

Roll Call: Meeting was called to order at 6:30. Members Kevin Seiler, Carol Brzeczek, Joseph Orrino, Jack Rychecky, Cindy Christensen, and Jason Henderson were present. Bill Hopping was absent. Tiffany Hooten was also present. Seilor announced that Bill Hopping would be taking Nicholas Millar's place on the LIFT board.

Agenda Approval

ID# 18-214 - Certification of the May 10, 2018 LIFT Regular Meeting Minutes - Motion was made by Christensen and seconded by Henderson to approve the minutes. Motion passed on a 6/0 vote.

Public Comment

Leisa Sacry from District 1 said she lives behind Columbine Square and had two questions for LIFT. She asked how long LIFT was willing to wait for the Chang's to come to the table. She asked that we wait for guidance from the Belleview Corridor Plan before proceeding. Her second question - what assurance do we have that they will do anything? It doesn't appear that they are into commercial development. This is a huge area that impacts the whole environment. What if they have designs that don't fit? They are not being proactive. They need to be at the table.

Jeanie Erickson also lives by Columbine Square in District 1. She doesn't believe that the owners of Columbine Square need to come to the table - they don't need urban renewal money to redevelop. If they take the money and develop commercially the city won't see any additional taxes for 25 years. They are multi millionaires and do not need urban renewal money.

Pam Chadbourne wants LIFT to get the forms going and do a mock up of a project application to determine the strengths and weaknesses of the process before an application comes. Please get the forms going and run examples and get staff to work with you to find what needs to be fixed. The Belleview Corridor Plan was highly influenced by developers and not the citizens. There are some on the Planning Commission that would like to see the plan go back to a study session.

Financial Report

ID# 18-212 - LIFT Financials as of 5/31/2018

Tiffany reported that \$73,896 in sales tax increment was transferred from the City to LIFT for tax year 2017. \$2,144 in interest was collected and \$15 in a wire service fee was spent. North Broadway still has a fund balance in case there is another property tax appeal. Rychecky moved and Henderson seconded to approve the finance report as submitted. Motion passed 6/0.

Committee Reports

Legal Subcommittee Report ID # 18-213 – LIFT Attorney RFP Discussion

Henderson had received some comments electronically and incorporated them into the draft. Seilor was not sure that could be done. Brzeczek said the LIFT board had had an electronic meeting in the past and they made sure that information about the meeting was included in the minutes of the following meeting.

Orrino reported that to advertise in the Bar Association Journal would cost \$1200.00 for ½ page ad and would only be available to us in September which puts us behind schedule. There are email lists that can be used to distribute the RFP without charge to different sections of the bar association. That should get us a good pool but may not be the wide net we talked about.

Rychecky had two comments. One, since we are so concerned about open comment that we have it on the agenda twice, don't you think we should have the document out on the Internet prior to voting? And, he wanted to check with Mr. Kemp to see if our approach for advertising the RFP is wide enough. He said we have \$14,500 budgeted for legal fees and \$500 could come from that fund to publicize and distribute the RFP. We are not cash poor.

Henderson said there was very little change and believes the document is a public document and the public can offer comments.

Orrino said he would look for alternatives for advertising if the bar sections are not enough.

Rychecky said electronic is fine with him just as long as what we do cannot be challenged.

Brzeczek offered some comments on the RFP for the subcommittee to consider.

About the process, Henderson and Orrino will do a first run through the applications and assign scores to the matrix.

Website Subcommittee Report ID # 18-215

Seilor and Christensen presented an estimate from the city for updating the website according to what was submitted at the May meeting. (See Attachment 1). Rychecky thought the estimate was cheap and something we need to do. He suggested that we plan on approving an additional 20% in case the estimate was not enough.

Brzeczek was concerned about access to the LIFT website. There are items that need updating but not sure how that will get done.

Seilor said that leads into another conversation about how we communicate with the city. Rychecky said not just anyone should have access to the website – there needs to be a gatekeeper. Henderson moved to approve up to \$1600.00 for the changes to be made to the website. Rychecky seconded and the motion passed 6/0.

Unfinished Business

Brzeczek said the point made by a member of the public is well taken. She would like to have a process for considering an application that is familiar to the board so they are not struggling when a project does come – we can't be making it up as we go along. We need a process in place for any project not just Columbine. We need to be familiar with the documents prepared by the previous board.

Orrino agreed and suggested that the process would be an excellent place to start. Seilor asked if it made sense to create a subcommittee to pull the documents together. Brzeczek said we have the documents and she preferred to review the documents as a group. Seilor decided it would be an agenda item for the next meeting.

New Business

ID# 18-211 A Resolution Amending the 2018 LIFT Budget

There were two changes to be made to the budget.

1. To accommodate the increase in the sales tax increment that was received from the budgeted amount of \$60,000 to the actual of \$73, 896.
2. The total amount to refund shows \$152,338 but \$26,310 will remain until the abatement period is over. The \$26,310 is made up of \$25,000 for abatement and \$1,310 due to the County.

Henderson pointed out a spelling error in the resolution that needed to be fixed.

Orrino moved to adopt Resolution 18-211 to amend LIFT's 2018 budget and correct the spelling error. Henderson seconded and motion passed 6/0.

Communication

Seilor said the city wants to stream line the communication between LIFT and the city. The City prefers that all direction come through the Chair. Once the Chair has provided clear direction to the city staff then others on the LIFT board will be able to work with city staff. The LIFT board will deal with how this will play out with each task.

Brzeczek said the minutes are still in draft form on the website and asked if she should send them, once approved, to Seilor so he can instruct the city clerk to update the website. He said yes.

Public Comment

Pam Chadbourne asked the board to hold all their meetings in public. Electronic meetings will always leave questions in the public's mind.

Jeanie Erickson said the reason there are two public comment is because the old board cancelled many meetings and there were times that we couldn't comment for 5 or 6 months leaving what they wanted to say irrelevant. She likes the two public comments allowing the public an opportunity to speak on the items heard that night.

Linda Knufinke commented on the fact that LIFT board members have Littleton City email addresses and that we are a separate entity and could have our own email addresses. She also provided some clarification about what is currently on the LIFT website regarding the Columbine Square Plan Area and made some suggestions for correcting information with the future update of the website.

Rychecky moved to adjourn. Christensen seconded and motion passed 6/0.

Attachment 1

Estimated cost of redesigning the current LIFT website

Based upon a handout Eric Ervin was provided from the board, he estimates the following time necessary for the web redesign project:

Hourly pay (\$36 per hour).

Site-wide changes:

Description: rebuild site navigation using new pages, backup website, update WordPress to current, update Elegant Themes to current, update/add/edit plugins as needed, other housekeeping work as needed.

- **Time: 6 hours**

- Other costs: \$89.00 for updating theme, site backup tool (BackupBuddy) \$80.00

Site Pages (provided static content is supplied)

Homepage: Create a new homepage with intro LIFT information 4 hours^[SEP] Board page: Reformat board contacts, 1 hour^[SEP] Project page: Take given content and craft one page for the Columbine Square Plan, 1 hour Contact Us: Create contact page with contact form, 1 hour

Meetings/Minutes: Create new grid-based meeting information system including columns for session, date, documents. Incorporate the past 12 months of meetings into the grid. Future meetings will all be added to this system. For older meeting information, a 'meeting and news' archive page will be created for what is currently the homepage content. 3 hours

Archive page: A page which will allow access to prior meetings (over 12 mo.) currently found on the homepage (in the same format as current). 4 hours

News (blog)- If desired, a news/blog page will be created although it will have to be determined how news will be created and posted. 1 hour

21 hours - \$756 Updating Theme (software) - \$89.00 Site Backup tool – \$80.00 Total – \$925.000