



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda

LIFT

AMENDED

Thursday, November 8, 2018

6:30 PM

Community Room

Regular Meeting & Study Session

1. Call Meeting to Order

2. Roll Call

3. Minutes to be Approved

[ID# 18-376](#) Certification of the October 11, 2018 Regular Meeting Minutes

Attachments: [10-11-2018 LIFT Draft Minutes.pdf](#)

4. Public Comment

5. Financial Report

6. Committee Report

ID# 18-387 Update on Attorney Search

ID# 18-388 Applications Documents Report

7. Unfinished Business

8. New Business

ID# 18-379 Discussion of potential IGA agreement for LIFT to invest in Streetscape with the City for the Bellevue Corridor

ID# 18-380 Discussion regarding a Study Session with Columbine Square Property Owners

ID# 18-381 Board Member Terms Discussion

Attachments: LIFT Board Members

9. Public Comment

10. Adjourn to Study Session**Study Session Topics****1. Envision Littleton 2040 Presentation****2. 2019 Littleton Corridor Master Planning Opportunities Presentation**

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.



Staff Communication

File #: ID# 18-376, **Version:** 1

Agenda Date: November 8, 2018

Subject:

Certification of the October 11, 2018 Regular Meeting Minutes

Presented By: Carol Brzeczek, Recording Secretary

I hereby certify that the attached minutes are an accurate representation of motions made and action taken at the October 11, 2018 regular meeting of the LIFT Board.

PROPOSED MOTION:

I move to approve, based on the recording secretary's certification, the October 11, 2018 minutes for the LIFT Board regular meeting.

Roll Call: Meeting was called to order at 6:30. Members Kevin Seiler, Carol Brzeczek, Joseph Orrino, Cindy Christensen, Jason Henderson and Jack Rychecky were present. Bill Hopping was absent. Steve Kemp, Tiffany Hooten and Pat Driscoll were also present.

Rychecky moved to approve the agenda. Orrino seconded the motion.

Seiler asked for a new standing agenda item, Communications. He also requested adding an item under New Business to address a city council request and the upcoming UR training in Pueblo. Kemp said it would be appropriate for Seiler to report on the items but the group should not discuss it because the item was not properly noticed.

Brzeczek thought the by-laws would need to be updated to accommodate a new standing agenda item.

Rychecky moved to amend the agenda to include Seiler's topics. Christensen seconded and the amendment passed 6/0. Main motion passed 6/0.

Approval of Minutes

ID-18-347 – Orrino moved to approve the minutes from the August 9, 2018 LIFT meeting. Rychecky seconded. Motion passed 6/0.

Henderson moved to approve the minutes from the September 13, 2018 LIFT meeting. Orrino seconded. Motion passed 6/0.

Public Comment

Linda Knufinke asked LIFT to address the repayment of their debt to the city, which consisted of \$150,000 plus interest. She suggested our contract agreement should be reviewed and the sales tax returned to the city.

Leisa Sacry did not think there was sufficient public notice of LIFT's public hearing on the 2019 budget.

Financial Report

ID-18-345 – Hooten presented the 2019 LIFT budget; one for the General Fund and a second for Columbine Square UR Plan Area. (Please see attachment A) Orrino moved to accept the proposed budget. Henderson seconded.

Rychecky asked about some sort of fund showing our liability to the city.

Thursday, Oct 11, 2018

Page 2 of 3

Seiler stated if LIFT has no debt LIFT would not have the authority to be in existence. Kemp said we needed to be very careful about the use of the term debt. It does not mean outstanding bonds; it could mean an obligation of the authority. Rychecky said we could restructure the obligation to pay the city and extend out the terms. Kemp said we would need our own counsel for that. Rychecky said we could reduce our debt to \$5 and Seiler said we could obligate funds to a property owner to partially fund an activity through a grant.

Brzeczek brought up the loan agreement and the fact that the public was told that urban renewal would not cost the citizens a cent yet LIFT has not fulfilled their contractual obligation as set forth in the loan agreement.

Seiler said he thought the entire board needs to review and discuss later as he was not comfortable making a decision without reviewing the agreement first. Brzeczek said it was not her intention that a decision be made that evening. The loan agreement was provided to all members in their document package.

Brzeczek asked Hooten where the charges for printing, the videographer, and any other costs incurred by LIFT were in the budget. Hooten said the only charge thus far was for Eric Irwin to rebuild our website.

Motion passed 6/0.

ID-18-346 – Hooten reported that all property tax increment for the three repealed areas had been returned to the taxing entities. There is a balance of \$25,000 in the Littleton Blvd Area just in case there is another abatement. LIFT currently has \$343,414.11 in cash. Rychecky moved to approve the September financial report. Henderson seconded and motion passed 6/0.

Added Agenda Item-Communication

Seiler reported that LIFT had received six emails – three from South Africa! Jeanie Erickson sent an email suggesting LIFT ask Tracy Huggins to come to LIFT and present. She also mentioned that last month's study session was not posted properly.

At this point in the meeting Kemp alerted LIFT that there was no public hearing on the 2019 budget as required by law. At that point Seiler opened the public hearing. Seeing no one wanting to address LIFT the meeting proceeded.

Website Update

ID-18-348 – Christensen gave us an overview of the new website. Brzeczek offered some corrections and suggested changes.

LIFT Regular Meeting Minutes

Thursday, Oct 11, 2018

Page 3 of 3

Applications Documents Committee Report

ID-18-349 – Rychecky reported his findings on how other URAs accept project applications. He said everyone has a slightly different approach depending on their goals and it is a little difficult to get access to the documents. The work will continue and decisions will have to be made by LIFT such as when is a project funded and whether or not we want to use a formula for funding a project. Seiler asked if he thought a study session could be set up to discuss some of the issues with the hopes of having a process to adopt in January?

Brzeczek referred to two documents she provided each member and pointed out a table that Ft. Collins uses to guide them in their decision-making about types of projects and amount of increment they dedicate to a project. These were examples of types of decisions that LIFT needs to make. She agreed that a study session would be desirable.

Added Agenda Item

Seiler reported that he attended a council study session where Kendig & Keast presented an update on the Envision process and Paul Bryant presented an overview of master planning for the major corridors in Littleton including the Belleview Corridor. He has asked both parties to present to LIFT perhaps at a study session. November 1 is a possibility.

Seiler mentioned the Pueblo training if anyone was interested. Seiler said e was open to having others come in and meet with LIFT in a study session setting to learn from them.

Public Comment

Jeanie Erickson attended all three meetings at St. James' Church. She reminded LIFT that they have no money yet we are trying to find creative ways to give away money. She is concerned about how LIFT wants to spend money when no one is asking for it. The 3D movies presented to council by Paul Bryant of the Belleview Corridor could only be accomplished if they pared down half of the neighborhood. She thanked LIFT for the updated website and changing the picture on the website. It was much appreciated.

Leisa Sacry thought the 2040 plan was too far into the future to be planning. She had several safety concerns about the Belleview Corridor plan and asked LIFT to be transparent and as honest as possible.

Adjourn

Henderson moved to adjourn at 7:45 and Orrino seconded. Motion passed 6/0.

**Littleton Invests for Tomorrow
General Fund
2016-2019 Summary of Estimated Financial Sources and Uses**

	2016 Actual	2017 Actual	2018 Final Budget	2018 Year-End Estimate	2019 Proposed Budget
Revenues					
Retainer Agreements	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Fees - Columbine	-	70,258	73,896	73,896	-
Administrative Fees - Littleton Blvd	-	112,039	-	-	-
Administrative Fees - North Broadway	-	22,959	-	-	-
Administrative Fees - Santa Fe	-	-	-	-	-
Investment Earnings	505	4,008	500	6,050	6,450
Miscellaneous	-	-	-	-	-
Total Revenues	505	209,264	74,396	79,946	6,450
Expenditures					
Dues and Memberships	\$ -	\$ -	\$ -	\$ -	\$ -
Business Meetings	-	-	-	-	-
Audit Charges	900	-	2,000	-	1,000
Professional & Consulting	8,340	40	14,400	1,000	14,400
Legal Services - General	3,022	3,276	4,500	1,000	4,500
Legal Services - Capital Projects	-	-	-	-	-
Other Charges	1,406	415	7,400	1,525	7,400
Services - Capital Projects General	-	-	-	-	-
Total Expenditures	13,668	3,731	28,300	3,525	27,300
Other Financing Sources (Uses)					
Loan Proceeds	-	-	-	-	-
Loan Payments	-	-	-	-	-
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Other Financing Uses	-	-	-	-	-
Excess (Deficiency) of Financial Sources over Financial Uses	(13,163)	205,533	46,096	76,421	(20,850)
Fund Balance, Beginning of Year	\$ 46,696	\$ 33,533	\$ 239,066	\$ 239,066	\$ 315,487
Fund Balance, End of Year	\$ 33,533	\$ 239,066	\$ 285,162	\$ 315,487	\$ 294,637

DRAFT

**Littleton Invests for Tomorrow
Capital Projects Fund - Columbine
2016-2019 Summary of Estimated Financial Sources and Uses**

	2016 Actual	2017 Actual	2018 Final Budget	2018 Year-End Estimate	2019 Proposed Budget
Revenues					
Property Taxes	\$ -	\$ 156	\$ 172	\$ 172	\$ 350
Sales Tax Increment	19,500	50,758	73,896	73,896	78,000
Retainer Agreements	-	-	-	-	-
Developer Fees	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	19,500	50,914	74,068	74,068	78,350
Expenditures					
County Collection Fee	\$ -	\$ 2	\$ 3	\$ 3	\$ 5
Refund to Taxing Entity - Arapahoe County	-	-	-	-	-
Refund to Taxing Entity - Littleton Public Schools	-	-	-	-	-
Refund to Taxing Entity - City of Littleton	-	-	-	-	-
Refund to Taxing Entity - South Suburban	-	-	-	-	-
Refund to Taxing Entity - Urban Drainage & Flood	-	-	-	-	-
Refund to Taxing Entity - Urban Drainage (S. Platte)	-	-	-	-	-
Total Expenditures	-	2	3	3	5
Other Financing Sources (Uses)					
Transfers In	-	-	-	-	-
Transfers Out	-	(70,258)	(73,896)	(73,896)	-
Total Other Financing Sources	-	(70,258)	(73,896)	(73,896)	-
Excess (Deficiency) of Financial Sources over Financial Uses	19,500	(19,346)	169	169	78,345
Fund Balance, Beginning of Year	\$ -	\$ 19,500	\$ 154	\$ 154	\$ 323
Fund Balance, End of Year	\$ 19,500	\$ 154	\$ 323	\$ 323	\$ 78,668

DRAFT

DRAFT

DRAFT



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 18-387, **Version:** 1

Agenda Date: 11/08/2018

Subject:
Update on Attorney Search



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 18-388, **Version:** 1

Agenda Date: 11/08/2018

Subject:
Applications Documents Report



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 18-379, **Version:** 1

Agenda Date: 11/08/2018

Subject:

Discussion of potential IGA agreement for LIFT to invest in Streetscape with the City for the Bellevue Corridor

Presented By: Kevin Seiler, Chair



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 18-380, **Version:** 1

Agenda Date: 11/08/2018

Subject:

Discussion regarding a Study Session with Columbine Square Property Owners

Presented By: Kevin Seiler, Chair



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 18-381, **Version:** 1

Agenda Date: 11/08/2018

Subject:
Board Member Terms Discussion

Presented By: Kevin Seiler, Chair

Name	Street Address	Zipcode	City State Zip	Residence
Jason Henderson	162 W Fremont Ave	80120	Littleton, CO 80120	(303) 518-7796
Kevin Seiler	7126 S Acoma Ct.	80120	Littleton, CO 80120	(303) 352-3053
Cindy Christensen	7709 S. Curtice Way, #B	80120	Littleton, CO 80120	(303) 738-1071
Jack Rychcky	1408 W. Briarwood Avenue	80120	Littleton, CO 80120	(303) 475-9369
Joseph Orrino	704 W. Longview Avenue	80120	Littleton, CO 80120	(720) 891-1685
Carol Brzeczek	2000 W. Arapahoe Road	80120	Littleton, CO 80120	(303) 842-4314
William Hopping	5773 Shasta Circle	80120	Littleton, CO 80120	(303) 809-3053

Email	Business	Board	Month Expire	Year Expire	First Appt'd
jasonhendersonx@gmail.com	(303) 518-7796	LIFT	March	2019	04/01/17
kseiler62@gmail.com	734.748.7468	LIFT	March	2023	04/01/17
cchristensen@littletongov.org	(303) 887-1115	LIFT	March	2020	02/06/18
jrychecky@littletongov.org	(303) 575-9369	LIFT	March	2021	02/06/18
hjorrino@littletongov.org		LIFT	March	2020	02/06/18
cbrzeczek@gmail.com		LIFT	March	2022	04/01/17
bhopping@littletongov.org		LIFT	March	2023	6/5/2018

Term limit date	District
	III
	III
	IV
	III
	III
	IV
	I