

Longmont Downtown Development Authority
Wednesday, December 15, 2021 Board Meeting
11:30 a.m. 300 Main St. - Dickens 300 Prime
(Fully vaccinated facility. Proof of vaccine must be presented.)

Present: John Creighton; Ex-officio Member: City of Longmont, Jim Golden; Marcia Martin; Chris McGilvray; Wes Parker; Kirsten Pellicer; Joe Perrotto; Jim Wardell

Absent: Emelie Torres

Guests: none

Staff: Executive Director, Kimberlee McKee; Del Rae Heiser; Colin Argys; Amy Mullen

Agenda:

1. EXECUTIVE SESSION: For the discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.
(Executive Director Review & Staffing Changes)

Motion: Give Executive Director a 6% compensation increase and a \$5,000 bonus to be used as she deems appropriate. John Creighton moved to approve the motion, Joe Perrotto seconded the motion. The motion passed unanimously.

2. REGULAR MEETING CALLED TO ORDER AND SILENT ROLL TAKING (12pm)
3. BOARD AND EX-OFFICIO MEMBER COMMENTS - John Creighton said he heard a lot of comments on how great the Downtown holiday lights were this year.
4. APPROVAL OF AGENDA -

Motion: Joe Perrotto moved to approve the agenda, Wes Parker seconded the motion. The motion passed unanimously.

5. APPROVAL OF MINUTES

Motion to approve the November 17, 2021 Board Minutes

Motion: Kirsten Pellicer moved to approve the minutes, Joe Perrotto seconded the motion. The motion passed unanimously.

6. PUBLIC INVITED TO BE HEARD (5 MINUTE MAX PER SPEAKER)
7. NEW BUSINESS
 - a. 2022 Budget Amendments - moved to Jan 2022 meeting.

b. Set Meeting Dates, Times & Locations for 2022 - We kept them the 4th Wed. at 4:15pm. Switch to the 3rd Wed. in November/December for the holidays. The Board Retreat is scheduled for Friday, 2/11/22 from 8:30am - 2pm. The 2/23/22 meeting is still scheduled as a backup/additional meeting.

c. Set Meeting Notification Location for 2022 - In the front of the 320 Main St. LDDA building.

Motion: Kirsten Pellicer moved to approve the meeting dates, times, locations, and including the Board Retreat dates. Jim Wardell seconded the motion. The motion passed unanimously.

d. Retail Conversion Funds - the budget is down to \$1,676. It is a popular program with lots of interest. We still have \$125,000 money that can go towards incentives (already in TIF calculations). Recommend putting \$60,000 towards Retail Conversion. Jim and Kimberlee will figure out financial adjustments needed on the accounting end.

Motion: John Creighton moved to add \$60,000 to the Retail Conversion grant incentive fund, Joe Perrotto seconded the motion. The motion passes unanimously.

e. Façade and Sign grants - RLET - We have an incentive request from Board Member, Joe Perrotto who is affiliated with RLET. RLET applied for a Façade and Sign grant for their 627 Main location which is home to new tenant, MeCo Coffee Collective. The total combined project costs are \$3,984.45 (\$3,500+\$484.45) and the total combined request is \$996.11 (\$875 + \$121.11).

Motion: Wes Parker moved to award the two grants to RLET for \$996.11, John Creighton seconded the motion. The motion passed unanimously. Joe Perrotto abstained from the vote.

8. EXECUTIVE DIRECTOR'S REPORT - Looking at working with City around parking for key projects we are working on. Winter Walkabout is going to be a 100% vaccinated event. Winter Passport is real busy this year and has great momentum. People are happy to support the businesses. Businesses that push it really make a difference in the success of the program. Will coach businesses more next year to promote better.
9. ITEMS FROM STAFF - none
10. BOARD MEMBER COMMENTS - Jim W. said holiday light parade was biggest he's ever seen. A lot of people were out, even with the wind.
11. ADJOURN* - 12:13pm

Motion: Jim Wardell moved to adjourn the meeting, Wes Parker seconded the motion. The motion passed unanimously.

*After the meeting adjourned, Board Members enjoyed a holiday lunch.