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DOWNTOWN
Longmont District

ES of Directors

528 Main Street, Longmont, CO 80501

July 24, 2013 – 4:15 PM

Present: Larry Stauss, Sharon Smith-Eisler, Alex Sammoury, Burbidge Austin, City of Longmont, Jim Golden, Bob Goff
Absent: Bill Sawyers, Joe Perrotto
Guests: Carmen Sample, Brien Schumacher, Chris Huffer, Times Call: Tony Kindelspire
Staff: Executive Director, Kimberlee McKee; Marcelo Fernandez; Del Rae Heiser; Emelie Torres

1. REGULAR MEETING CALLED TO ORDER AND SILENT ROLL TAKING

2. BOARD AND EX-OFFICIO MEMBER COMMENTS - none

3. APPROVAL OF AGENDA

Motion: Burbidge Austin moved to approve the agenda, Alex Sammoury seconded the motion. The motion passed unanimously.

4. APPROVAL OF MINUTES

A. Motion to approve the June 26, 2013 Board Minutes

Motion: Sharon Smith-Eisler moved to approve the minutes with the addition of the discussion of parking meters and kiosks on Main Street. Bob Goff seconded the motion. The motion passed unanimously.

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

6. SPECIAL BOARD PRESENTATION - Dick Lyons gave an update to the DDA statutes and guiding principles.

Three main things on the statutory provisions:

- A. DDA Statute . no board member or any board employee shall vote or participate in any matter in which he/she has a specific financial interest in a matter in which he/she would receive a benefit or incur a cost substantially greater than other property owners within the district.
- B. Public Office is a Trust . State Legislature adopted a generic ethic statute for all local governments which declares that holding a public position is a matter of public trust. Anyone who obtains personal gain things can be prosecuted by the District Attorney by violating public trust. Personal and private interest shall be disclosed. Acceptable or unacceptable gifts were also listed on the statutory provisions.
- C. Ethical Principles . updates and additions were discussed prohibiting employment of family members within the organization. Guides were outlined on the statutory provisions.

Larry asked Dick Lyons about the relevance of silent roll taking (#1 item on agenda). Dick stated that in lieu of silent roll, board members can do a voice roll call at the board meeting.

Dick Lyons also pointed out that the only time that the LDDA Board can vote via secret ballot is for officer elections. Since two board members are out this meeting, a motion was made to hold off on officer elections until the August 28 meeting.

A. Motion to defer board officer elections to August meeting

Motion: Alex Sammoury moved to defer the board election in August, Sharon Smith-Eisler seconded the motion. Bob Goff opposed. Motion passed.

7. FINANCE REPORT

A. TIF Negotiation updates . Kimberlee is still waiting for an answer from the County in writing sometime next week regarding 50% of TIF. City Council has allowed LDDA to keep the 50% of TIF. LDDA will use 50% of this to infrastructure maintenance. TIF collection between the city and SVVSD backfill mills is at \$483,000. With the county included, it will be up to \$569,000. Council also approved the Mill levy restored to 5%.

8. EXECUTIVE DIRECTOR REPORT

The City is asking for comments regarding Carroll Lewellen Funeral Home request for installation of crematory facility on-site. Brien Schumacher informed everyone that the funeral home is requesting to build it in one of their garages.

place which requires a 500qset-back from residential area. About 50 people March. As part of variance process, a decision by the planning and zoning public or the company. A public hearing will take place in the future to review there is an overwhelming opposition from residents about installation of members would welcome a formal presentation in the August board meeting. \$5 fee for premium attractions discussed previously. Kaiser Permanente will sponsor the event for \$1,500. There was a discussion about different options on fees without LDDA charging the public directly. The board directed Kimberlee to charge \$5 for the new attractions. No political booths this year.

Retail Conversion Grant . as we lose pedestrian based businesses in LDDA district, this grant would be available to convert previously non-retail space to retail storefronts. LEGI has a business improvement grant to businesses which have been existent for 3-4 year. The grant covers interior renovations. LEGI and LDDA discussed partnering with each other with a 2 - 1 match or up to 50% of the project. Retail Incentive program still has funds in it and can help convert spaces to store fronts. Kimberlee asked for directions from the board if she should proceed with a formal presentation around this in August. The board felt it was a good idea to proceed with the plan and directed Kimberlee to proceed.

9. UNFINISHED BUSINESS

Alleyscape Update . final walkthrough on east side will be scheduled sometime in August. Los Arcos . there are currently 3 different contractors bidding to modify fitting of Los Arcos. The plan is to shave off the brick posts to fit the los Arcos. Approximate cost is 8,000-10,000. Art in Public Places is proposing modifying the 300 block by itself then the 400 and 500 blocks can follow. Chris is expecting a decision within the next 3 weeks. Public Works may pay for the cost and get a refund. The board felt that all installation and removal of Los Arcos should be done at the same time.

West side . scheduled to start on August 12th. They will meet with property and business owners on the 300 block. Still awaiting pricing from J2. If cost is high, project will be up for re-bid.

During construction on 300 block, on-street parking on Main Street will be modified down to 1 hour. Alternative parking lots have been secured for the current parking permit holders.

Post alleyscape, short term parking with different time limits will be reviewed.

Boulder County Engineers contacted Chris about simulating the alleyscape in its project.

Some businesses in the 300 block will be modifying their back area for parking.

10. NEW BUSINESS

DIP Incentive Application from 370 Main . Mark and Carmen Sample are applying for excavation to city water line to install water tap and line for the suppression, installation of interior fire suppression system and reconstruction of the existing façade. Application for the installation of hood cost to follow later. Total cost for façade renovation grant request is \$21,000. Kimberlee pointed out that the hood installation would be an additional cost and asked the board for direction if this project would still be eligible under the DIP grant. The board directed Kimberlee to go ahead and consider the grant application for the hood installation.

Motion: Burbidge Austin moved to approve the application at \$21,000, Alex Sammoury seconded the motion. The motion passed unanimously.

2014 Budget . Staff changes from 2FTE, 2 temps to 2 FTE, 1 PTE benefited. Marketing and Arts & Entertainment accounts will merge. A&E budget will be reduced by \$89,000. Marketing and Development position will also be eliminated in January 2014. Cleaning services to increase throughout the district. LDDA will increase focus on bricks and mortar projects. Butterball closing affected the budget. Kimberlee will ask the City Council for support for Festival and Holiday lights for 2014.

Parking permit increase on all lots has not been taken to City Council so numbers are not reflected on the current worksheet.

MOTION: Burbidge Austin moved to approve the budget, Sharon Smith-Eisler seconded the motion. The motion passed unanimously. Alex abstained due to conflict of interest.

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

12. ITEMS FROM THE STAFF – August board meeting will be a fairly light meeting due to the Festival on Main happening Friday before. Kimberlee invited everyone to attend Longmont Then and Now event on July 28th.

13. BOARD MEMBER COMMENTS - none

14. ADJOURN - 5:36 p.m.