

**Minutes  
Board Meeting  
528 Main Street, Longmont, CO 80501  
March 28, 2012**

**Present:** Bill Sawyers, Robert (Bob) Goff, Sharon Smith-Eisler, Alex Sammoury, Ex-Officio Member; City of Longmont, Jim Golden

**Absent:** Larry Stauss, Joe Perrotto, Burbidge Austin

**Guests:** City of Longmont; Brien Schumacher, Burden, Inc.; Cotton Burden, Keith Burden, JHL Contractor; Alex Kaplan, Andy Rockmore, Times Call; Tony Kindelspire

**Staff:** Executive Director; Kimberlee McKee, Emelie Torres

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

**2. BOARD AND EXS-OFFICIO MEMBER COMMENTS** – Bill suggested adding an item ‘public invited to be heard’ in the middle of agenda in light of public who joins after the first invitation. The board was asked to get back with input at next meeting.

**3. APPROVAL OF AGENDA**

Motion: Alex Sammoury moved to approve the agenda, Sharon Smith-Eisler seconded the motion. The motion passed unanimously.

**4. APPROVAL OF MINUTES**

- A. MOTION: Alex Sammoury moved to approve the February 22, 2012 board minutes, Sharon Smith-Eisler seconded the motion. The motion passed unanimously.
- B. MOTION: Alex Sammoury moved to approve the March 6, 2012 board retreat minutes, Sharon Smith-Eisler seconded the motion. The motion passed unanimously.

**5. PUBLIC INVITED TO BE HEARD** – None

**6. EXECUTIVE DIRECTOR’S REPORT**

Pedestrian Poles – Kimberlee informed the board that the 110 pedestrian poles on Main Street are in need of refurbishment due to age and rods rusting. Most of these poles are at 25 years old. The plan is to replace all the all thread in the poles due to some being at critical point of breaking. The cost is between \$250 - 500 per pole. Kimberlee is talking to LPC and will do the most cost effective way to resolve the issue. A suggestion was raised that in consideration of cost is to rank the replacement of poles by age.

The Creative District has scheduled two meetings: April 12-13 in Breckenridge and May 18-19 in Salida. Kimberlee shared that she is planning on attending the first meeting in Breckenridge. She also mentioned two spots are open for the May meeting and invited the board to attend.

Flag Banners are being considered to place at participating store front during special events. These will be free-standing to signify store is open during the event. The plan is to have 25-30 pieces which will cost \$3000 - \$5000 total. Contract will be in place to merchants who are keeping the flags for use. Kimberlee will continue to look into different types and cost and report back to the board.

**7. UNFINISHED BUSINESS**

- A. Alley Project Update – Kimberlee updated the board that Alleyscape work is progressing well. The breezeway structure was removed with continued access to pedestrian from Main Street. An email went out today regarding closure of 4<sup>th</sup> Avenue on April 2<sup>nd</sup> and 400 E parking lot closure on April 9<sup>th</sup> for the contractor to continue and finish their work on this

block. Tentative completion of 400 E block alley is on May 14<sup>th</sup>. Trash enclosure tentative completion before May 21<sup>st</sup>. Work on the 400 E breezeway and the 500 E block is scheduled to start simultaneously. Chris Huffer will do a walk through on 400 E work on Thursday, March 29<sup>th</sup>, at 8:30 a.m. and Kimberlee invited the board to join.

**CDBG Dollars**

The DDA has \$29,000 available for Alleyscape project available to merchants who don't have cash on hand for improvements.

MOTION: Alex Sammoury moved to approve the motion of up to \$5,000 maximum loan, term of 5 years, 0% interest and payments made on quarterly basis. LDDA will administer the loan. Sharon Smith-Eisler seconded the motion. The motion passed unanimously.

- B. 200 Block Parking Lot – Brien Schumacher updated everyone that construction will continue next week and the plan for the project to be completed by end of May. Budget issues have been resolved.
- C. Roosevelt Park Apartments – Cotton Burden of Burden, Inc. and JHL Contractors from Denver gave a presentation of the project, sharing plans and renderings of the building. In addition to the existing lot, the company purchased a lot north of it and will be used for additional parking with access to alley. Questions were raised about location and quantity of bathrooms at the art studios. There was also a discussion on the additional lot if it should be part of the LDDA boundaries or not. Currently, it does not fall within the DDA boundaries.

**8. NEW BUSINESS**

A. Parking Permit Holders

In light of the parking disruption due to Alleyscape, Kimberlee proposed to give one month (\$20) parking discount for July through December 2012 to all East lot parking permit holders. There are 175 LDDA permits currently with the discount amounting to \$3,500 total. MOTION: Alex Sammoury moved to approve the motion, Sharon Smith-Eisler seconded the motion. The motion passed unanimously.

B. Work Plan

Kimberlee informed the board that the work plan from the board retreat will be finalized at the April board meeting. The board gave most of the items a 1 and 2 priority scoring.

**9. PUBLIC INVITED TO BE HEARD (5 MINUTES MAX PER SPEAKER) – None**

Executive Session started at 4:50 p.m.

**10. EXECUTIVE SESSION: For discussion of a personnel matter under C.R.S. Section 24-6-402(2).**

Executive Session closed at 5:37 p.m.

Bill Sawyers read a statement regarding the Roosevelt Apartment Project. Financials and details of the project are still being discussed. Upon reaching consensus, the development agreement will be voted on by the LDDA board and the City Council in April or May of 2012.

**11. ITEMS FROM THE STAFF – None**

**12. BOARD MEMBER COMMENTS – Jim Golden informed everyone that the last 3 sections of the Financial Handbook did not change so they need to be kept. Bob Goff shared that Friday evenings are busier especially after 8 p.m. A merchant also expressed to him that he is excited about the Alleyscape project and look forward to its completion.**

**13. ADJOURN – 5:45 p.m.**

Respectfully Submitted by:

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Kimberlee McKee  
Executive Director, LDDA

Bill Sawyers  
Chairperson, LDDA

