

LDDA Board of Directors Meeting

528 Main St., Longmont, CO 80501

January 25, 2017 – 4:15 p.m.

Present: Burbidge Austin; Ex-officio Member: City of Longmont, Jim Golden; Chris McGilvray; Jeff Moore; Joe Perrotto; Alex Sammoury; Sharon Smith-Eisler

Absent: Thaxter Williams

Guests: Brian Bair; Leslie Kacseus; Dan Gust; David Starnes; Tom Caprarella

Staff: Executive Director Kimberlee McKee; Del Rae Heiser; Emelie Torres

1. **REGULAR MEETING CALLED TO ORDER AND SILENT ROLL TAKING**

2. **BOARD AND EX-OFFICIO MEMBER COMMENTS** – Jeff was glad to have Alex back.

3. **APPROVAL OF AGENDA**

Motion: Joe Perrotto moved to approve the agenda and moving the CIP update (Item 11, d) to Unfinished Business (Item 8) after Alleyscape update. Burbidge Austin seconded the motion. The motion passed unanimously.

4. **APPROVAL OF MINUTES**

Motion to approve the December 14, 2016 Board Minutes: Burbidge Austin moved to approve the minutes, Joe Perrotto seconded the motion. The motion passed.

5. **PUBLIC INVITED TO BE HEARD (5 MINUTE MAX PER SPEAKER)** - none

6. **PRESENTATIONS**

a. **South Main Station** – Brian shared the current status of the project. Extension of construction was approved to pursue a different financing method. Infrastructure is being worked on. Final site plan and PIP will be submitted to the city on Tuesday. Buildings 1, 2 and 4 now have permits. Building 5 will be in the next phase. Brian met with HUD and stated that HUD was not happy with noise level from railroad and street. Brian is looking at working on 3 intersections to turn into a quiet zone - 1st Ave/Main St., 1st Ave/Terry St. and 1st Ave/Coffman St. He also stated that closing Terry St. crossing was discussed with City staff. First and Main intersection work will need more funding. Brian is asking the LDDA board to give the entire DIP to the City to fund this intersection prior to project completion. He would cover the balance of the project cost after DIP is exhausted.

Alex asked about closing Terry St. crossing. David stated that the closing is under discussion currently. Terry St. dead ends at 2nd Ave. and by closing Terry St., the other two crossings can use the funds for improvement. It will also free up access for other needed railway crossings.

Kimberlee asked when Brian would submit the HUD loan if DIP and funding were approved. Brian said it would take 6 months to process with HUD.

Chris stated that quiet zone would be a good investment as the community has been talking about it for some time now.

An amendment to the Redevelopment Agreement was scheduled to be presented at the Council meeting on February 14.

Kimberlee stated that the LDDA board will need to approve the entire amendment before the Council can approve the amendment and the amendment draft is not finalized. This may wait until our next meeting.

Chris asked Brian how the financial climate has changed. There hasn't been much changes.

Motion: Alex moved to approve allocating the DIP to its fullest towards the project. Chris seconded the motion. Jeff abstained and will vote during the Council meeting. The motion passed.

7. **INCENTIVES**

a. **Retail Conversion Update**

i. **Bootstrap Brewing** – Leslie Kacseus presented the retail conversion application update with 2nd bids and a building permit valuation as requested from last month's meeting.

Jeff commented that the information provided did not show 2nd bids for each item. Leslie stated that due to their design-build agreement, the second contractor would not provide a bid for work that is already in progress with contractor one. Kimberlee said that the line items that have 2 bids fulfill the match needed for the grant and that the Board could approve the grant amount based on those.

Motion: Chris moved to approve 25% (\$15,000) of the total cost of work presented on line items with 2 bids. Alex seconded the motion. Jeff and Joe opposed the motion. The motion passed.

b. **Residential**

- i. 464 Main LLC – Dan Gust presented the residential grant application on the 2nd floor of 464 Main St. which will have 3 apartment units. Total project cost is \$360,000. Total grant request is \$15,000. Dan invited the board for a tour of the building any time.

Motion: Alex Sammoury moved to approve the grant request for \$15,000, Joe Perrotto seconded the motion. The motion passed.

8. UNFINISHED BUSINESS

a. **Alleyscape update & amenities** – Tom shared that work has stopped for the season. LPC finished the underground conversions, poles will come down in mid-Feb and alleys will be closed for a week at a time during concrete work this spring. Banner poles and parking lots will be done sometime in March. The lots will take 1 weekend per lot. Los arcos will then be painted and re-installed in the breezeways. Drainage on west side has been performing well. Kimberlee, Del Rae and city staff met with Mike Shea (O'Shays) regarding drainage issues behind his business on the 500 E block. There is also a part on the 400 E block with drainage issues that is being monitored.

Kimberlee distributed a worksheet for the west side alleyscape amenities. As presented, overall cost estimate is lower than expected.

- o Tivoli lights were estimated at \$10,000 but actual cost is \$4,256 and a downtown store (Imagine More) provided the bulbs.
- o Crossing pole banners estimate was lower than actual cost.
- o Staff identified 18 planters from Main St. that can be removed and 9 can be relocated in the breezeways. Therefore we don't need to buy more, just pay for the cost of moving them.
- o Some of the existing benches can also be relocated so no need to buy new ones.
- o One kiosk on the 400 west block needs to be repaired.
- o Irrigation needs to be added in the three breezeways.
- o 2 shock art boxes have been identified for painting through the AIPP.

The board directed Kimberlee to proceed with work on items on the worksheet.

Crosswalk CIP Update – Kimberlee presented the design of the crosswalks. Total cost of the project is \$265,000 with \$100,000 from CIP and 165,000 from street fund. Project will take 8-10 weeks starting in May. Concrete work is anticipated to last for 7-8 weeks and asphalt work for 2 weeks. On-street parking on Main St. will be closed in areas from Monday thru Friday and open on weekends as the project moves forward. Jeff asked if mid-block crossings will also be done. It will be included in the project. Kimberlee stated that the 3rd Ave. and Main St. crosswalk will be the hardest area to work on due to traffic. The plan is to work on it on Sunday and Monday and close traffic between 3rd and 4th Avenues on Main St. Traffic will be detoured. Businesses will still be accessible through breezeways and Main St. Alleys and public/private parking lots will also be open for use. Tom will maintain traffic control Mon-Fri. Left-hand turning lane on Main St. and 3rd Ave. will be limited.

Chris asked how to best communicate this project to businesses. Tom stated that the same public information person with DeFalco and the Alleyscape project will lead the outreach and communication, and an open-house will take place in April prior to the start of the project. Notifications will start to go out early March, about 6 weeks before start of project.

b. **LDDA Legislative Update** – Kimberlee updated everyone about conversations with DDAs around the state. Several DDAs met with staff of Colorado Counties Inc. (CCI), as well as some county commissioners. She distributed information on CCI's 3 requests and responses from the DDAs. Jeff added that The City Council heard that the first bill will be the same as the URA bill passed a few years ago. He doesn't think this would move forward.

Kimberlee shared that the County staff and commissioners were informed that although both DDAs and URAs share tax increment financing (TIF), they are very different tools. At the end of the meeting, County staff indicated that they were not comfortable moving forward with the bill as it was written and will work to draft some different language based on the information they were presented. They asked for DDA input on 3 issues:

Request 1 – require representation for counties, special districts and schools on DDA board to ensure all impacted local governments have an early opportunity to participate in redevelopment discussions that might affect them.

Overall, DDAs felt that would work for newly established districts. In the CCI meeting, it was briefly discussed as to what changes made to an existing DDA would mandate board seats. Kimberlee asked the LDDA board if they saw any issues with the requested additional voting members in the board. Jeff commented that the control would still be on the local DDA representatives comprising of property owners that support business owners. Alex recalled having a member from the school on the board before.

Request 2 – provide for the equitable distribution of any tax increment remaining after payment of project cost.

DDAs felt existing statutes need not be changed.

Request 3 – taxing bodies can negotiate how much of their increment could be used in the project.

Kimberlee shared that DDAs are formed by a vote by residents, owners and lessees in the district. URAs can be done by municipality without any voting. Voters within the DDA also established a 5 mill levy to assist with operations. DDA boards represent these voters. Voters must again vote on issuing the debt to use TIF.

She wanted to make sure that the board was aware of the progress as they might be asked to put a call to state representative for support. At this point, no formal bill has been introduced. Colorado Municipal League (CML) worked very hard with the URA legislation and the DDAs are working with them also.

NEW BUSINESS

c. **LDDA Gift Card** – a local gift card company with electronic gift card options met with staff last year. After discussions with participating businesses, it was decided to stay with the current company, Store Financial. Kimberlee presented a table of the gift card program expenses. Store Financial deducts a monthly fee of \$2.50 from the card if there is non-use after one year. They now have a new program **without** non-usage fees (also known as Account Maintenance Fees). An amendment would need to be signed to move forward with Store Financial. The DDA attorney reviewed and approved the amendment.

Motion: Jeff Moore moved for Kimberlee to sign the amendment, Joe Perrotto seconded the motion. The motion passed.

Jeff left at 5:40 p.m.

9. FINANCE REPORT

a. **Contingency Account** – Kimberlee showed 3 line items in the construction fund that are no longer relevant or projects have been completed. She asked the board to eliminate these specific line items in the construction fund, combine the remaining dollars of \$156,599 and create a Contingency Account.

Motion: Alex Sammoury moved to create a contingency account and move the \$156,599 into it, Joe Perrotto seconded the motion. The motion passed.

Financial summary for December was provided. Year-end numbers will possibly be available in March of 2017.

10. EXECUTIVE DIRECTORS REPORT

a. **Master Plan Update / Retreat Discussion** – Kimberlee and the consultants (PUMA) identified projects that will be covered in the retreat. Priorities and items to track moving forward will also be set at the retreat. Business owners will be informed of the plan update in the March meeting, Board to approve/adopt in March and take the plan to City Council in April.

Board meeting and retreat is scheduled on February 22, 8:30 a.m.-3 p.m. Board meeting will take place in the morning. Kimberlee looked into a downtown venue but there is a fee for the day. The Board suggested looking at other places.

b. **Parking Study Update** – implementation task force has been put in place, License Plate Recognition (LPR) will start on Feb 15. Kimberlee is looking into the Times Call lot employee parking and anticipate people moving to the neighborhoods to park. The City Parking Enforcement is planning to send out flyers to educate the public about the changes.

c. **St. Stephen's Church Update** – Kimberlee shared the latest information on lease. She also did a comparison with current lease and met with Bruce Partain, director of LACC. They are planning to renovate parts of the building to include the conference room. Kimberlee anticipates the lease would go to long term instead of month to month.

The board gave Kimberlee direction to tell the church we will not be able to enter into a lease agreement with them at this time.

d. **Planter Update** – currently there are 8 planters stored and could be relocated/used at other city facilities or possibly sold.

e. **2nd Fridays** – BrewHop Trolley will circulate every 2nd Friday within the district starting in February for \$1 ride from 6-9 p.m.

Elk's Lodge – Earlier last year, lodge members considered selling the building. Representatives from Elk's Lodge met with Kimberlee and David Starnes to discuss larger redevelopment. Kimberlee will meet with David Starnes to discuss this further.

11. **ITEMS FROM STAFF** - none

12. **BOARD MEMBER COMMENTS** – Joe commented that financing of South Main Station shouldn't have changed.

13. **ADJOURN** – 6:11 p.m.

Respectfully submitted by:

Kimberlee McKee
Executive Director, LDDA

Alex Sammoury
Chairperson, LDDA