



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda

LIFT

Monday, June 24, 2019

6:30 PM

Community Room

Regular Meeting

1. Roll Call

2. Approval of Agenda

3. Review and Approval of Minutes

- a) [ID# 19-141](#) Approval of the May 9, 2019 regular meeting minutes

Attachments: [05-09-2019 LIFT Minutes - DRAFT](#)

Recording of the previous meeting/minutes

4. Announcements

5. Public Appearances

6. Financial Report

Consent agenda items can be adopted by a simple motion. All ordinances must be read by title prior to a vote on the motion. Any consent agenda item may be removed at the request of a Council Member.

(Quarterly from City Finance Director)

7. Business Reports

8. Unfinished Business

9. New Business

- a) [ID# 19-172](#) Proposed Attorney Engagement Agreement

Attachments: [Attorney Engagement Agreement](#)

- b) Belleview Avenue Corridor Vision Plan

10. Executive Session

11. Comments/Reports

12. Adjournment



Staff Communication

File #: ID# 19-141, Version: 1

Agenda Date: 07/24/2019

Subject:

Approval of the May 9, 2019 regular meeting minutes

Presented By: Wendy Heffner, City Clerk and Recording Secretary

RECORDING SECRETARY'S CERTIFICATION:

I hereby certify that the attached minutes are an accurate representation of motions made and action taken at the May 9, 2019, regular meeting of the LIFT Board. I have also reviewed the video recording for the May 9, 2019 regular meeting of the LIFT Board and certify that the video recording is a full, complete, and accurate record of the proceedings and there were no malfunctions in the video or audio functions of the recording.

PROPOSED MOTION:

I move to approve the minutes for the May 9, 2019 regular meeting of the LIFT Board.



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Minutes - Draft

LIFT

Thursday, May 9, 2019

6:30 PM

Community Room

Regular Meeting

1. Roll Call

- Present** 5 - Board Member Brzeczek, Board Member Seiler, Board Member Christensen, Board Member Rychecky, and Board Member Orrino
- Absent** 2 - Board Member Henderson, and Board Member Hopping

2. Approval of Agenda

3. Review and Approval of Minutes

- a) [ID# 19-110](#) Approval of the March 14, 2019 regular meeting minutes (tabled at the April 11, 2019 meeting)

Vice Chair Christensen moved and Member Orrino seconded to approve the March 14, 2019 minutes. The vote is 5-0. The motion carries unanimously.

Aye: 5 - Board Member Brzeczek, Board Member Seiler, Board Member Christensen, Board Member Rychecky and Board Member Orrino

Absent: 2 - Board Member Henderson and Board Member Hopping

- b) [ID# 19-118](#) Approval of the April 11, 2019 regular meeting minutes

Member Orrino moved and Vice Chair Christensen seconded to approve the April 11, 2019 minutes. The vote is 5-0. The motion carries unanimously.

Aye: 5 - Board Member Brzeczek, Board Member Seiler, Board Member Christensen, Board Member Rychecky and Board Member Orrino

Absent: 2 - Board Member Henderson and Board Member Hopping

4. Announcements

5. Public Appearances

Linda Knufinke - Existing Urban Renewal Plan for Columbine Square

6. Financial Report

- a) [ID# 19-111](#) March 2019 Financials (tabled at the April 11, 2019 meeting)

Presentation: Tiffany Hooten, Finance Director

7. Business Reports

None

8. Unfinished Business

a) Lawyer Committee Report

Member Orrino: Attorney Fellman provided three potential candidates for LIFT counsel. Member Orrino has contacted two of the firms; the third is substantially more expensive. Third firm would still be considered if either of the other two are not viable.

b) Web site update

Vice Chair Christensen: Continues to be a work in progress. Clerk Heffner demonstrated the website as it exists today.

9. New Business

a) Cancel or Reschedule June 13 LIFT meeting

Placeholder on May 26 as date rescheduled for June 13 regular meeting.

b) Future Study Session Discussion

Chair Seiler requested May 30 and June 5 be set aside as placeholders for study sessions for purpose of interviewing potential legal firms to represent LIFT.

10. Comments/Reports

Member Brzezeck - would like to meet with citizens to discuss the issues surrounding Urban Renewal.

Vice Chair Christensen - Looking forward to updates on Envision Littleton from Kathleen Osher.

Member Orrino - No report

Member Rychecky - No report

Chair Seiler - Direction from Kathleen Osher to review Belleview Corridor and to start thinking of questions for residents/property owners/businesses regarding the Belleview Corridor.

11. Adjournment

Chair Seiler adjourned the meeting at 7:18 p.m.



Staff Communication

File #: ID# 19-172, Version: 1

Agenda Date: 06/24/2019

Subject:
Proposed Attorney Engagement Agreement

Prepared by: Joseph Orrino, LIFT Board Member

PROPOSED MOTION:

I move to approve the attorney engagement agreement between the LIFT Littleton Invests for Tomorrow (LIFT) and Murray Dahl Berry & Renaud LLP

ATTORNEY ENGAGEMENT AGREEMENT

THIS ATTORNEY ENGAGEMENT AGREEMENT is a contract for legal services effective upon execution between **Murray Dahl Beery & Renaud LLP** ("MDBR") and **Littleton Invests for Tomorrow (LIFT)** (the "Client").

FOR AND IN CONSIDERATION of the mutual promises and undertakings herein set forth the parties agree as follows:

1. Legal Services. MDBR agrees to provide the following legal services:

- Advise Client regarding urban renewal authority; and
- Other duties as assigned.

MDBR will exercise its best efforts on behalf of the Client and furnish the said services faithfully, with due diligence, and in accordance with the Colorado Rules of Professional Conduct. MDBR is acting as an independent contractor therefore the Client will not be responsible for FICA taxes, health or life insurance, vacation, or other employment benefits.

2. Staffing. Malcolm Murray is the designated Attorney for this engagement and may be assisted by Joseph Rivera, when, to complete the legal services contemplated by this Agreement.

3. Fees and Expenses. The Client will compensate MDBR for professional legal services provided by Malcolm Murray at \$300.00 per hour, and Joseph Rivera at \$250.00 per hour. Paralegal services from within the firm will be billed at \$95 per hour. Expenses such as photo copying will be charged at the rates set forth on the attached **Schedule of Costs**. Current rates may be changed upon the express approval of both parties, in advance. MDBR will issue a detailed, itemized invoice each month, and the Client will pay each invoice within 30 days after receipt.

4. Board Designee. The Board responsible for liaison with MDBR will be the Board Chair or his designee. The Board Chair is currently Kevin Seller.

5. Termination. This Agreement may be terminated by either party upon notice in writing to the other. If MDBR terminates this Agreement it will do so in such a manner as not to jeopardize the interests of the Client's matters then pending and will give the Client reasonable opportunity to secure other legal counsel.

5. File Retention and Destruction. MDBR will retain files received from and developed in handling the Client's matter for seven (7) years following the conclusion of the matter. MDBR will then give the Client the opportunity to

receive the files, and if declined, MDBR will dispose of them in a proper manner.

6. Disputes; Venue. Any dispute shall be adjudicated in the district court of Arapahoe County. Both parties agree to waive their right to trial by jury.

IN WITNESS WHEREOF the parties have set their hands and seals effective as of the day and year first above written.

MURRAY DAHL BEERY & RENAUD LLP

BY: _____
Carmen Beery, Partner

Date: June 18, 2019 _____

CLIENT:

LITTLETON INVESTS FOR TOMORROW (LIFT)

By: _____
Kevin Seiler, Board Chair

Date: _____

Schedule of Costs

1. **Long Distance Telephone Charges:** There is no charge for long distance calls.
2. **Faxes:** There is no charge for faxes.
3. **Copying and Scanning:** Document scanning and copying charges are \$.10 per page for black and white copies, and \$.50 per page for color copies made within the Firm. Copying, collating, binding, and scanning performed outside the Firm shall be charged at actual cost. The decision to use outside scanning, copying, collating and binding services shall be made on a case-by-case basis as the circumstances require.
4. **Deliveries:** Items delivered by commercial messenger service are billed at the actual rate charged by the service.
5. **Legal Research:** The charge to the Client includes the usage amount billed directly to the Firm from its on-line legal research provider in relation to the Client's case.
6. **Mileage:** Mileage is charged at a rate consistent with the guidelines published by the IRS.
7. **Other Costs:** Other third party costs will be billed to clients at the same rate the Firm is billed for the third party services.

Attorneys, like other professionals, who advise on certain personal matters, are required by federal law to inform their clients of their policies regarding privacy of client information. Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, please understand that your privacy is important to us and we will always protect your right to privacy. Maintaining your trust and confidence is a high priority to this law firm. The purpose of this notice is to comply with the law by explaining our privacy policy with respect to your personal information.

NONPUBLIC PERSONAL INFORMATION WE COLLECT:

In the course of providing our clients with legal services, we collect personal information about our clients that is not available to the public and which is provided to us by our clients or obtained by us with their authorization or consent.

PRIVACY POLICY:

As a client of Murray Dahl Beery & Renaud LLP, rest assured that all nonpublic personal information that we receive from you is held in confidence, and is not released to people outside the firm, except as agreed to by you, or as is permitted or required by law and applicable ethics rules.

CONFIDENTIALITY AND SECURITY:

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. We restrict access to nonpublic, personal information about you to those people in the firm who need to know that information to provide services to you (and their support personnel). In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards as well as federal regulations.

Please call the attorney you work with if you have any questions. Your privacy, our professional ethics, and the ability to provide you with quality service are very important to us.