



# BOARD Minutes

LDDA Board of Directors  
528 Main Street, Longmont, CO 80501  
June 25, 2014 – 4:15 PM

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**Present:** Bill Sawyers, Sharon Smith-Eisler, Joe Perrotto, Larry Stauss, Ex-officio Member: City of Longmont, Jim Golden  
**Absent:** Bob Goff, Burbidge Austin, Gabe Santos  
**Guests:** Christine Hollenbeck, Nick Reckinger  
**Staff:** Executive Director, Kimberlee McKee; Del Rae Heiser; Emelie Torres

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

2. **BOARD AND EX-OFFICIO MEMBER COMMENTS** – Joe commented on pleasure working with LDDA.

3. **APPROVAL OF AGENDA**

**Motion:** Larry Stauss moved to approve the agenda, Joe Perrotto seconded the motion. The motion passed unanimously.

4. **APPROVAL OF MINUTES**

**Motion** to approve the May 28, 2014 Board Minutes: Larry Stauss moved to approve the minutes, Joe Perrotto seconded the motion. The motion passed unanimously.

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

6. **FINANCE REPORT -**

CIP Budget update – Kimberlee presented the budget for the streetscape from 3<sup>rd</sup> to 1<sup>st</sup> Ave. and suggested funding the item from TIF dollars. She is also talking to Kathy Fedler regarding CDBG funding. Funding availability from them is under \$30,000 and would involve utilizing Davis Bacon rules and Federal guidelines. Irrigation (tearing and replacement) and electrical quote came in at \$85,000. Existing and unused brick pavers from the breezeways will be used for sidewalks. Updated total budget is \$175,000. Kimberlee asked if the CIP can get the \$175,000 (total cost of budget as presented) from TIF funds.

**Motion:** Sharon Smith-Eisler moved to approve adding the CIP for streetscape from 3<sup>rd</sup> – 1<sup>st</sup> for \$175,000 utilizing TIF funds. Larry Stauss seconded the motion. The motion passed unanimously.

7. **EXECUTIVE DIRECTOR REPORT**

Creative District Update – Kimberlee informed the Board that the LDDA did not get the creative district designation this year from the Colorado Creative Industries. The lack of a complete sustainability plan for the future was the biggest reason. Kimberlee shared that the budget submitted was only for the program and not including the DDA budget was also a big factor. Kimberlee is expecting a letter of explanation from CCI in the near future. CCI gave Kimberlee and option to appeal the application and/or submit another application in the spring of 2015.

Kimberlee shared the resignation letter from Bob Goff from LDDA Board today. She talked to the City Clerk and was informed that a communication will be sent out and possibly re-vote from the last application.

8. **UNFINISHED BUSINESS**

Design Advisory Committee – Kimberlee presented a list of prospective members for the committee. She is looking for 5 members and 5 alternates. She also added a Placemaking Committee Representative who would be the 6<sup>th</sup> member and could be the 5<sup>th</sup> vote if there aren't enough votes from the committee.

**Motion:** Sharon Smith-Eisler moved to approve the slate and for Kimberlee to go forward with contacting the prospective members, Larry Stauss seconded the motion. The motion passed unanimously.

9. **NEW BUSINESS**

Incentive Applications

DIP: Georgia Boys BBQ – 237 Collyer

Nick Reckinger presented the application for façade renovation grant. The scope will cover front porch upgrade, bathroom addition for handicap access, interior and exterior electrical upgrade, and a privacy fence. Total façade grant application request - \$7,306.00.

**Motion:** Sharon Smith-Eisler moved to approve the facade application for \$7,306.00, Joe Perrotto seconded the motion. The motion passed unanimously.

SIGNAGE: Modena Wine Café – Roosevelt Park Apartments

Christine Hollenbeck presented her application for a signage grant of 2 signs: 1 on Longs Peak Ave. and 1 on Coffman St. Total signage grant request - \$2,495.00.

**Motion**: Larry Stauss moved to approve the application for \$2,495.00, Joe Perrotto seconded the motion. The motion passed unanimously.

LDDA Budget - Kimberlee presented changes to the budget for 2015. Since we did an overhaul of the budget last year, we will basically brush up the line items. When we get updated numbers for salary/benefits, we will bring them to the board.

- o Operations - Increase in materials/miscellaneous supplies, liability insurance, and prof/contracted services
- o Arts & Entertainment – Decrease in office supplies, prof/contracted services, legal notices and ads  
- Increase in dues and subscription mostly for media fees
- o Parking – increase in permits cost, decrease in postage
- o GID – increase in insurance premium, pressure washing on alleys, addition of \$4,000 for landscaping upgrade at Steven's Plaza

Kimberlee met with Gabe regarding one-time funding discussed at the prior meeting. Gabe advised that one-time funding for different programs is acceptable.

Kimberlee also shared that if LDDA had received the Creative District funding from the State, they wanted to hire a consultant to identify and write grants. Since that funding is pending, a joint grant request between the LDDA and the Downtown Community Ventures is possible for the first year as a one-time funding.

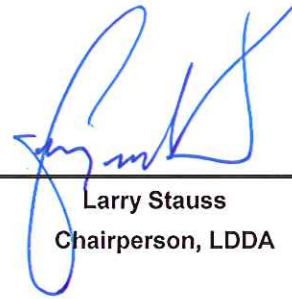
**Motion**: Joe Perrotto moved to approve budget for 2015, Larry Stauss seconded the motion. The motion passes unanimously.

10. PUBLIC INVITED TO BE HEARD (5 MINUTE MAX PER SPEAKER) - none
11. ITEMS FROM THE STAFF – Kimberlee thanked Bill and Joe for their great job and dedication to the LDDA during their term as board members.
12. BOARD MEMBER COMMENTS - none
13. ADJOURN – 5 p.m.

Respectfully Submitted by:



Kimberlee McKee  
Executive Director, LDDA



Larry Stauss  
Chairperson, LDDA