

Longmont Downtown Development Authority
Wednesday, August 4, 2021 Board Meeting Minutes
4:15 p.m. 320 Main St. – LDDA Offices

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

Absent: Joe Perrotto

Guests: Harold Dominguez; Joni Marsh; Phil Greenwald

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

1. Regular Meeting called to order and silent roll taking
2. Board & Ex-Officio Member Comments - none
3. Approval of the Agenda

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

4. Approval of the Minutes

Motion to approve the June 23, 2021 Board Minutes: Jim Wardell moved to approve the minutes, Wes Parker seconded the motion. The motion passed unanimously.

5. Public invited to be heard (5 minute max per speaker) - none
6. New Business
7. Q & A with Harold Dominguez

Harold asked for input on how everyone is handling the increase of the COVID-19, 95% cases of which are from the Delta variant. He will meet with BCHA Administrators tomorrow afternoon to find out more about the situation and wanted to share with them how and what businesses are doing in response to the virus. The Governor is requiring vaccination especially for government employees. The City is considering incentivizing vaccinations for full time employees with paid 8 hours of time off and part time employees with a dollar amount. Non-vaccinated employees will need to wear masks.

John stated that his staff will wear masks again if needed, no vaccination mandate and PTO still in effect for vaccination through September.

Jim W added his staff are wearing masks when needed for customers but curious as to how other businesses are handling this. He is concerned that inconsistency is sending mixed messages to the public.

Kimberlee cited that some downtown businesses are now mandating masks in their businesses.

Kirsten expressed it is extremely difficult to ask customers to wear masks without mandate. They are not requiring vaccinations but strongly encourage it. Will the City consider any orders other than the County? The City will need to follow order from the Boulder County health officials. Although, City Council can direct a mandate for the City.

Jim W added that larger facilities are asking confirmation from everyone for vaccination by showing vaccination cards. Some companies are also concerned of losing employees if vaccine is required.

Chris cited FDA approval of vaccine is key and businesses are being creative about giving employees time off to get a vaccine. Consistency about messaging is key.

Kimberlee added contact tracing was difficult and vaccine card checking is also hard and laborious.

Wes' business is not requiring vaccinations but are offering masks and he is controlling the environment by cleaning and disinfecting.

Marcia asked about timeline for mask mandate. Harold will need to wait until tomorrow's meeting. Marcia stated that NY City is now requiring masks from everyone when indoors.

Harold shared that consistency has been an issue from one county to another.

Chris informed Harold of the DDA Board's interest in finding out update of some downtown projects in priority.

Jim W asked about Main St. Crosswalks and medians signal for pedestrian crossing. He has continued to see pedestrians close to being hit by vehicles on the 500 block. Harold cited the ideal situation would be to eliminate them. Advocacy of crossing devices are hit or miss and creates a false sense of security. Is there a plan

to reinforce Main St. speed limit? This would need police presence and police staff is down to 10-12 officers per year due to relocation and injuries. Hiring process is open constantly. They have received applications and interviewing some currently. Police staff schedule gets adjusted to respond to issues based on call volume. When the new Police Chief is on board, part of his task will be to identify priorities in community, call volume, placement of staff especially for urgent calls (1 & 2). He will also look at cost, capacity etc. Harold asked the City Council about the appetite for red light cameras and speed enforcement. Most of the council members were willing to continue conversations about it and this will only work with police presence.

John asked about commitment to the alleyscape and Coffman Street project. The City is committed but also having to balance priorities and placement of staff. One example is the storm water system failure. Staff and Engineers were pulled from other projects to address the issue right away. Safety issues are given priority. Funding, cost increase and revenue stream are also being considered. Grant funds to projects have timeline and will need to be used and staff will also need to be shifted.

1st and Main is on the Council's radar and the cost has increased since initial planning and design.

Kimberlee asked if extending Coffman to Boston is still happening. Yes, RTD funds will be used. She also asked about quiet zone on the area. Quiet zone has been funded 2 years ago. But 1st and Main has not been upgraded to include quiet zone because BNSF has not approved it yet.

Phil arrived at 4:56 pm.

Kimberlee asked about wayfinding budget for the City. Unfortunately, it hasn't been funded. Kimberlee cited that the LDDA has funding for the downtown district but is concerned that if the DDA proceeds, this would not blend with City-wide wayfinding signs ultimately. Harold stated that funding priorities shift according to needs and importance. Jim G added there is an unfunded item in the CIP to fund at \$240,000/yr. for 5 years but hasn't happened yet. Joni added cohesive signage would be ideal. The City is on board but other projects like the parks have their own budget and signage cost would need to be added to it. She stated that the LDDA would probably get wayfinding done before the City does and ultimately, the City will follow the scheme of downtown wayfinding.

Marcia was surprised to hear about funding constraints based on Council information of a large one time funding for relief and infrastructure. Is this due to material cost increase? Harold cited this project is not part of the Public Improvement Funding (PIF). The funds and amount available presented to the Council also considers position of market rate. Other funds have very specific uses and projects like this do not qualify based on funding rules. PIF is being used on City facilities. Harold will break out the numbers and components when presented to the Council in the future.

Is material cost a reason to postponing projects? They should be coming down soon. Harold is not as concerned about it because other factors would go up also. A good example is St. Vrain Resilient project which is big and still continuing with cost increasing and staff placement being adjusted. At the same time small projects are not continuing and it is hard to find workers at this time.

Chris stated time is of essence with cost and inflation going up. What is the process and timeline for projects? The City is identifying projects and depending on issues and location, permits are required accordingly. Projects are regimented by different agencies. Process also involves the ability to make a decision, change codes and issues per property.

Another example is the housing project on Hover. The organization was ready for submittal and Harold recommended finishing the plan first so it would save time with process involved. Every project is different. John pointed out smaller projects that are cost prohibitive and end up being abandoned due to code changes etc. and not realized due to added and increase in cost. An example is the gas station on the corner of Main St./6th Ave. This property could very much stay empty for a while. Advocacy is important to keep properties developed.

Harold stated he would recommend a Development Review Coordinator position, to look into projects, keeping in mind, some infill projects are also difficult to develop.

Wes asked about affordable housing plan. City Council retreat spent time on housing and are planning to build 6 affordable buildings through Housing Authority, in the next 3 years for family units. Tax laws allow for income average of 70-80% AMI units.

Tax credit is expected on Sunset Heights, a Housing Authority owned behind Walgreens on Hover, with mixed income units. Other projects include Costco and more housing with mixed income units as well.

Village Place partnership with City and DDA brings opportunity for public/private partnerships. Lisa, of Housing Authority, and Kimberlee met and agreed to explore removal of the parking spaces and structure in the property. This is part of the LDDA Master Plan Harold agreed the City should be engaged in the conversations/planning moving forward. This should happen quickly to align with rehabilitation of Village Place next year.

Kimberlee stressed that housing at all price points is also part of the LDDA Master Plan. 121 Main has a pre-app for housing units for sale only. The developer is currently looking more into sizing of units/development. The curb cut and creating a right in/out is also important to consider and should not be a barrier to the project. There is now another 100% affordable housing project in downtown and Kimberlee stated looking at balancing downtown as a whole and not per project. The LDDA is also looking forward to STEAM being the gateway to downtown and would like to work with URA on TIF sharing agreements and extending the LDDA mill levy for those properties to also have the consistent management.

Annexation to the north Main businesses is also in the works.

Joni added a contract on STEAM is close to finalizing along with other projects like appraisals on 1st and Main.

Coffman St Presentation

Phil presented 3 design alternatives of the Coffman busway project. Prior to the meeting, he solicited property owner input by survey, in-person meetings and block by block visits. The most liked alternative was the side-running transit. Other comments included keeping the trees and parking accessibility. An open-house will be held on September 27, 4-6 pm., at the St. Vrain Event Center.

Motion: Kirsten Pellicer moved to approve the recommendation of side-running transit design, Jim Wardell seconded the motion. The motion passed unanimously.

John added it would also help make Main St. more pedestrian friendly.

Kimberlee reiterated that Coffman St. sidewalks need attention. Parking on 1st & Main and 3rd Ave development would be promising for people.

Harold, Joni and Phil left at 5:52pm

8. Old Business

a. Board Elections

Motion: Kirsten Pellicer moved to nominate Chris McGilvray as the Board Chairperson, Joe Perrotto was Vice Chair and John Creighton as Member-at-Large. Jim Wardell seconded the motion. The motion passed unanimously.

Marcia left 5:54 pm.

9. Financial Update

2022 Budget

As presented in the packet, Kimberlee pointed out changes and increases to funds:

Operations budget - Downtown will not have Rangers this year, they will return soon to remind public of the dismount zone and smoke free zone on Main St.

GID budget increased. Cleaning contract with current vendor, Sample Supports, ended due to organizational changes. Sample Supports picked-up trash and cleaned structures like benches, kiosks, trash/recycling containers etc. Current replacement vendor bids can in higher, so the contract is currently just for time and material basis. Current landscape contractor will submit a proposal to help clean in 2022. The board agreed to increase budget on cleaning.

Arts & Entertainment has the most increase seen to include promotions, Vista personnel fees, events, paid social media and printing/copying and binding.

Construction fund and project management fee budget were also listed in the packet.

Grand total of budget is \$185,000.

Motion: Joh Creighton moved to approve the budget with additional \$10,000 added across funds for additional cleaning contract, Kirsten Pellicer seconded the motion. The motion passed unanimously.

Start - 6:10 pm.

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. (Lease for 320 Main office space)

End 6:29 pm.

Motion: John Creighton moved to approve for Kimberlee and Joe to continue with the new 320 Main lease contingent upon the changes as proposed by Kimberlee, Jim Wardell seconded the motion. The motion passed unanimously.

11. Executive Director Report

- a. Creative District Update –SCFD (Scientific and Cultural Facilities District) Tier 3 funding application is due on September 11. Funding will help fund the Creative District organization.

The Creative District Board will be made up of only 1 LDDA board member (Joe Perrotto) to join as a voting member. Previously the minutes stated two. We will also remove from the bylaws, some of the heavy oversight from the LDDA Board.

A grant application on NEA (National Endowment for the Arts) was submitted on August 3rd. The grant is a project-based funding and would allow for re-granting funds to local creatives.

- b. Parklet Update -Some of the parklets installed are used well and some are not. Some businesses are still waiting for furniture and other supplies for the parklets. There is a possible increase in use with the virus spiking up again.

Jim W asked if the duration can be extended to the holidays. At this point, there are no plans to extend beyond Oct. 31 due to the weather and maintenance in the winter.

- c. Annexation Update - Each person will need to sign off for annexation to happen. Kimberlee will put together a letter outlining process and provide to the business on North Main St.

12. Items from Staff - none

13. Board Member Comments - Jim W asked about clean and green in the fall. Not this year but the landscaper wants to plant tulips again. Del Rae will follow up and see if this will happen.

14. Adjourn

Motion: John Creighton moved to adjourn the meeting at 6:39 pm. Wes Parker seconded the motion. The motion passed unanimously.

Respectfully yours,

Kimberlee McKee
Executive Director, LDDA

Chris McGilvray
Vice Chair, LDDA