



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Minutes - Draft

City Council

Tuesday, April 21, 2020

6:30 PM

Virtual Regular Meeting (Immediately follows Study Session - start time is approximate)

Viewing and Participation Options for Virtual Meetings:

Due to COVID-19, the City of Littleton is providing virtual coverage of city council meetings to protect the health of citizens, council members and staff. Meetings will not be held in the council chamber until further notice.

Options for viewing and participating in city council meetings are as follows: watch the live telecast on Comcast or Century Link Channel 8, live on Facebook (www.Facebook.com/CityofLittleton), or visit www.littletongov.org/channel8 to watch the live stream on the city's website.

To provide written remarks during the Public Comment part of the agenda, or to comment on an agenda item during a Public Hearing, submit a statement using the Agenda Item Comment Form at www.littletongov.org/agenda-comment. Comments received prior to 4 p.m. on the date of the council meeting will be presented to the mayor and council members.

To provide live comments during the meeting, use one of the following phone numbers to call in: 669-900-6833 (or) 346-248-7799 (or) 408-638-0968. When prompted, enter the Webinar ID: 965-9678-6203. Contact the City Clerk's Office at 303-795-3780 with any questions regarding this process.

1. Roll Call

Present: 7 - Mayor Valdes, Council Member Driscoll, Council Member Elrod, Council Member Fey, Mayor Pro-Tem Melin, Council Member Milliman and Council Member Grove

2. Approval of Agenda

3. Comments / Reports

a) City Manager

Review of press release from April 20, 2020. Due to the COVID-19 issue, the city finds itself in a pretty severe financial situation. The leadership team has been working on a series of alternatives and process to manage this over time. Sales tax returns for March will be available the first week of May and that will be the first real glimpse for us to be able to understand the magnitude of the issue; The first week of June will probably be the best opportunity to really understand the magnitude. Actions taken this week include the furlough of 58 employees (a combination of employees from the Museum, Library, Immigrant Resource Center, and our OmniBus drivers) a reduction in city's contribution to employee's 457 retirement plans and not moving forward with salary increases for all employees. The total of these savings is

just over \$500,000 for the year. We are trying to protect the services our community wants and needs. Looking into a long term phased approach to open our business, open the city, and try to return to some level of normalcy. This is a long haul; probably many months of this.

b) City Attorney

No report

c) Council Members

Council Member Grove - Attended the April 8 South Suburban Board meeting. They have suspended their matching funds program. It is currently on hold. Ballots for the election have been mailed out. If you have not received one, you can request on at SSPRG.ORG. The ballot can be dropped off at Goodson or mailed. They are hoping to be able to reopen some facilities in mid May. There has been some pressure to open the golf courses. For those still sheltering in place, there are online classes for those who are members of South Suburban Parks and Recreation.

Council Member Milliman - Reminder that South Suburban ballots are due in early may for the coming election. South Metro Fire District also has ballots due in early May for their election. Spoke with HOA President for Trailmark and they're working on some new and interesting events to pull the neighborhood together during this difficult time. As we do enter into this new phase of businesses opening next week, I hope that people will still be mindful of keeping their distance from one another and wearing masks when they can because we still do have a very vulnerable population.

Council Member Elrod - Continue to encourage everyone to shop our local businesses. Many of our restaurants are doing curbside pick-up and deliveries. Many of our retail businesses have begun to shift and are providing other ways to shop with them. Attended the DRCOG Board of Directors meeting. There is additional funding available. Information has been shared with Keith (Public Works Director). These funds do require a local match.

Council Member Driscoll - To piggy back on Kelly's comments, we are in District IV for South Metro Fire; there is only one person to vote for. I will be stepping down; last night was my final meeting. Wanted to take a minute to thank the Littleton merchants group, HDLM, and its president Greg Reinke, and the Littleton Business Chamber, Pat Dunahay and Kal Murib, for their participation in giving the city some very good input as to what the business community is looking for regarding direction.

Council Member Fey - Update re: homelessness and others in need. Shelters are pretty much defunct now as those, the volunteers that ran them, are older and can no longer provide those services (being in an at-risk group). Big concern is social distancing so work is being done to coordinate with local motels for temporary shelter through May. The shortfall for that is funding. If anybody would like to contribute to that, you can Google "Change the Trend" which is the organization coordinating this. There seems to be plenty of food through the normal food providers; places like Graceful Cafe. If you know anyone who is in need of food, have them call 211.

Mayor Pro Tem Melin - Our expanded enterprise zone is up and running and channeling donations to our local businesses. If anyone has the means to make such a donation, I know that our business community would very much appreciate it.

Council Member Driscoll - Left out one key member of our community, the Elks Club. They did a food drive this past week. They raised a little short of \$3000 in cash and they filled three vans full of food (canned goods) donations. That food will help replenish Meals on Wheels (Nourish).

d) Mayor

Reminder to everybody to get your Census turned in. This is incredibly important to the City of Littleton so please get that done. Heart goes out to the employees, and their familie, who were furloughed this week. The bulk work at the Museum and the Library. The Museum and Library play a huge part in what makes Littleton such a great city. Hopefully we'll be able to reopen the Library and Museum, get the OmniBus back up and running. That's an incredible tool that so many people use. Unfortunately, it's also the most vulnerable group who use it.

4. Citizen Appearances - None

a) Guest Citizens

b) Scheduled Public Presentations

5. Public Comment

Citizens wishing to provide public comment prior to the meeting, or who wish to participate via phone, please see instructions listed at the top of the agenda.

Kyle Schlachter - General Business item: Resolution 35-2020: Approving the establishment of the Littleton Business Recovery Grant Program to assist businesses recovering from the effects of the COVID-19 pandemic - In Favor

6. Consent Agenda Items

- a) [Resolution 30-2020](#) Resolution 30-2020: Adopting City Council's 2020-2021 Goals and Objectives
approved
- b) [Resolution 27-2020](#) Resolution 27-2020: Approving an intergovernmental agreement between the city and Littleton Public Schools for the OneCard program at the Library
approved
- c) [Resolution 31-2020](#) Resolution 31-2020: Amending the 2020 annual fee resolution
approved
- d) [Ordinance 19-2020](#) Ordinance 19-2020: An ordinance on second reading extending the temporary moratorium on any new development containing more than one residential unit within the downtown area as set forth in the Downtown Littleton Design Standards, and upon the submission, acceptance, processing, or approval of any site development plans, demolition permit,

applications or plan approvals, or other types of approval by the City of Littleton related to such activities

approved

- e) [ID# 20-109](#) Approval of the April 7, 2020 virtual regular meeting minutes
approved

Approval of the Consent Agenda

Council Member Driscoll moved and Council Member Elrod seconded to approve the consent agenda, items a through e. The vote is 7-0. The motion carries unanimously.

Aye: 7 - Mayor Valdes, Council Member Driscoll, Council Member Elrod, Council Member Fey, Mayor Pro Tem Melin, Council Member Milliman and Council Member Grove

7. General Business

- a) [Resolution 35-2020](#) Resolution 35-2020: Approving the establishment of the Littleton Business Recovery Grant Program to assist businesses recovering from the effects of the COVID-19 pandemic

Council Member Elrod moved and Council Member Milliman seconded to approve Resolution 35-2020 approving the establishment of the Littleton Business Recovery Grant Program to assist businesses recovering from the affects of COVID-19.

Council Member Elrod moved and Council Member Fey seconded to amend the total grant amount to be \$150,000 and individual distributions of \$2,000. Vote on the amendment is 2-5, with Mayor Valdes, Mayor Pro Tem Melin, Council Member Driscoll, Council Member Grove, and Council Member Milliman voting no. The motion to amend fails.

Council Member Elrod moved and Council Member Milliman seconded to amend the total grant amount to be \$150,000 and individual distributions of \$2,500. The vote is 4-3, with Mayor Valdes, Mayor Pro Tem Melin, and Council Member Driscoll voting no. The motion carries.

Vote on the amended main motion is 7-0. The motion carries unanimously.

Aye: 7 - Mayor Valdes, Council Member Driscoll, Council Member Elrod, Council Member Fey, Mayor Pro Tem Melin, Council Member Milliman and Council Member Grove

8. Ordinances on Second Reading and Public Hearing

- a) [Ordinance 16-2020](#) Ordinance 16-2020: An ordinance on second reading amending Chapter 3 of Title 3 of the Littleton Municipal Code regarding special events and demonstrations

Mayor Valdes opened the public hearing at 7:37 p.m.

***Sara Mancuso - owner of Rooted Boutique and White Oak in downtown Littleton (speaking re: Littleton Business Recovery Grant - not related to public hearing topic - In*

support)

***Keven Kinaschuk - owner of McKinner's Pizza Bar in downtown Littleton (speaking re: Littleton Business Recovery Grant - not related to public hearing topic - In support)*

Kyle Schlachter - In support of the ordinance on second reading

Mayor Valdes closed the public hearing at 7:43 p.m.

Council Member Elrod moved and Mayor Pro Tem Melin seconded to approve Ordinance 16-2020 amending Chapter 3 of Title 3 of the Littleton Municipal Code regarding special events and demonstrations. The vote is 7-0. The motion carries unanimously.

Aye: 7 - Mayor Valdes, Council Member Driscoll, Council Member Elrod, Council Member Fey, Mayor Pro Tem Melin, Council Member Milliman and Council Member Grove

- b)** [Ordinance 15-2020](#) Ordinance 15-2020: An ordinance on second reading approving a five-year lease with Pitney Bowes to provide a postage meter and related services to the city

Mayor Valdes opened the public hearing at 7:45 p.m. and, with nobody wishing to speak, closed the public hearing a few moments later.

Council Member Milliman moved and Council Member Elrod seconded to approve Ordinance 15-2020 approving a five-year lease with Pitney Bowes to provide a postage meter and related services to the city. The vote is 7-0. The motion carries unanimously.

Aye: 7 - Mayor Valdes, Council Member Driscoll, Council Member Elrod, Council Member Fey, Mayor Pro Tem Melin, Council Member Milliman and Council Member Grove

9. Adjournment

Mayor Valdes adjourned the meeting at 7:47 p.m.

The public is invited to participate in all regular meetings or study sessions of the City Council or any city Authority, Board or Commission. ***All city buildings are currently closed to the public and meetings will be conducted virtually.***