

LIFT Meeting Minutes
8 March 2018

Roll Call: Kevin Seiler, Jason Henderson, Nicholas Millar, Jack Rychucky, Cindy Christensen, Patrick Driscoll (City Council Liaison), Wendy Heffner (Littleton City Clerk), Steve Kemp (Littleton City Attorney).

Absent: Carol Brzeczek, Joseph Orrino.

Agenda Approval: Chair Seiler announced that prior to the meeting a citizen has a concern about the agenda and would like the first Public Comment section moved to just before the approval of minutes from the last meeting. Seiler called for a motion to change the agenda accordingly.

Motion moved by Cindy Christensen, seconded by Nicholas Millar. Agenda change was approved 5/0

Public Comments:

Pam Chadbourne thanked the board for making the change in the agenda. She asked that the board consider making the agenda change permanent. She pointed out that a citizen at the October meeting (2017) was concerned about the way his comments were represented in the minutes, but his public comments came after the agenda vote and the approval of minutes. She pointed out that the city (council) had already made that change and it seems very practical. Secondly, she said the package for the meeting has not been page numbered. The board members struggle without page numbers to refer to. Additionally, several LIFT meetings were not held, and it would be helpful for the record if those meetings were listed in the minutes. Along those same lines, Pam said the board members in October were very different than the current members. For the record it would be good to have a list of the members, their terms, where they came from or when the council appointed them.

Minutes to be Approved – Henderson moved to approve the minutes of the February 8, 2018 meeting, Millar seconded.

The board briefly discussed the idea of adding page numbers to the minutes. Wendy Heffner said it is not as easy as adding numbers as documents come in from many different areas. Heffner said she will explore possibilities for the board. Kemp said that the council sets protocol for all boards and commissions, but that LIFT, as a separate political entity could set its own protocol.

The motion to approve the minutes passed 5/0.

Committee Reports

a) Attorney Research Committee

Henderson reported that he and Joe (Orrino) have met and have started on a memo to present at the April 12 meeting as scheduled.

No Unfinished Business

New Business

a. Discussion of the content of the LIFT web site

Millar started the discussion by saying in the past several years and meetings the LIFT board has “tap danced” around the web site. He asked if the board members had a chance to look at the web site and wanted to have a discussion now or at another meeting.

Heffner indicated she spoke with Eric Irvin about the web site and thought it had been somewhat updated. She did give him the information to update the list of board members and their terms. That information has been updated on the web site. She also gave Eric all the information LIFT board members have in their books and he was working on putting that on the web site.

Discussion ensued about how to update the web site and what types of things should be on it. Seiler said he had been concerned because in the past items were put on the web site that weren’t official or didn’t pertain directly to the activities of LIFT. He said the city attorney may have some direction on this.

Kemp said one of the things we try to do with governmental web sites is we generally don’t want those to be a first amendment forum where people have a right to submit comments. He said his advice is to only have LIFT related items on the web site and links to items that serve a governmental purpose.

Heffner showed the LIFT web site on the white board in the room, so board members could see and discuss ideas about it. Seiler added that the City has agreed to host and manage the web site for LIFT. We just need to tell them what we want on it.

Seiler said once we get the information we want on the web site it could just be a matter of managing it. Board members discussed the Contact button on the web site. When someone uses it, there is no one to respond. Some citizens have been concerned because no one responds. When LIFT had a manager that person could answer citizen questions.

Concerning the Contact Us button, Heffner said we could probably send it to the board chair, or all board members? Whatever the board would like.

Christensen said that would be cumbersome and Heffner agreed. Christensen said when you go to the web site it should first say what the board does and right now it doesn’t. The welcome page should talk about what LIFT is, what the urban renewal authority does. Currently that information is in the About Us tab, not in the Welcome tab. Also she said the web site is very wordy. You could get overloaded before you get too far.

Henderson said that it seems like all the information is there, but it’s hard to find. I agree with everything Cindy said. Maybe if we turn it over to a committee they can

bring back their ideas of how the web site should be done, or not done, and we look at it and approve it.

Driscoll asked Heffner if there is a certain protocol for all city boards and committees? Heffner said no because LIFT is a separate political entity. LIFT has its own web site off off the City of Littleton web site.

Rychecky responded to Heffner's idea of collecting the agenda and minutes under a front-page tab saying that underscores the public comments we heard about recording the list of meetings that reflects when the board did not meet. People could find it easily.

Henderson moved that the board create a committee to review the LIFT web site and make recommendations for improvements to it. Christensen seconded.

Rychecky moved to amend the motion to add that the committee would report back to the full board in 60 days (May meeting). Millar seconded. The amendment passed 5/0.

The board voted on the motion to form a committee to review the web site and make recommendations for improvements and report back to the full board in 60 days (May meeting). The motion passed 5/0

Seiler appointed himself, Christensen and Millar to the committee and left it open for Brzeczek and Orrino to join if they want to be part of the committee.

Public Comment:

Linda Knufinke said she just wanted to say that with regards to the web site, they contracted it out to a company called CIG and they had control of the web site. It wasn't under the control of LIFT. She also wanted to give her opinions about LIFT and to have the LIFT board really understand the properties and what are the impacts of the property taxes and sales and use taxes by the properties that are in the urban renewal plan. She said she also thinks LIFT should strive to be ready to entertain proposals from developers and be able to do that. She referred board members to the Confidential Financial Statement that was in their packets and the LIFT Development Proposal Funding Request Requirements for Urban Renewal Projects to look at these and see what board members can expect from the developers, what kind of documentation they want, what kind of financial information, audited financial statements. All that information board members really must have ready before LIFT entertains a proposal from a developer.

Christensen moved to adjourn, Millar seconded. Motion passed 5/0.

Meeting adjourned at 7:10 p.m.