedule organizational meeting with board and city staff. Manage board agenda, meeting packet, minutes, compliance.
- Establish internal working procedures, systems and interface with municipal departments.
- Secure professional services: legal, accounting, marketing, financial, administrative. Determine if internal resources could be utilized and how.
- Seek Town Trustee approval for annual budget.
- Manage DDA vendors and monthly billing.

Formatted: Highlight

Formatted: Highlight

Economic Development

- Confer with DDA board and Community Development Staff to determine Downtown business support priorities
- Apply for economic recovery grant funding to support priority projects or programs.
- Refine database of DDA property owners and businesses. Coordinate with Town/County GIS for updated mapping products.
- Communicate with Downtown commercial stakeholders about the DDA activities, business support and recovery programs.
- Participate in financing research and discussions to fund catalyst developments and community improvement projects. << grant writing support with DCI for capacity building >>
- Work with Town staff, developers, brokers and business owners regarding new investment in the Downtown district.

Formatted: Highlight

Clean & Safe

- Confer with board to determine Clean and Safe priorities and any supplemental maintenance of Downtown public spaces.

Marketing

<< Town can support the coordination with the intern >>

- Confer with Town Communications Department on existing Downtown brand, strategy, messaging and implementation.
- Modify existing Downtown brand and basic marketing tools: web page, e-newsletter, letterhead, presentation, postcard mailer, slide templates.
- Nominate the Eagle Downtown for awards and accolades.
- Promote tangible signs of economic recovery: business re-openings, expansions, relocations, new development.
- Contribute Downtown content to Town and Chamber for their platforms to extend the reach of Downtown communications & marketing.

Formatted: Highlight

Placemaking

- Work with municipal planners on design and planning for Town placemaking elements in the Downtown district and gateways. Provide

input on Downtown placemaking elements and comprehensive plan updates.

- Analyze funding options for implementation of Downtown placemaking elements and public improvements.

Advocacy

Work with DDA board, EVC, and the Chamber of Commerce, and other special interest groups for accessibility, and economic and cultural organizations to represent Downtown interests and provide feedback regarding policies, regulations, or programs.

Additional Services Upon Request

- Consultant will provide Client with written estimate for additional services upon request.

<< probably need to simplify this fee schedule. Set only one rate instead of multiple >>

Estimated Fees

Member	Fee	Tasks	Estimate
Executive Director	\$6,250/mo	Project Management, Executive Director Services	\$18,750
Administrative District Compliance	\$2,000/mo	Legal start up filings, board compliance, meeting packets, agendas, attendance. Annual statutory compliance actions.	\$10,000
Legal Services	\$250-285/hour	Town agreement, analysis of financing options, board organizational meeting.	\$8,000
Accounting	\$1,166/mo + \$3,000 for budget prep	Set up tasks, financial policies	\$6,500
Graphic Design	\$100/hour	Graphic design, printing/mailing	\$4,000
Communications	\$90/hour	Strategy, copywriting	\$4,000
Misc. expenses			\$250
ESTIMATE TOTAL			\$51,500

DDA Communications Position

Kat Conner <kat@katchstudio.com>

Thu 6/15/2023 3:04 PM

To: Nikki Davis <nikki.davis@townofeagle.org>

Cc: Katherine Correll <director@downtowncoloradoinc.org>

 1 attachments (6 MB)

KatConner_Res_2023.pdf;

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Nikki!

I am officially applying for the DDA Communications position. Attached is my cover letter, resume and snippet of my portfolio.

Let me know if you have any questions. Thanks!!

Kat Conner

Katch Studio | Art Director | Designer
katchstudio.com **IG:** [@katchstudio](https://www.instagram.com/katchstudio)
714.721.8573

KAT CONNER



PORTFOLIO SITE:
katchstudio.com



@katchstudio

To say that I have a passion for art and design would be an understatement. I started entering art competitions in high school and earned numerous awards, prizes, and scholarships. I worked my way through college as a graphic designer, achieving a Bachelor's in Studio Art from CSULB as well as Associates Degrees in Graphic Design, and Interior Design.

Since then, I have achieved all of my professional and life goals, such as being an Art Director of a nationally distributed magazine and having my covers displayed all over the world. Seeing my work displayed in Bologna, Italy, was mind blowing!

Being the Production Manager and Art Director for over 15 titles, owning several online and in-store businesses, freelancing, consulting, owning commercial real estate, a wine bar, and my own local community magazine, I have had a pretty busy life juggling many professional careers. Not to mention raising two kids, two dogs, a cat, and a husband! ;)

My family and I escaped the over-crowded and stressful life in Southern California and relocated to Eagle, CO, in 2016. On top of graphic design freelancing, I helped form the Downtown Alliance nonprofit and the Downtown Development Authority, focusing (in different ways) on economic vitality for downtown Eagle, CO. I have created and implemented the downtown branding and business communication network and initiatives. I co-creating the Second Friday ARTwalks and produced, directed and managed the Christmas on Broadway parade the past two years as well as the Downtown Social and Our Community Table events.

I love art and design and finding creative ways to help solve problems. I strive to improve quality of life not only for my family and I, but for my friends, colleagues, neighbors and my community.

kat@katchstudio.com | 714.721.8573 | Eagle, Colorado

KATHLEEN CONNER

CAREER OBJECTIVES

Seeking position whereby my natural and acquired skills can be fully utilized, offering opportunity for growth and advancement.

PERSONAL ATTRIBUTES

Extensive knowledge of print and production; very strong project management skills; takes pride in organization; communication is extremely important; very fast-paced worker and have a precise eye for detail; proficient in Adobe Creative Cloud, Word Press, Microsoft Office, creative apps, etc.

EDUCATION

CSU Long Beach, Long Beach, CA

Bachelor of Art degree in Studio Art with emphasis in Graphic Design -2002

Orange Coast College, Costa Mesa, CA

Associate of Art degree in Graphic Design -2001

Learning Tree University UCI Extension, Irvine, CA

HTML and Web Design certificates -1998

Saddleback Community College, Mission Viejo, CA

Associate of Art degree in Interior Design -1998

San Diego State University, San Diego, CA

General/art education -1996

Capistrano Valley High School, Mission Viejo, CA

Graduated -1995

REFERENCES

Marc Cook

Editor- Kit Planes
562.889.7280

Joe McKimmy

Owner/Designer - Handsome Rabbit Designs
323.449.5566

Christina Pendón

Art Director
562.773.6040

WORK EXPERIENCE

» PRESENTLY: **Freelance Graphic Designer**

Currently freelancing for multiple local and national companies. Creating sales proposals, event logos, marketing materials, social media and web graphics, packaging, digital catalogs, etc.

» OCTOBER 2021 - PRESENT: **Owner, Art Director** Mountain Lifestyle magazine

Company = A local community publication for downvalley, Eagle County, CO. We share the stories of our amazing local business owners, citizens, events, town news and general happenings in downvalley. I find stories, hire contributors, photographers, manage all the advertising, create and manage all marketing, as well as produce and create all the art and design for the printed publication. Pretty much everything. Ha!

» APRIL 2013 - AUGUST 2016: **Art Director** Bonnier Corp, Irvine, CA

Company = Publisher of the worlds leading motorcycle and mens' magazine brands
Duties include art direction of *Motorcyclist* magazine. Design and execution of all editorial layouts in the printed magazine as well as the digital edition, web content/graphics, social media campaigns and collateral for marketing, events, sales collateral, house ads, media kits, etc. Conceptualize and plan photo and video shoots. Negotiate costs with photographers, illustrators, stock houses.

» JULY 2008 - APRIL 2013: **Art Director** Source Interlink Media, Irvine, CA

Company = Publisher of over 200 magazine titles
Duties include all art direction for *Hot Bike*, *Street Chopper* and *ATV Rider*, *Mini Moto*, *Mini Rider* magazines; design assistance with *Dirt Rider*, *Baggers*, *Endurocross* managed redesigns for multiple titles within the company; art direction on photo shoots; work directly with heads of editorial and advertising departments; creation of in-house ads.

» FEBRUARY 2003 - JULY 2008: **Art Director/Production Manager** CN Publishing, Inc., Costa Mesa, CA

Company = Publisher of *Cycle News*, *Moto Kids*, *Personal Watercraft Illustrated*
Duties include all art direction for *Cycle News* Magazine; Production Manager for all publications, race programs, marketing collateral and corporate identity; designed and managed a complete magazine redesign; manage and delegate work to a staff of 3 to 4 in-house designers as well as freelancers; oversee all printing production; art direction on photo shoots; check all advertisements for each publication; work directly with heads of all departments including editorial, advertising, marketing, circulation, administration, etc.

» FEBRUARY 2001 - JANUARY 2003: **Art Director / Graphic Designer** Churm Publishing, Inc, Newport Beach, CA

Company = Publisher of *OC Metro*, *OC Golf*, *OC Family*, *OC Menus*, *Home and Outdoor*
Duties included art direction, managing and layout of designated departments, ad design worked with advertisers and advertising department, design of company collateral such as media kits, stationary, etc., assisted with company website .

» JUNE 2000 - JANUARY 2001: **Graphic Designer** Marriott Corporate Western Regional, Newport Beach, CA

Company = International chain of hotels and resorts
Duties included design of direct mail pieces, brochures, ads, collateral, etc. Worked with Art Director and Account Executives, prepared projects for print.

» JULY 1999 - DECEMBER 1999: **Graphic Designer** Landscape Communications, Tustin, CA

Company = Publisher of *Landscape Architect* Magazine
Duties included design and layout of editorial, ad design, update company website, oversaw printing, etc.

Kathleen Conner

katchstudio.com | kat@katchstudio.com

714.721.8573 | Eagle, Colorado

EDITORIAL



katchstudio.com | kat@katchstudio.com
714.721.8573 | Eagle, Colorado

ADVERTISING/MARKETING

JOIN US FOR THE NEXT

ARTwalk and Noel Night

on Broadway Street

FRIDAY 5-8 PM
December 14th, 2018

Another fabulous, festive night for all to enjoy on Broadway! The art community is growing and ARTwalk is being paired with Noel Night for this December event. Tackle your holiday shopping list while supporting local businesses! Enjoy drinks and snacks while strolling up and down Broadway Street.

- SHOPPING SPECIALS
- DRINKS AND TREATS
- LOCAL ARTISTS
- HOLIDAY CHEER
- LIVE MUSIC
- FRIENDS AND FUN!

END THE NIGHT AT THE UGLY SWEATER PARTY!

Hosted by Benjie and Hogg Off Broadway. Delicious beers and music to celebrate the most wonderful time of the year! The ugliest sweater you can print! [@HOGG-Crew](#) The Yarn Buns on Deck!

Photo: Doug Clark
Caption: the-mad

  [@broadwaystreeteerie](https://www.instagram.com/broadwaystreeteerie)

EAGLE, COLORADO



hello

HELLO BROADWAY BUSINESS OWNER!

We'd like to introduce you to the *Revitalization of Broadway* Committee! Our goal is to help bring a vibrant Broadway through community, networking and events specific to and developed from, its own fashion business owners on Broadway and have a vested interest in seeing our little street THRIVE! Join your friends like us and let's make Broadway and its future a success for us and the rest of the community interested.

Along with this newsletter we are excited to announce the new social community called -

BROADWAY STREET

Through Instagram, Facebook and newsletters we will be informing the community on all the happenings on Broadway and inspire them to visit and participate but also to be a part of it! December 14th (Friday) from 10am-12pm and Broadway's a Life Weekend Party it's going to be a big deal! We will encourage shops to open up late to sell, sell, sell, and all will have a great time! We will also have a pop up for our products, and we will be giving the "Free of Art" program. We will also have a social artist to display some of their pieces in your store and let people to walk through your door. We take it from there :) Contact ARTISTICE for artist info: artistice@gmail.com

Please don't hesitate to contact us with any questions or specifics that you would like us to help promote. We have extremely excited about what's new for Broadway!

Sincerely,

The *Revitalization of Broadway* Committee
broadwayrevital@gmail.com

Instagram and
 Facebook

  @broadwaystreetnyc

EAGLE ARTS

ARTwalk

FRIDAY

MURDER ON BROADWAY

FEBRUARY 14, 2020 5-8PM

BROADWAY STREET

"Mickey Scapone" has been MURDERED on Broadway Street! And we need your help to solve the crime. Grab some friends and come to the Eagle ARTwalk for this immersive art activity:

Valentine's Date Night Murder Mystery

More information and ticket sales at artwalkmurderonbroadway.eventbrite.com
 Persele Tickets for a Team of Two: \$20. At the door: \$25

PRIZES + COCKTAILS + SECRET SPEAKEASY + JAZZ MUSIC

ALSO...

- + LIVE MUSIC EVERYWHERE
- + SHOPPING
- + BUBBLES AND CHOCOLATE
- + DINING SPECIALS
- + FLOWER STAND
- + GUEST ARTISTS

BROADWAY STREET

@eagleartscolorado
 @broadwaysysteate

Make sure to hashtag #ARTwalk and #MurderOnBroadway

DOWNTOWN EAGLE 2020 Holiday Gift Guide



KATCH
THE DOWNTOWN EAGLE

WINE, BEER, SNACKS, TREATS
GIFT BASKETS, HOME DECOR, ANTIQUES
VISIT: KATCHOFTHEDAY.COM

228 BROADWAY STREET #B BROADWAY STREET

[illegible]








JETT LAWRENCE
@jettson18



JETT LAWRENCE

Age	20
Height	1.78m
Weight	68kg
Team	Honda

After a season of success, Jett Lawrence has secured a podium finish in the 2022 AMA Supercross Championship, finishing 3rd in the 450F class. He is currently ranked 3rd in the 450F class. Jett Lawrence is a professional motocross rider who has won multiple AMA Supercross and Motocross titles. He is currently riding for the Honda team. Jett Lawrence is a professional motocross rider who has won multiple AMA Supercross and Motocross titles. He is currently riding for the Honda team.








JETT LAWRENCE
@jettson18



JETT LAWRENCE

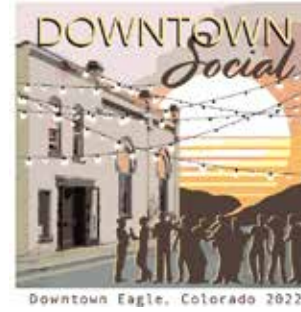
Age	20
Height	1.78m
Weight	68kg
Team	Honda

After a season of success, Jett Lawrence has secured a podium finish in the 2022 AMA Supercross Championship, finishing 3rd in the 450F class. He is currently ranked 3rd in the 450F class. Jett Lawrence is a professional motocross rider who has won multiple AMA Supercross and Motocross titles. He is currently riding for the Honda team. Jett Lawrence is a professional motocross rider who has won multiple AMA Supercross and Motocross titles. He is currently riding for the Honda team.



BUTI
 "The sense of freedom in movement, coupled with complete acceptance from a supportive group of women allows me to leave class not only sweaty but open and calm."

BUTI
 "Super fun, fast-paced, rejuvenating, high-energy class!"



BROADWAY STREET
eagle



BONEYARD
PIZZA • PASTA • BURGERS • BEER



MC

MOTO INTRO



The Met Kitchen
EAT. DRINK. REPEAT.



MOTOR
CYCLIST



whit
AT HOME



Colorado Open Meetings Law: Let the Sunshine In



*Wynetta Massey
Colorado Springs City Attorney*



COLORADO
MUNICIPAL
LEAGUE

LEGISLATIVE DECLARATION

“It is declared to be a matter of statewide concern and the policy of this state that the formation of public policy is public business and may not be conducted in secret.”

C.R.S. § 6-4-401



COLORADO
MUNICIPAL
LEAGUE

POLICY

“All meetings of a quorum, or three or more members of a local public body, whichever is fewer, at which any public business is discussed or at which any formal action may taken are declared to be public meetings open to the public at all times.” C.R.S. § 24-6-402(2)(b).



DEFINITIONS

- Local public body (“LPB”) includes “any board, commission, taskforce, authority or other advisory, policy-making, rule-making, or formally constituted body of any political subdivision of the state . . . to which a political subdivision, or an official thereof, has delegated a governmental decision-making function but does not include persons on the administrative staff of the local public body.” C.R.S. § 24-6-402(1)(a).
- A meeting is “any kind of gathering, convened to discuss public business, in person, by telephone, or by other means of communication.” C.R.S. § 24-6-402(1)(b).



OML COMPLIANCE

- “Full and timely notice to the public” is required for any meeting “at which the adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance”
- Notice shall be “posted in a designated public place no less than 24 hours prior to the holding of the meeting.”
- Notice shall include “specific agenda information where possible.”



MEETINGS

Public meetings **DO** include:

- A meeting of a quorum or 3+ members of the LPB, whichever is fewer, at which any public business is discussed or at which any formal action may be taken”

Public meetings **DO NOT** include:

- A *chance meeting* of a quorum or 3+ members of the LPB or a *social gathering* of a quorum or three or more members, provided that public business is not the central purpose.
- A meeting or gathering of 2 or fewer members of the LPB and 2 or fewer members of different LPBs.



COLORADO
MUNICIPAL
LEAGUE

MEETINGS

Public meetings MAY include ELECTRONIC COMMUNICATIONS!

- When using e-mail, be aware that “reply all” or communications strings involving 3 or more members may create an electronic meeting.
- An e-mail between you and a staff member of the City will not run this risk, especially if not copied to other members of the local public body.
- E-mailed communication between all of the LPB members, regardless of whether staff is copied, is at risk of being a public meeting.



MEETINGS

Public meetings DEFINITELY include ONLINE, ELECTRONIC, OR TELEPHONIC MEETINGS

- Be clear on how the public can participate.
- Be prepared for:
 - Technical Difficulties
 - User Error
 - An Unclear Record
 - Procedural Issues



EXECUTIVE SESSION

- Certain matters may be discussed by the local public body in executive session.
- No “adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall occur at any executive session which is not open to the public.”
- Public notice of the meeting should include notice of the proposed executive session.
- Prior to the beginning of the closed executive session, the general topic should be announced.
- The body must vote to go into executive session.



EXECUTIVE SESSION

- Discussions in executive session must be electronically recorded.
- Recording must reflect authority under which the LPB met in executive session.
- Recording may be stopped for portion of the discussion involving privileged attorney-client communications.
- No part of the executive session recording shall be open for public inspection, except with consent of the LPB or in a legal challenge to OML compliance.



GETTING INTO EXECUTIVE SESSION

- C.R.S. § 24-6-402(4): Requires announcement of the topic for discussion in the executive session, including specific citation to the provision of the Act authorizing the executive session and identification of the particular matter to be discussed in as much detail as possible without compromising the purpose for the executive session.
- C.R.S. § 24-6-402(4): Affirmative vote of two-thirds of the quorum present, only at a regular or special meeting.



CONSEQUENCES

- Failure to comply with the OML may render the action invalid.
- Any person denied or threatened with denial of the rights/interests conferred on the public by the OML has standing to challenge the violation.
- Court may issue injunctions to enforce the purposes of the OML.
- If a court finds a violation of the OML, the court **shall** award costs and reasonable attorney fees to the prevailing citizen bringing the challenge.
- If a court does not find a violation, and that the citizen's allegations were frivolous, vexatious, or groundless, the court **shall** award costs and reasonable attorney fees to the prevailing party.



REMEMBER

- LPBs are required to comply with the Open Meetings Law.
- Notice of the possibility of an executive session should be part of the posted notice for the meeting.
- Have a procedure in place to ensure compliance with the announcement of the purpose of the executive session.
- If you have questions, contact your assigned City staff or the City Attorney.



CIRSA Training: Email Suggestions for Elected & Appointed Officials

By Sam Light, CIRSA General Counsel

The use of email by elected or appointed officials to discuss public business raises issues under both the Colorado Open Meetings Law (“OML”), C.R.S. § 24-6-401 et seq., and the Colorado Open Records Law (“CORA”), C.R.S. § 24-72-201 et seq. The OML recognizes that discussions by email can trigger notice and openness requirements. Specifically, the OML provides that any meeting of a quorum, or three or more members of a local public body (whichever is less), at which public business is discussed or at which formal action may occur must be open to the public. Also, the meeting must be preceded by proper notice if a quorum will be present, or any action will be taken. A meeting can include a discussion that occurs by phone or email.

Additionally, CORA recognizes that public records can include emails of elected and appointed officials where the communications involve City/Town business or public funds and are made, maintained or kept by the City/Town as part of its operations. Under CORA, emails may be public records even if they do not trigger open meetings rules. Based on these rules, the following are suggested email “dos and don’ts:”

Email – Okay to Do

- Have a one-on-one discussion with another council/board member.
- Respond to constituent emails consistent with “role discipline.”
- Correspond directly with City/Town staff.
- Email other council/board members concerning scheduling and availability, or posing a question for later discussion, or sharing “FYI” only information. But, such communications must not morph into a discussion of the merits or substance of any public business.
- Copy other council/board members on an email, subject to the same limitation.
- Do use your City/Town-assigned email address and device, if applicable.

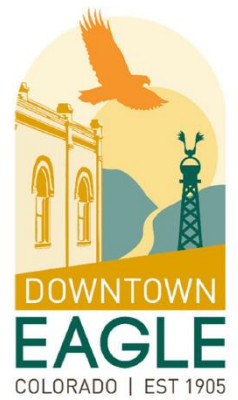
Email – Don’ts

- Do not use email (or similar technology) to discuss the merits or substance of any matter of public business among a quorum or more than two members (whichever is less), whether simultaneous and/or serial or not.
- Do not use email as a substitute for open public meeting discourse.
- Do not use email as a substitute for taking any official action.
- Do not “reply to all” on emails sent to more than two council/board members, excepting only emails that clearly have no policy purpose (e.g., “FYI” emails).
- Do not send messages that discuss both personal matter and public business.
- Most importantly, do not use email to discuss pending quasi-judicial matters.



July __, 2023

Ms. Kathryn Grosscup
Manager, Tax Credit Program
Colorado Housing and Finance Authority
1981 Blake St.
Denver, CO 80202



Re: Elmington Affordable LIHTC Development – North Broadway Apartments
Local Contribution (Town of Eagle)

Dear Ms. Grosscup:

The Eagle Downtown Development Authority (EDDA) was established in 2021 to assist in the development and redevelopment of its district in the Town of Eagle, Colorado and to use its power (under State statute C.R.S. §31-25-801) to promote the general welfare of the district by the use of its direct and supplemental powers. The EDDA can harness 30 years of tax increment finance to reinvest in the downtown area boundary, leveraging public/private sector investment towards the vision of a vibrant and thriving downtown.

The EDDA is supportive of seeing the proposed North Broadway Neighborhood development project move through a Town of Eagle entitlement process as it appears to meet the following priorities recently adopted by the Board:

Regulatory Environment

Streamlining solutions and minimizing barriers to build trust and investment from business and property owners. Aligning regulation and incentives to encourage public-private partnerships for investment in the community vision through infill, redevelopment, and re-use of existing buildings.

Access + Mobility

Assess the experience and accessibility of getting to and around downtown as a local or visitor. Focuses on multimodal infrastructure and access in and around the downtown including parking, gateways, walkability, rideability, wayfinding + signage, etc.

Creative Placemaking

Establish a sense of place through the strategic integration of art, the environment, design, recreation, and cultural activities. Engage locals to produce authentic and distinctive planning and development programming programs directed at local love of place.

The applicant (Elmington Affordable) has presented to the DDA Board, Planning & Zoning Commission, and the Town Council at a concept level that received constructive feedback and support to continue with a development application and move through a formal approval process. We are pleased to see that the plan is striving to meet the EDDA's and Town's shared objectives, including:

Conservation - Community open space and added commercial space along river park will

ensure access and connectivity to services with mutual interest to ensure long-term maintenance and operations of this important section of the Eagle River Park and natural environment.

Economic Development - the proposed project will have significant potential for economic development in Eagle. Added local workforce, construction jobs, commercial development, expansion of the Downtown Development Authority's District and business activities.

Recreation - sufficient recreational activities are purposed and strategically spread throughout the development which is adjacent to the river. Active ground floor spaces could also serve as educational space/community space which be able to take full advantage of the natural open space and park connections being provided. This will ensure an active, vibrant and energized community space and further connect Eagle residents to the River

Place Making - expansive surface parking has been integrated into buildings and realigned with the introduction of the multi modal pathways to ensure access to the central plaza and community serving retail area. Ample seating, landscaping plazas and public gathering areas are supported with the initial phase of the proposed project.

Transportation and Access - continued work with the Town of Eagle, Union Pacific Railroad and PUC will be required in conjunction with Grand Ave connections. Lot and block design will provide both streets and alleys for connectivity, circulation and is the most logical location to support density.

Education and Awareness - Educational awareness and programs will be incorporated throughout the process and into the long-term operations. A key component of education will place emphasis on the history of the site and pay special attention to the natural habitat, species protection, wetland protection and on benefits for preservation.

Subject to a successful formal Development Application review process and Petition for Annexation into the DDA, the Eagle Downtown Development Authority (in partnership with the Town of Eagle) can consider contribution to the North Broadway project in the form of a public-private partnership by leveraging tax increment financing generated by the development to support the capital costs and operating expenses for eligible public improvements planned for North Broadway neighborhood.

Thank you for considering Elmington's application for tax credits and the impacts the project can have for our community. Please feel free to contact with any questions.

Sincerely,

Greg Schroeder

Chair

Eagle Downtown Development Authority

COMMUNITY DEVELOPMENT

May 2023

LONG RANGE PLANNING

- **ReCode Eagle – The Land Use and Development Code (LUDC) Update**
 - o The full draft of ReCode was shared with the community on 4/17/23 and can be accessed through this link: [ReCode-Eagle-LUDC-Update Public-Comment-Version \(townofeagle.org\)](https://townofeagle.org/ReCode-Eagle-LUDC-Update-Public-Comment-Version).
 - o Staff has been collecting public comment and incorporating it into the Code.
 - o At the end of June, staff will be releasing the Adoption Draft, as well as a list of general changes that have been made between the Public Comment Draft and the Adoption Draft.
- Adoption schedule:
 - o Planning & Zoning Commission Recommendation hearing: 6/6/23 tabled until 7/18/2023
 - o Town Council Adoption hearing: 6/27/23

LAND USE APPLICATIONS IN PROGRESS

For more information and to access project documents, visit the Town's [Active Land Use Applications Page](#).

- **DR23-02: Alpine Lumber Shed**
 - o A Minor Development Permit to replace an existing lumber shed along Eby Creek Rd with a new shed.
 - o Public hearing schedule:
 - Planning & Zoning Commission: 6/20/2023

ADDITIONAL UPDATES:

- Planning has posted our Planning & Zoning Commission vacancy on the Town's website and advertised in Eagle Today, Vail Daily, and on social media. The application deadline is June 23rd and we hope to bring a recommendation before Town Council on the July 11th meeting.

MAJOR CONSTRUCTION PROJECTS

Business Name	Location	Status
Second Street Tavern	127 W Second St.	Building permit issued and construction in progress. Interior remodel of existing space and use of outdoor patio is deferred until additional restroom/fixture provided.
Foodsmith	318 Broadway	Permit issued. Asbestos abatement complete *Noteworthy: Retail food sales & cooking class.
Eagle Fire Station	425 E Third St.	In progress going through inspections. Approximately 99% complete. Hope to have final inspections by the end of the week.
Eby Creek Apts.	435 Eby Creek	In progress with all framing substantially complete. First phase of rough-in inspections approved. First floor insulated and drywall complete. Framing inspections should be complete by the end of the week.
Hockett Gulch Apts.	16186 Hwy 6	Building permits have been issued for all buildings. Foundations complete on all buildings. Framing underway on 3 of 6 buildings.
410 Broadway Project	410 Broadway	In progress with exterior front brick wall covering just completed. Trades contractors rough-in inspections approved. Insulation approved. Drywall phase in progress for upper levels.
City Market Remodel	0103 Market St	Interior work completed. Parking lot improvements (re-configuration) still pending.
Eagle River Park Pavilion	200 Fairgrounds Rd	Framing complete. Gutter/drainage system remains to be installed.
Fresh Tracks	50 Chambers Avenue	Plans for white box for future tenant finish submitted. Plan review in progress.
Vail Closets	50 Chambers Avenue	Plans for white box for future tenant finish submitted. Plan review in progress.
Knapp Ranch	717 Sylvan Lake	Minor kitchen alteration.
Haymeadow	91 Mountain Hope Circle	All plan reviews complete. Issued full building permits for all buildings. Foundation for Building A nearly complete.
Habitat for Humanity	3 rd Street	Pending – formal submittal forthcoming.
Stone Concepts Warehouse	85 Marmot Ln	Pending – formal submittal forthcoming.

The figures below show general activity levels not broken down by permit type (building, electrical, plumbing, mechanical, etc.)

TYPE OF WORK PERFORMED	EOY 2022	YTD 2023
Inspections (n/i Planning, Public Works)	1,308	574
Permits Processed	465	137

TOWN COUNCIL AND PLANNING & ZONING COMMISSION MEETING SCHEDULE:

June 2023
June 6 th (Planning & Zoning Commission) - ReCode Eagle Recommendation Hearing – continued to July 18th - Reviewed LERP updates from Council, Design Standards, CI Zone District, Use Standards.
June 13 th (Town Council) <i>No land use files.</i>
June 20 th (Planning & Zoning Commission) - Alpine Lumber Minor Development Permit - ReCode Review

• Zone Map recommendation – continue to July 18th
June 27th (Town Council) • ReCode Eagle Adoption Hearing – continue to date specific in August ○ ReCode Discussion Topics - TBD • Zone Map Adoption Hearing – continue to date specific in August
July 2023
July 4 th – No meeting
July 11th (Town Council) • Planning Commission Appointment
July 18th (Planning & Zoning Commission) • ReCode Recommendation Hearing (tabled from 6/6) • Zone Map Recommendation (tabled from 6/20)
July 25th (Town Council) • <i>Currently no land use files.</i>

SPECIAL EVENTS & MARKETING

MAY 2023

Marketing & Events Advisory Committee (MEAC)

- Discussed MEAC funding policies & procedures. Town will have updated event policies in place for 2024 funding requests.

MARKETING

- EagleOutside.com - updating Events Calendar and Flight Days page call-to-action for vendors, food trucks, volunteers, and parade participants
- Created express bill pay for Youth Whitewater Safety event. \$55 per child per session.
- On-line registration form for Community Table (MUST REGISTER FOR YOUR TABLE)
- Daily Social Media posts on Facebook and Instagram
- Communications Committee – Eagle Today, Eagle SPIRIT

UPDATE

- Community Cleanup & Hard2Recycle Event was a huge success; 363 cars, shredded 3,100 pounds of paper, collected over 10 tons of trash, 20 cubic yards of electronics, 145 tires and 10,000 pounds of scrap metal and over 700 cans of paint.

MEETINGS

- Bi-weekly meeting with Flight Days Committee; Holly Snyder, Kim Fritzler and Lizzy Owens
- Monthly meeting with Tipi Raisers to discuss horse routes from four cardinal directions. Sargeant Causey was in attendance to help navigate.
- Meeting to discuss ultimate redesign of Town of Eagle website.
- Michelle Morgan, from the Chamber, to walk space at Nogal Park for the Community Clean Team
- Kim Greene from Vail Health Trauma Prevention Services delivered 40 PFDs for the Life Jacket Loaner Station. Public Works created signs in English & Spanish. Completion date July 1.
- Kim Fritzler and Shelley Bellm to discuss how Slifer and Eagle Ranch HOA can partner/sponsor the Community Table, August 20.
- Research and development at VRD's whitewater series
- Mountain Rats event review, this year the event will be one day only on September 16. Will focus more on families.
- Eagle's Got Talent, a musical showcase has been finalized. Artists have been notified. Thank you, Weston Arbogast.
- Block Party Eagle planning and review meeting included law enforcement; new requirements have been put in place for 2023 event.

TOWN PRODUCED EVENTS - MAY

- Community Cleanup & Hard2Recycle

EVENT CALENDAR

JUNE	
6/4/23	Yoga in the Park
6/7/23	Eagle River Park Donor Appreciation Celebration
6/9/23	2nd Friday Downtown
6/10/23	Mountain Rec Opening Day
6/11/23	BMX State Race
6/11/23	Yoga in The Park
6/15/23	Music and a Movie
6/18/23	Eagle Enduro MTB
6/18/23	Yoga in the Park
6/22/23	Music and a Movie
6/23-6/24	Eagle Flight Days
6/25/23	Bighorn Gravel
6/28/23	Bike to Work Day
6/29/23	ShowDown Town Concert
6/30/23	Eagle Farmer's Market & Art Show

UPCOMING EVENTS

- Flight Days featuring The Indigenous Wisdom Gathering – June 23 & 24
 - Friday, June 23 – Tipi Raisers Present Native Drummers “Drum In” Horse Riders from the Four Cardinal Directions, followed by a Ceremonial Tipi Raising
 - Saturday, June 24 - Music Takes Flight! Traditional Parade on Broadway, Free Kidz Zone, Toddler Zone, Eagle’s Got Talent, Kickball Tournament, Live Music from the Walker Williams Band and Quemando Salsa Band.

Eagle FLIGHT FLIGHT FLIGHT FLIGHT FLIGHT Days

FEATURING THE INDIGENOUS WISDOM GATHERING

Friday, June 23

The Tipi Raisers Present:

4pm - 10pm: Festivities, Food & Fun
5pm - 5:30pm: Native Drummers "Drum In" Horse Riders
6pm - 8pm: Ceremonial Tipi Raising
8pm - 10pm: Live Music - Laughing Bones



Saturday, June 24

Music Takes Flight!

8am - Splash of Color Fun Run (Registration)
8am - 10am: Lion's Club Pancake Breakfast
10am: Parade on Broadway
10am - 10pm: Festivities, Food & Fun
11am - 6pm: Toddler Zone & Kid Zone
11am - 11:30am: Horse Parking Storytelling
11:30am - 12:15pm: United Indigenous Dancers
12pm - 1pm: Indigenous Wisdom & Storytelling in the Tipi (all ages)
1pm - 5pm: Eagle's Got Talent - Musical Showcase
2pm: Kickball Tournament @ Bull Pasture Park
5:30pm - 7pm: Live Music - The Walker-Williams Band
7:30pm - 9:30pm: Live Music - Quemando Salsa Band

Times are subject to change.

EagleOutside.com

TOWN OF EAGLE
BALANCE SHEET
JUNE 30, 2023

DDA FUND

ASSETS

91-10100	CASH - COMBINED FUND	(	23,545.38)	
91-10230	DDA - COLOTRUST ACCOUNT		38,191.15	
TOTAL ASSETS				14,645.77

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
91-39500	FUND BALANCE - BEGINNING OF YR	6,360.53		
	REVENUE OVER EXPENDITURES - YTD	8,285.24		
BALANCE - CURRENT DATE			14,645.77	
TOTAL FUND EQUITY				14,645.77
TOTAL LIABILITIES AND EQUITY				14,645.77

TOWN OF EAGLE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2023

		DDA FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
91-431-10	TIF PROPERTY TAXES	3,929.52	14,095.35	17,398.00	3,302.65	81.0
	TOTAL TAX REVENUE	3,929.52	14,095.35	17,398.00	3,302.65	81.0
<u>MISCELLANEOUS REVENUES</u>						
91-436-10	DDA INTEREST	.00	563.14	1,218.00	654.86	46.2
	TOTAL MISCELLANEOUS REVENUES	.00	563.14	1,218.00	654.86	46.2
<u>SOURCE 437</u>						
91-437-10	TRANSFER FROM GENERAL FUND	.00	.00	20,000.00	20,000.00	.0
	TOTAL SOURCE 437	.00	.00	20,000.00	20,000.00	.0
	TOTAL FUND REVENUE	3,929.52	14,658.49	38,616.00	23,957.51	38.0

TOWN OF EAGLE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2023

		DDA FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DDA</u>						
91-50-330	DUES & SUBSCRIPTIONS	.00	.00	1,000.00	1,000.00	.0
91-50-347	PROFESSIONAL SERVICES	.00	5,000.00	21,250.00	16,250.00	23.5
91-50-351	LEGAL	.00	900.82	15,148.00	14,247.18	6.0
91-50-385	TREASURER FEES	117.90	422.87	.00	(422.87)	.0
91-50-510	INSURANCE	.00	49.56	.00	(49.56)	.0
TOTAL DDA		117.90	6,373.25	37,398.00	31,024.75	17.0
TOTAL FUND EXPENDITURES		117.90	6,373.25	37,398.00	31,024.75	17.0
NET REVENUE OVER EXPENDITURES		3,811.62	8,285.24	1,218.00	(7,067.24)	680.2