

## Economic Development Commission

June 8, 2020

### Minutes

Chair Downing called a regular monthly meeting of the Economic Development Commission to order at 5:35 pm. Commissioners present included Darlene Cruz, Wandaleen Thomas, Harville Small, and Phyllis Baez (*COVID meeting policy in effect*).

Also in attendance: Economic Development Manager (EDM) Kimberly Bailey and Xofficio Nichole Reinhardt.

#### APPROVAL OF MINUTES

Chair Downing presented for approval the May 11, 2020 meeting minutes. Thomas motioned for approval, seconded by Small, and passed unanimously by the board.

#### NEW ITEMS

##### Business Impact Assistance Program (BIAP)

EDM Bailey provided an introductory overview of a new program developed to assist small businesses financially impacted by COVID. The Business Impact Assistance Program, BIAP, was developed under the leadership of City of Fountain City Manager Trainor and El Paso County Administrator Folsom, by directing CARES ACT federal funds under eligibility criteria and within a program specifically designed to aid small businesses.

BIAP eligibility criteria for business include the following:

- Small Businesses with < 20 employees with residency ownership
- Locally owned and operated Small Businesses and Franchisees
- Sales Tax Revenue Generation Small Business Operations

BIAP eligibility criteria for business use of funds include the following:

- Loss of revenue due to State of CO Executive Order restrictions/closures to business operations
- Retain and/or rehire of workforce impacted by lay-offs or furlonged (ie: payroll)
- Additional operational costs through personal protection equipment (PPE) and/or workplace sanitation expenditures due to State of CO Executive Order for business reopening compliance

Small businesses can participate in BIAP in addition to also participating in the Payroll Protection Program (PPP) and the Economic Injury Disaster Loan (EIDL) programs currently available. However, BIAP businesses that are awarded funding will be cross checked with the El Paso County Pikes Peak Enterprise Zone grant program to ensure businesses are not receiving double reimbursement for similar COVID claims.

A BIAP application will be submitted through the City Manager Trainor office. The application will go through a first screening of eligibility criteria and those that qualify will then be released to a Review Panel for evaluation and awardance of funds determination. The BIAP Review Panel will be comprised by the Economic Development Commission (3 volunteers) of the City of Fountain. Those volunteers who chose to the serve the program included: Harville Small, Phyllis Baez, and Nichole Reinhardt. The first EDC Review Panel will meet on June 12th at 2:00pm at Woodman Hall.

## Re-Opening Activities Roundtable

- Chair Downing lead the roundtable discussion as to sharing insights of community re-opening activities and awareness. He informed that Lazy Dog and Frankie’s restaurants are operating in limited capacities with a number (#) reservation system in place, along with the Cheyenne Mountain Zoo.
- Baez commented that Fort Carson is open at FPC status as of this week. She also provided a hand out notice as to “Army Special Ops Aviation Command conducting noise-generating exercises”.
- Reinhardt shared that for the month of May rental leases were 93% paid by commercial operations within El Paso County.
- Thomas shared salons were being routinely visited by the El Paso County Health Department for COVID public safety compliancy and several had been fined.

Chair Downing, and President of the Fountain Valley Chamber of Commerce, announced that the Chamber of Commerce is re-evaluating how it would facilitate its bi-monthly Friday Business Networking sessions; due to the fact IHOP is no longer operating its business meeting room due to COVID. He expressed the Chamber is seeking input and ideas from the business community for means to continue the “touch point effectiveness” of its bi-monthly Friday sessions; as well as, advisory aid services in need as to how to navigate recovery and reemerging business operations within a continual COVID environment. He encouraged EDC to branch out, divide and conquer in cross-pollination efforts among our small businesses and to bring back insights and info sharing throughout the summer COVID environment.

## **UPDATES**

### Design+Aesthetics Incentive Program

EDM Bailey provided a draft Letter of Support for EDC signature in relation to the Design+Aesthetics Incentive Program that was being presented and recommended for adoption at the June 23, 2020 City Council meeting. Thomas motioned for approval, seconded by Small, and passed unanimously by the board. Chair Downing signed the official Letter of Support on behalf of the program designed to attract private development to aid with small business fulfillment within the Olde Town district of the City of Fountain.

### UCCS Economic Dashboard

EDM Bailey provided the latest (May 2020) Economic Dashboard tracking report derived through the EDC’s membership with UCCS. This dashboard reflects the continual impacts upon economic trends with the onset of COVID-19 pandemic; unemployment, housing, and under-performing metrics.

## **COMMISSIONER COMMENTARY TIME**

### Olde Town

- No updates were shared by Thomas or Cruz.

### Small Business Advocacy

- Small shared through his SoCO Business Partnership engagement as a Fountain representative that the PPP program has been extended to help small businesses impacted by COVID, as well as, the CO Lawyers Committee was availing pro-bono legal support to small businesses impacted by COVID.

Business Development Policy

- Vice Chair Osinski was not in attendance.

Real Estate Market

- Chair Downing stated the Springs’ real estate market is #3 in the Nation for the third month in a row. As well as, military spouses were traveling in advance of PCS release orders to secure housing due to impending military base re-assignments. In general, house pricing < \$400,000 is extremely competitive and a HOT real estate market.

Military

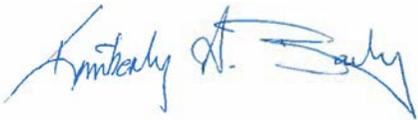
- Baez re-stated that between the dates of June 10-12th the noise generating exercise will be taking place at Fort Carson.

**ANNOUNCEMENTS**

Placemaking Grant

EDM Bailey shared the city’s grant awarded by the State of CO OEDIT and DOLA divisions is gearing up for late summer/ early fall work sessions around Placemaking within the Olde Town district. As such, she was requesting one volunteer by EDC to be a part of the working group. Thomas re-confirmed her commitment to be an EDC representative as a small business owner within the District. Bailey thanked her for being a part of the Placemaking initiative for Olde Town.

Chair Downing asked if there was further business. No further topics were brought forth by subsequent board members; therefore Thomas motioned to adjourn, seconded by Small, passed unanimously at 6:31 pm.



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Kimberly Bailey

\_\_\_\_ 7.13.20 \_\_\_\_\_  
Date

**Economic Development Commission**  
**May 11, 2020**  
**Minutes**

Chair Downing called a regular monthly meeting of the Economic Development Commission to order at 5:30 pm. Commissioners present included Vice Chair Dan Osinski, Darlene Cruz, Wandaleen Thomas, Harville Small, and Phyllis Baez.

Also in attendance: Economic Development Manager (EDM) Kimberly Bailey.

**APPROVAL OF MINUTES**

Chair Downing presented for approval the April 13, 2020 meeting minutes. Cruz motioned for approval, seconded by Thomas, and passed unanimously by the board.

**UPDATES** *(COVID-19)*

City Facilities + EDM Meetings

EDM Bailey informed the EDC of the policy measures in place as to city facilities and a re-opening to the public. At this time, it is foreseen that all city facilities will remain closed to the public until mid-June. Each day and week, this re-opening policy will be assessed based on COVID trends in the region and state. City staff will remain operating within city facilities at 50% capacity with the implementation of health screening stations. These stations record an employees' temperature and symptoms check boxes for an accurate recording of personal traffic and tracing measures in place on behalf of COVID.

EDM Bailey then polled the EDC members as to their preferences with convening meetings at < 10 person criteria per the State of CO COVID guidelines. EDC members were in majority in favor of person-to-person meetings if no symptoms were prevalent. However, EDC members did formally request a meeting location that may not necessitate health screening station protocols. EDM Bailey will reflect upon this feedback as we move through the summer months and COVID shifts in relation to EDM monthly meeting facilitation.

Community Events

Due to continuing social distancing measures in effect and public safety awareness of those at risk in the population to COVID-19, the following events' statuses were shared with the EDC.

EDM Bailey shared that the annual Thunder in the Valley Car Show + Cruise was cancelled. This annual event is typically hosted the second weekend of July and is a prime traffic generator for the Olde Town district.

Chair Downing shared the Fountain Valley Chamber of Commerce has held meetings with Mayor Ortega and City Public Safety divisions, as to consideration for this year's Labor Day Parade and Festival. This annual event is symbolic of the city's heritage, integrates a lot of public entities, and is a prime traffic generator for the Olde Town district; hosted over Labor Day weekend. At this time, an official GO or NO GO decision has not been made. Chair Downing will keep the EDC informed of any shifts to this event. EDM Bailey mentioned the Farmer's Market that takes place within the courtyard of City Hall (WED) and Metcalfe Park (SAT) has not officially made any announcement. The Market is working with City

Administration and City Public Safety divisions as to operational guidelines for the event. The Market typically runs Memorial Day through Labor Day. EDM Bailey will keep the EDC informed of any shifts to this event.

Chair Downing mentioned the Fountain Valley Chamber of Commerce Golf Tournament and Scholars for Dollars fundraisers have been officially cancelled due to COVID-19.

Vice Chair Osinski shared that the Colorado Springs Chamber + EDC, to which he serves as an Ambassador, has rescheduled the following events: 1) Wine Festival @ Broadmoor and 2) Space Symposium @ Broadmoor; both of these events have been rescheduled to now take place pre/post of Halloween weekend in 2020.

### Economic Forecast

EDM Bailey referenced the State of City Economic Forecast prepared for the City Manager. The forecast relayed that upon the onset of COVID-19, the City of Fountain economic base was comprised of necessity services with limited big box footprints, as well as, the city was not in a mature stage with enclave social districts; these variables are critical to our community's forecast recovery measures. As extracts of the forecast, there were some key awareness items for an EDC member to be attune:

- Business will learn to adopt new standards for operations; which may require zoning code adaptations
- Focus on cultivating a healthy networked business environment; District – City – Valley - Region
- Recovery marketplace reassurances to coax consumer confidence; Discretionary Expenditures bolsters Business – City – County – State Revenues

EDM Bailey provided the latest (February 2020) Economic Dashboard tracking report derived through the EDC's membership with UCCS. This dashboard reflects the first signals of economic trends with the onset of COVID-19 impact; unemployment, housing, and performance metrics.

### **COMMISSIONER COMMENTARY TIME**

#### Olde Town

- Thomas expressed property improvements were underway and that the District's appearance is looking good for supporting business and private investment.

#### Small Business Advocacy

- Small shared through his SoCO Business Partnership engagement as a Fountain representative that the FAMLA bill is now dead upon arrival in State Legislature due to the costly burden to small business.

#### Business Development Policy

- Vice Chair Osinski expressed the real estate market will stabilize after a foreseen wave of heightened vacancies and bankruptcies in the marketplace; impact is anticipated to be softer than 2008 recession.

#### Real Estate Market

- Chair Downing stated house showings are once again taking place, with PPE measures, health screenings, and cleanliness wipe downs implemented.

Military

- Baez stated the Executive Order by the military is still in effect and she will continue to inform the EDC of any changes to these military orders in effect.

**ANNOUNCEMENTS**

Development Activity Awareness

EDM Bailey shared a punch list of development activities occurring within the City:

Location	Project
South Bandle Drive	Dog Kennel facility has installed footers and beginning early stages of vertical construction
Link and C+S Intersection	Utilities are being relocated for a new signalized intersection to be installed by end of 2020
Link and Squirrel Creek	PH II of a three phased Link Road improvement project is gearing up to start construction
Markshuffle Road <i>(near Lorson Ranch)</i>	Widefield Water and Sanitation District service line extension is under construction
North U.S. 85	River Bend Crossing, a new construction lifestyle retail services project, has completed 100% site demolition, 99% complete with final plat, and in final steps with securing utilities' service agreements.
Olde Town	Ventana South located along Old Pueblo Road is hosting a residential survey as to its light-industrial land designated within the site plan

Chair Downing requested Vice Chair Osinski to keep a pulse of grand openings of the Amazon Distribution Facility (COS Airport), Olympic Museum and Switchbacks Stadium (COS downtown) projects for an EDC tour inclusion.

Chair Downing asked if there was further business. No further topics were brought forth by subsequent board members; therefore Osinski motioned to adjourn, seconded by Thomas, passed unanimously at 6:26pm.



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Kimberly Bailey

6.8.20  
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Date

**Economic Development Commission**  
**April 13, 2020**  
**Minutes**

Chair Downing called a regular monthly meeting of the Economic Development Commission to order at 5:30 pm. Commissioners present included Vice Chair Dan Osinski, Darlene Cruz, Harville Small, and Phyllis Baez.

Also in attendance: Economic Development Manager (EDM) Kimberly Bailey.

**APPROVAL OF MINUTES**

Chair Downing presented for approval the February 10, 2020 meeting minutes. Osinski motioned for approval, seconded by Small, and passed unanimously by the board.

Chair Downing acknowledged there were not minutes for March 9, 2020 meeting for approval, due to lack of quorum the March meeting had been cancelled.

**NEW ITEMS**

COVID-19 Response Policy

EDM Bailey reviewed the newly implemented response policy which was now in effect for the EDC, due to the COVID-19 pandemic. This policy included how meetings would transpire in a remote access call-in basis, notifications for Public postings, and motions/approvals by the EDC as recorded under the bylaws of the EDC.

Chair Downing inquired about City Council meetings as to Public Access and security parameters due to hacking of virtual meetings in the wave of COVID-19. EDM Bailey expressed the city implemented a heightened security platform "Microsoft Teams" on behalf of security aspects that is monitored by an IT administrator to assist with Public access and Public commentary with City Council. In addition, alert notifications for Public awareness and engagement with City Council has been pushed content via the city's Facebook social media platform. EDM Bailey provided the link to EDC to attend City Council meetings, if interested.

Business Awareness + Support Outreach

Chair Downing shared that the Fountain Valley Chamber of Commerce has been active in its outreach mission with its approx. 150 business memberships of the Chamber. Chamber board members have been making personal touch base calls to strengthen relationships during this COVID wave. In addition, Chamber board members have done drive-bys in the community to keep a pulse of business opening and closures.

EDM Bailey shared that the economic development department has focused on its Primary Employers, Tier 1 businesses, which comprise approx. 20 companies with high wage jobs, as well as; the Olde Town business district which comprise approx. 30 eclectic service-oriented businesses. Bailey also referenced the department's Business Retention, Expansion, Attraction collateral which identifies the industry tracks of the Tier 1 businesses. Lastly, she referenced the Small Business Relief Awareness weekly recap publication that is distributed to both of these businesses segments. The weekly recap summaries the latest movement in programs and resources to aid small business resiliency during the economic disruptions of COVID.

Together, the Fountain Valley Chamber of Commerce and the City's Economic Development department are collaborating in sharing content and outreach to aid in the resiliency and recovery for small business.

### Olde Town Design + Aesthetics Incentive

EDM Bailey referenced that latest draft of the Olde Town district's Design + Aesthetics Incentive Program being positioned for an approval recommendation with City Council. The program is a direct byproduct of the THK Town Design and Aesthetics Guidelines project, championed in 2018 by the Fountain Urban Renewal Authority (FURA) and its findings were presented to City Council in late 2019. The mission of the Incentive program is to offer a partnership approach towards encouraging design standards which will lend itself towards the cultivation of a unique sense of place for the community's Olde Town district. The design attribute standards as well as the tiered brackets of eligibility are applicable to both 1) existing property renovations and 2) new development construction. EDM Bailey then addressed the following from EDC:

- How is this program envisioned to be promoted and awareness of its availability?
  - o When a project comes through the city's Planning department, it will be part of the materials provided through that customary process. In addition, FURA is one of several agencies that are notified when a project is interested in the Olde Town district.
- How is the Review Committee expected to function?
  - o The Rating Scale Template (page 4 of the document) has been created to guide the Committee and review a project's eligibility unilaterally.
  - o The Committee will be comprised of the following representative mix: 3 Business Ownership within the district; 1 Planning Technical Expert; 1 Economic Development Commissioner
    - These representatives will be recruited upon time of project interest inquiry into the Olde Town district, not in advance due to fluxuations of the district.
- What is the realistic expectations of the program?
  - o This program is being proposed to have an initial duration of 1-5 years as a kick starter motivation tool to 1) elicit new private investment and 2) inspire current property ownership to invest in properties in the District.
    - Upon which time, the program will be evaluated as to its progress over its initial duration and to-be assessed as to it's continue offering and purpose.

EDM Bailey requested a motion by the board for the Chair to sign an EDC LOS on behalf of the program for City Council recommendation. Osinski motioned for approval, seconded by Cruz, and passed unanimously by the board.

## **UPDATES**

### Board Renewal Tenure

EDM Bailey confirmed the following EDC board members had been renewed by City Council; Tom Downing, Wandaleen Thomas, Darlene Cruz, and Dan Osinski. Their terms were effective March 1, 2020 with a 2022 expiration. Bailey thanked them for their continued service to the EDC and community.

- o As part of this renewal term process, EDC Bios and Contacts information had been updated and confirmed for publishing to the city's Boards + Commissions website.

### UCCS Economic Dashboard

EDM Bailey provided the latest (January 2020) economics tracking report derived through the EDC's membership with UCCS. This dashboard will be a handy copy to retain as it represents positive economic trends before the onset of COVID-19 impacts.

## COMMISSIONER COMMENTARY TIME

### Olde Town

- Cruz has nothing to present. Thomas was not in attendance.

### Small Business Advocacy

- Small shared he has recently attended the SoCO Business Partnership meetings as Fountain representative and looks forward to bringing back content to share with the EDC.

### Business Development Policy

- Vice Chair Osinski had nothing to present.

### Real Estate Market

- Chair Downing stated no house showings are taking place under Gov. Polis "Stay at Home" order. RE profession is focused on facilitating contractual deliverables for housing stock already under contract.

### Military

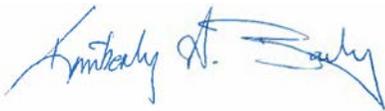
- Baez stated that Fort Carson is under an Executive Order by the military that PSC transitions are on hold and non-travel ban in effect due to COVID. She will continue to inform the EDC on any changes to these military orders in effect.

## ANNOUNCEMENTS

### Commercial Real Estate and Financial Markets

EDM Bailey shared that through her engagements in these mediums, that these sectors are not being stalled by COVID. Development forecasting is in the positive realm of healthy activity with continued strength through economic disruption economies; which are dependent upon the COVID duration.

Chair Downing asked if there was further business. No further topics were brought forth by subsequent board members; therefore Small motioned to adjourn, seconded by Osinski, passed unanimously at 6:24pm.



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Kimberly Bailey

5.11.20

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Date

**Economic Development Commission  
February 10, 2019  
Minutes**

Chair Downing called a regular monthly meeting of the Economic Development Commission to order at 5:33 pm. Commissioners present included Vice Chair Dan Osinski, Darlene Cruz, Harville Small, Phyllis Baez, and Wandaleen Thomas.

Also in attendance: Economic Development Manager (EDM) Kimberly Bailey, and Economic Development Specialist (EDS) Corbin Hart.

**APPROVAL OF MINUTES**

Chair Downing presented for approval the January 13, 2019 meeting minutes. Osinski motioned for approval, seconded by Small, and passed unanimously by the board.

**UPDATES**

Work Plan

- EDM Bailey presented a draft of the 2020 work plan for general discussion again. She pointed out the four different channels of economic development feed into and compliment that each one other's goals. The founding intent of the EDC is being a business advocacy voice for council. The EDC seeks to branch out its servitude in relation to the summer mural program, business development, and community perception awareness.
  - EDM Bailey asked the board for input on the work plan, Chair Downing mentioned he liked it the first time it was presented, and still had no concerns.

Purpose/ Engagement

EDM Bailey presented a document listing potential areas of additional engagement for the board.

- This included City Council advocacy, communication of project status, regional tourism, business support and City representation. Vice Chair Osinski mentioned he appreciated the effort and would like to revisit this document to reinforce it.

Board Tenure

- EDM Bailey distributed board applications to renewing members. She mentioned she was looking to ratify members at the Feb. 25<sup>th</sup> meeting at 6pm, and the Board members due for renewal had indicated their desire to continue.

Broadband Feasibility

- EDM Bailey spoke to a document emailed to the board which described the potential economic benefits of a municipal broadband system. She mentioned that this document was informational on business voice on behalf of Council's decision-making process, and that biz economic benefit was not the sole aspect

being taken into account in this process. Chair Downing expressed that this project would be very beneficial to the business community.

**COMMISSIONER COMMENTARY TIME**

Olde Town

- Thomas has nothing to present.

Small Business Advocacy

- Ruffennach was absent.

Business Development Policy

- Vice Chair Osinski had nothing to present.

Real Estate Market

- Chair Downing stated that inventory was limited and mentioned an example of a house in Widefield that had 76 showings and 14 offers. He also mentioned inventory was down to around 600 homes.

Military

- Baez stated that Fort Carson was contingency site for Corona virus quarantine, not a primary site. Additionally, she passed out information related to military oriented job fairs happening soon.

**ANNOUNCEMENTS**

Colorado Springs Conservatory Benefit

- Vice Chair Osinski mentioned the Colorado Springs Conservatory Benefit wine tasting in April, and encouraged board members find more details.

Chair Downing asked if there was further business. No further topics were brought forth by subsequent board members; therefore Baez motioned to adjourn, seconded by Thomas, passed unanimously at 6:10pm.



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Kimberly Bailey

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Date 4.13.20

**Economic Development Commission**  
**January 13th, 2020**  
**Minutes**

Chair Downing called a regular monthly meeting of the Economic Development Commission to order at 5:32 pm. Commissioners present included Harville Small, Audra Ruffennach, Phyllis Baez.

Also in attendance: Economic Development Manager (EDM) Kimberly Bailey, and Economic Development Specialist (EDS) Corbin Hart.

**APPROVAL OF MINUTES**

Chair Downing presented for approval the December 9th, 2019 meeting minutes. Ruffennach motioned for approval, seconded by Baez, and passed unanimously by the board.

**NEW ITEMS**

Work Plan

- EDM Bailey presented a draft of the 2020 work plan for general discussion. She pointed out the four different channels of economic development feed into and compliment that each one other's goals. The founding intent of the EDC is being a business advocacy voice for council. The EDC seeks to branch out its servitude in relation to the summer mural program, business development, and community perception awareness.
  - EDM Bailey asked the board for input on the work plan.
  - Small asked what sort of control the City and EDC have over what new businesses come to Fountain.
    - EDM Bailey responded that private property rights give property owners broad jurisdiction over their asset; with zoning code, incentives and other tools allowing the City to guide development.
  - Chair Downing asked for an increased amount of communication between meetings as monthly meeting to drive engagement among the board.
  - Small asked for clarification as to who the board is guiding and helping.
    - EDM Bailey responded that through commissioner commentary time, SCBP membership, the small business guide, and community advocacy the board drove business development in the City.
  - Small asked if there was a strategic plan for the City Department. EDM Bailey responded that the last plan was dated 2008, and is an action item to update in 2020; referring back to the draft work plan under disc.

Board Tenure

- The agenda item was pushed to next month as the majority of renewing members were not present. However, Chair Downing did ask the board to consider "What is your why", and spoke briefly on his passion for developing connections within the community.

## UPDATES

### Placemaking Grant

- EDS Hart presented an update on the Placemaking grant. He shared a working list of the purposed advisory to the project. He and stated that the process would take a couple months, stating in late February/early March. EDS Hart stressed that a member of the EDC should be a part of this group . The board nominated Thomas for consideration.

### Woodman Hall

- EDM Bailey presented FURA's statement on the naming of Woodmen Hall vs. Woodman Hall. She additionally stated that the architect is progressing through generating recommendations for improvements, and that FURA be availing a courtesy presentation to council about the future investment toward re-use adaption of the property asset.

## COMMISSIONER COMMENTARY TIME

### Olde Town

- Thomas was not present.

### Small Business Advocacy

- Ruffennach spoke about the perception issues Fountain has and her efforts to change them in various professional contexts, specifically at the Natl. Association of Property Management.

### Business Development Policy

- Vice Chair Osinski was not present. However, the board did talk about Shipleys Doughnut's success.

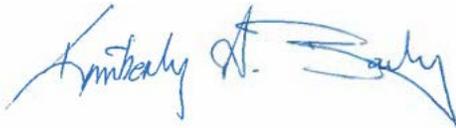
### Real Estate Market

- Chair Downing stated that inventory was limited and buyers were backed up.

### Military

- Baez stated that disabled veterans can now use the Commissary on base at Fort Carson.

Chair Downing asked if there was further business. No further topics were brought forth by subsequent board members; therefore Ruffennach motioned to adjourn, seconded by Small, passed unanimously at 6:23pm.



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Kimberly Bailey

2-12-20

Date