

Longmont Downtown Development Authority
Wednesday, December 21, 2022 Board Meeting Minutes
Times Collaborative (338 Main St.) St.
11:30 a.m. Executive Session; 12 pm – Regular Meeting & Luncheon

Present: John Creighton, Ex-officio Member: City of Longmont, Jim Golden, Chris McGilvray, Wes Parker, Kirsten Pellicer, Jim Wardell, Shiquita Yarbrough

Absent: Joe Perrotto

Guests: None

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

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)

Motion: John Creighton moved to approve a 6% salary increase for 2023 and a \$13,000 bonus this year for the Executive Director, and \$3,000 pay for staff exceptional pay. Jim Wardell seconded the motion. The motion passed unanimously.

2. REGULAR MEETING CALLED TO ORDER AND SILENT ROLL TAKING
3. BOARD AND EX-OFFICIO MEMBER COMMENTS - none
4. APPROVAL OF AGENDA

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

5. APPROVAL OF MINUTES
 - a. **Motion** to approve the November 9, 2022 Board Minutes: Kirsten Pellicer moved to approve the minutes, Jim Wardell seconded the motion. The motion passed unanimously.
6. PUBLIC INVITED TO BE HEARD (5 MINUTE MAX PER SPEAKER) - none
7. NEW BUSINESS

- a. Set Meeting Dates, Times, Locations & Meeting Notification Location for 2023

The Board decided on Feb 27, 2023 for the board retreat. Kimberlee proposed some options for location, to be determined at next meeting.

March 2023 meeting was moved to March 29, 2023

Motion: Kirsten Pellicer moved to approve the new schedule for 2023 and board meeting notification location. John Creighton seconded the motion, the motion passed unanimously.

- b. Service Agreement for Legislative Consulting Services

Jim W asked how they report back the activity. The DDAs and consultant, Politicalworks of Denver, would meet every other week.

Motion: John Creighton moved to approve the proposed service agreement for legislative consulting services, with updates as needed by Kimberlee and LDDA legal counsel. Jim Wardell seconded the motion. The motion passed unanimously.

- c. Joint LDDA / Council Board Meeting Agenda (Jan 10)

As presented on the board communication, pedestrian infrastructure is a priority which would include installation of safety measures, improvements and investments to connectivity and access to make downtown safe for everyone. The board would request partnering with the City to fund projects in the pipeline.

Chris added this would be a powerful meeting with Council focusing on pedestrian safety.

Shiquita suggested looking at Vision Zero for pedestrian, car and bike safety.

8. EXECUTIVE DIRECTOR'S REPORT

- a. RFEI Update – Kimberlee received several interests and contacted biz owners on the block about it.
- b. Holiday Closures – Office will be closed Dec 26, 30 and Jan 2, 2023.

- c. Office Update - none
- Leadership Committee – Kimberlee shared names in mind for the committee and will email the list to the board members and any suggestions would be welcome. The purpose of this committee is for a higher level discussion and vision on possible issues and developments in downtown.
 - Donation to St. Stephen’s Plaza – A donor wants to donate a ‘wings’ metal art as a memorial to his late wife. His family will be responsible for maintenance and an agreement would need to be put together.
Motion: Kirsten Pellicer moved to accept the donation and put together an agreement with the owner. Jim Wardell seconded the motion, the motion passed unanimously.
 - 360-362 Main St. incentives – The owner, Greely Sachs, is pursuing historic grants for the buildings and the LDDA would partner with the owner for historic grants. She plans on adding an elevator but would not qualify for a grant. She also purchased 2 buildings on 4th Ave. and will apply for retail incentives. She will apply for two grant applications. This will be discussed again after the 1st of the year.
 - SMS – Property owner, Brian Bair, inquired about leasing one space facing Main St. for a veterinary clinic. To allow this, the code would need to be amended and zoning changed. Kimberlee will discuss this further with the property owner.
9. ITEMS FROM STAFF – Del Rae shared the RFP process for landscaping was awarded to Taylor Landscaping for 5 years. Colin shared WWMS tickets are on sale now. Emelie gave an update on the Winter Passport Program being received well with more entries received to date.
10. BOARD MEMBER COMMENTS – Chris and the rest of the board members were honored to have Kimberlee’s leadership in downtown and commended the staff as well.
11. ADJOURN*
- Motion** to adjourn the meeting: John Creighton moved to adjourn the meeting at 1:20 pm., Wes Parker seconded the motion. The motion passes unanimously.

*After the meeting adjourns, Board Members will enjoy a holiday lunch.

Respectfully yours,

Kimberlee McKee
Executive Director, LDDA

Chris McGilvray
Board Chair, LDDA