

Nolte Associates, Inc.
8000 S. Chester Street
Suite 200
Centennial, CO 80112

Meeting Record

To: CCN Team, CCN BID, PAG
From: Nolte Associates
Project Name: Cherry Creek North
Subject: PAG Meeting
Meeting Date: October 8th, 2009
Start/End: 8:00 - 9:30 am
Location: CCN BID

Meeting Telephone Conference Call

Following are the minutes of the above referenced meeting. The following people were present: FROM CCN BOARD/CIC CHAIR: ROSELLA LOUIS. FROM CCN BID: JULIE BENDER, MIKE BLAKE, KRISTI OMDAHL, AND KEVIN WREDE. FROM NOLTE: RICHARD MARSHALL, WILL COFFIELD, AND BRETT KOTH. PAG MEMBERS: TAM O'NEIL, DAVE HADSELL, DOUGLAS BRUGGER, ANNETTE WOODWARD.

1. Welcome & Project Update

a) Richard Marshall provided a overall project update

- i. Discussed approvals process in preparation for construction.
- ii. Discussed compilation of communication strategies.
- iii. Updates were conveyed on meetings with CCD, and responses to 50% plan comments.
- iv. Upcoming meeting with CCD on Handicap ramps, parking meters, and process of approval is scheduled.
- v. Discussion on potential IGA with city to have a formalized document, similar to Downtown and Colfax District's IGAs.
- vi. Design timeline- 90% drawings should be submitted within one month so we may be able to bid project 30-60 days after that.
- vii. RFP is out for design of the York, Josephine 1st to 6th project which involves storm sewer work.
- viii. Reuse of existing infrastructure was brought up. Will stated that Nolte has contacted about 50 front range municipalities and a couple showed some initial interest.
- ix. Nolte held finance/ budget worksession with Bid on payment process, quantities of invoices, timelines.

- x. Nolte held contracting strategies worksession with BID documents have been given to lawyer to review.
 - xi. Will stated that Nolte has been working on Developing Contract requirements, Qualification requirements and process.
- b) Douglas wondered if a short bullet item list has been developed of what was happening when.
2. Communications Strategy was Presented
- a) Mike stated that Nolte and the BID have put together a communications plan. He discussed items on the handout of the plan.
 - b) Tam stated that it was important for the merchants to know that no work would not start until after holidays.
 - c) Rosella stated that she feels it is important to let merchants know that access will be maintained at all times to businesses.
 - d) Doug wondered who was the main contact/point person. Mike stated that it was him and Julie for media and Nolte would be involved in project communications.
 - e) Dave felt it important that word of the project wouldn't go out in December so as to impact holiday shopping.
 - f) Rosella stated that there needs to be a unified effort between merchants with a focal piece in each store.
 - g) Dave stated the importance of short term pain, long term gain he also stated that if it was stated that most installations were to be complete by Dec 2010, to specify whether it be light poles, or plantings so that nothing is misconstrued.
 - h) Tam felt that merchants need a e-mail blast stating that no work will commence during holidays.
 - i) Annette stated that November 17th is the next neighborhood meeting. Mike will attend to discuss events, etc..
 - j) Rosella wondered why work would start in February. Richard and will stated that approvals process is a prime factor for the tentative start and that the bid and contracting process will take a certain amount of time from the approvals process. Contractor preconstruction efforts will also need to occur during and after contract execution. Brett stated that finalizing the contract could take a month.
 - k) Annette stated that if there is a critical message that needs to go out, the neighborhood associations list could be used.
 - l) Mike stated that a 10/23 outreach meeting would be a forum to begin conveying the initial message.
3. Richard asked for the group to approve the previous meeting minutes. The minutes were approved.
4. Other Project Details were conveyed by the Nolte and the BID.
- a) Richard and Julie discussed evaluations of the Kansas City Arts Festival. They compared and contrasted the districts. Richard stated that he is trying to get in touch with their marketing director.

- b) Richard discussed Streets of Southglen visit and elements of design.
 - c) Tam asked about any plans for an ice rink. Kevin said this was evaluated early on in the design process and the costs were prohibitive. Richard stated the plaza design was simple so future uses for activities may be able to be implemented.
 - d) Richard discussed the light fixture viewing by board members and design team and that the consensus was that the specified fixture appeared to have warmer colors than the LED fixture.
 - e) Richard stated that the next PAG meeting was to be December 10th. Rosella stated that an RSVP should be sent out. Julie Bender stated a calendar could be sent out to show these dates.
 - f) Dave wondered if the PAG had run its course with input on the design. BID and Nolte felt it important that meetings should continue for communications and outreach efforts.
5. Next Meeting:
- a) PAG meetings will be held on the second Thursday of every other month from 8:00 am to 9:30 am at the Cherry Creek North BID office.
 - b) Next meeting tentatively set for December 10th, 2009 at 8:00 am.

END OF NOTES
