

MINUTES
LDDA BOARD OF DIRECTORS
528 Main Street, Longmont
December 16, 2009

Present: Board Members: Robert (Bob) Goff, Bruce Sessions, Burbidge Austin, Sharon Smith-Eisler, and Bill Sawyers; Ex-Officio Member: Jim Golden; Councilmember: Alex Sammoury
Absent: Board Member: Todd Skaw
Guests: Tony Kindlespire (Times-Call); Doug Bene (City of Longmont's Economic Development Manager); Cotton Burden (Burden Inc./Downtown Property Owner); Helena and Chris Engles (Owners of Jack's Corner Café, Firestone); Mary Pearson and Mike Palmer (St. Vrain Historical Society, Inc.); Lois Dyer (Dyer Realty); Brien Schumacher (City of Longmont's Senior Planner)
Staff: Executive Director, Mary Murphy-Bessler and Executive Assistant, Denise Crosby

1. **REGULAR MEETING CALLED TO ORDER AND SILENT ROLL TAKING at 4:20 PM.**
2. **BOARD AND EX-OFFICIO MEMBER COMMENTS:** None.
3. **DOWNTOWN DEVELOPMENT DIRECTOR REPORT:** Mary Murphy-Bessler spoke about a tenant that will be opening in the building behind Ziggi's Coffeeshouse on 4th Avenue between Kimbark and Main Streets. Bill Brady will be open a business called Simply Bulk on the 400 East Block of Main Street in approximately 3 weeks. Alex Sammoury was welcomed to the Board of Directors.
4. **APPROVAL OF AGENDA:** A motion to approve the agenda was made by Board Member, Bill Sawyers and seconded by Board Member, Sharon Smith-Eisler passed unanimously.
5. **APPROVAL OF MINUTES:** A motion to approve the meeting minutes from November 18, 2009 was made by Board Member, Bill Sawyers and seconded by Board Member, Bob Goff passed unanimously.
6. **PUBLIC INVITED TO BE HEARD:** None.
7. **NEW BUSINESS:**
 - a. Proposed changes to DIP Façade Renovation Program/Restaurant Incentive Program, Mary Murphy-Bessler*
Mary reviewed her December 11, 2009 memo supplied in the Board Packet (see letter attached).

A motion to approve the adoption of the proposed changes (made in the 12-11-09 memo) by Mary Murphy-Bessler (which included not instituting a cap and evaluate a grant application on a case-by-case basis contingent on available funds and location of the project for requests on renovations related to new kitchens for a restaurants) to the DIP Façade Renovation Program was made by Board Member, Bill Sawyers and seconded by Board Member, Bob Goff passed unanimously.

Jim Golden noted this change will need to be incorporated into the Inter-Governmental Agreement (IGA) between the LDDA and the City of Longmont. The IGA will be updated January or February 2010.

- b. DIP Request 475-477 Main Street (Hansen Building), RLET Properties (Ralph L. Evans Trust – Cotton's maternal grandfather), Owner Cotton Burden*

Total Cost of Project: \$300,000.00
DIP Request: \$25,000.00

Mary introduced Cotton Burden, Helene and Chris Engles. The Engles would like to occupy both floors of the Hansen Building moving there restaurant from Firestone to Longmont. This building has had two different tenants in the past. Cotton reviewed the brochure included in the Board Packet. The Engles' described the concept of their restaurant. The needed changes to the building were discussed. Doug Bene noted this project could bring as many as 20+ jobs to

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Downtown Longmont. Mary acknowledged the collaboration between several City of Longmont divisions that came together to assist with pulling this project together both for funding incentive possibilities and addressing building compliance issues. Bill Sawyers noted he would like to see the applicants come back before the Board to assure this project remains in the same scope as proposed today.

Bruce Sessions arrived at 4:45 PM.

A motion to approve the DIP Request for the 475-477 Main Street in the amount of \$25,000.00 for Façade Improvements and Code Related Upgrades with the stipulation that the IGA is changed (as noted in 7A above) and approved by City Council and that the applicant returns to the LDDA with a final version of the project with approvals and shows they are ready to go (with the project) was made by Board Member, Bill Sawyers and seconded by Board Member, Bob Goff passed unanimously.

- c. CDBG Request 475-477 Main Street, RLET Properties, Owner Cotton Burden*
This item was discussed along with 7b above.

Total Cost of Project: \$300,000.00
CDBG Loan Request: \$25,000.00

A motion to approve the CDBG Loan Request for the 475-477 Main Street in the amount of \$25,000.00 for Façade Improvements and Code Related Upgrades with the stipulation that the IGA is changed (as noted in 7A above) and approved by City Council and that the applicant returns to the LDDA with a final version of the project with approvals and shows they are ready to go (with the project) was made by Board Member, Bill Sawyers and seconded by Board Member, Bob Goff passed unanimously.

- d. DIP Request 470 Main Street, St. Vrain Historical Society, Inc./St. Stephen's Church, Lois Dyer and Mike Palmer*

Mike Palmer reviewed the St. Vrain Historical Society, Inc.'s request for new doors, as the current ones do not shut, on the St. Stephen's Church. Mary noted the LDDA Board has in the past waived the DIP request limits for non-profits and the letter sent to the LDDA by Mary Pearson of the St. Vrain Historical Society requests such a waiver on this request. Mary Murphy-Bessler noted this organization has received grant funds in the amount of \$7,120.00.

Total Cost of Project: \$13,605.00
(Non-Profit) DIP Request: \$6,485.00

A motion to approve the DIP Request for new doors on the St. Stephen's Church at 470 Main Street in the amount of \$6,485.00 was made by Board Member, Bruce Sessions and seconded by Board Member, Bill Sawyers passed unanimously.

- e. DIP Request 516 Main Street, Flavor of India, JC Laul, Property Owner/Mary Murphy-Bessler*
Mary reviewed JC Laul's DIP Mini Grant request for the installation of a back awning.

Total Cost of Project: \$3,078.00
DIP Request: \$1,539.00

A motion to approve JC Laul's DIP Mini Grant in the amount of \$1,539.00 for an awning in the back of Flavor of India, 516 Main Street contingent on the approval from the City of Longmont (fire code approval) was made by Board Member, Bill Sawyers and seconded by Board Member, Alex Sammoury passed unanimously.

8. OLD BUSINESS:

- a. Longmont Theatre Project Update, Mary Murphy-Bessler

Mary and Bob Goff met to discuss the Memo Of Understanding (MOU) between the LDDA and the Longmont Theatre Company. They decided to set the MOU aside and back down to what needs to happen first in order to obtain enough information to draft an appropriate MOU. Alex Sammoury also met with Bob and Mary and they agreed upon finding the theater an appropriate location to do their rehearsals and set construction. Once that is established the LDDA will know what that cost will be (whether it is a leased or owned space). That will factor into what role the LDDA will

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play such as purchase a building for them or pay for the rent of a building for them. This is a critical piece as is hiring someone with expertise that can crunch some numbers on a scaled down feasibility study. This would take into account the number of days available the theater can be booked once the theater company moves out of the facility for the rehearsals and set construction, and what type of revenue and opportunities we/the community would have with booking the available days. This will also help the theater company move forward with hiring a project manager and getting their grant writing in place. This will help establish a clearer plan. Mary asked for any other suggestions from the Board. She was also looking for direction from the Board or for them to give the green light to start looking into hiring someone to get some of those opportunity dollars and leasing out the space. Once some of these pieces are known the MOU should spell out who is in control of the additional days, who does the booking. Mary's personal view is the LDDA hires a professional entity to book that outside piece of it and reserve some days for local organizations to be able to use as well (including a special leasing rate for that). The LDDA will want to see some sort of level of return on the lease rates as well. Bob Goff noted the theater company has a grant writer on staff. Bill Sawyers asked if we needed a motion to move forward to hire someone to put together a pro forma of some sort to get an idea of how to put together the MOU. Mary also asked for direction on whether or not to hire a realtor to help find a rental or a building purchase options. We have two items here 1. per forma 2. realtor/presentation of rental or purchase options. Three quotes are needed for any purchases/services over \$1,000.00.

A motion to approve moving forward to hire someone for the process of putting together a pro forma (regarding the LDDA/Longmont Theatre Company MOU) in an amount not to exceed \$3,000.00 was made by Board Member, Bill Sawyers and seconded by Board Member, Alex Sammoury passed unanimously.

9. PUBLIC INVITED TO BE HEARD: None.

10. EXECUTIVE SESSION: For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402 (4) (e).

11. ITEMS FROM THE STAFF: Mary noted the LDDA Board needs to determine who serves on the Longmont Area Visitors Association's (LAVA) Board of directors. The position is up for renewal in January 2010. LAVA's Board meets the third Wednesday of each month at 10:00 AM. Mary was asked to remain on the LAVA Board. Denise Crosby mentioned Damandeep Gill from Flavor of India has reiterated his desire/interest to have a place in Downtown Longmont to show Bollywood movies.

12. BOARD MEMBER COMMENTS: Bob Goff commented on what a great event Longmont Lights 2009 was this year. Happy holidays. Details on the retreat: Date: Friday, January 29, 2010 for 4 – 5 hours. Venue is Sharon Smith-Eisler's house at 330 Bross Street, Longmont, CO. Mary noted Sarah Walter's position has been posted. Sharon Smith-Eisler would like to be on the selection committee for hiring Sarah's replacement.

13. ADJOURN: The meeting was adjourned at 6:15 PM.

Respectfully Submitted by:

Denise Crosby
Secretary to the LDDA Board

Robert Goff
Chairperson, LDDA