

**Roll Call:** Meeting was called to order at 6:30. Members Kevin Seiler, Carol Brzeczek, Cindy Christensen, Jason Henderson, Jack Rychecky, Joseph Orrino and Bill Hopping were present. Guest: 1<sup>st</sup> District Council Member Pat Driscoll was also present.

**Agenda Approval:** Hopping motioned and Orrino seconded the motion to approve the agenda. Motion passed 7-0.

**Approval of February 2019 Minutes:** Rychecky motioned and Hopping seconded the motion to approve the February 2019 minutes. Brzeczek made three amendments to the minutes, spelling and punctuation. Hopping moved and Christensen seconded a motion to amend the minutes. Motion passed 7-0. Motion to approve minutes passed 7-0.

**Public Comment:**

Linda Knufinke made a presentation dealing with changes that have occurred to the state law dealing with urban renewal plans and the process. She outlined the changes as dealing with an increase and type in the board members, changes in modifying urban renewal plans, and the involvement of taxing entities in the process. Her presentation defined substantial modifications to plans and the process for making modifications. The changes in the law, along with City Council's Resolution 88 would require more involvement in the urban renewal process by taxing entities involved. She summarized by saying changes could require a new urban renewal process. It would take an executive director and legal advice from urban renewal attorneys to move forward with the changes in the urban renewal plan.

Pam Chadbourne said that the agenda of the LIFT/City Council meeting should deal with the City's comprehensive plan. She talked in terms of the plan dealing with a long-term vision of the real estate market. She stressed that plans like this should not look at short term or "transient" markets but must look long term at the markets. She stressed that the current market is geared toward high profit real estate that distorts the market needs. The real needs are for affordable, low income and medium income level markets. And that what the city needs to consider is a long-term planning process.

**LIFT February 2019 Financials:** Since Tiffany Hooten from the City was not in attendance Rychecky made a motion, seconded by Brzeczek to table the February financial report. Motion passed 7-0.

**New Business:**

Resolution to specify where notices of LIFT public meetings are to be posted and published. Hopping made motion, seconded by Christensen that the resolution be adopted Board members reviewed the resolution and made changes to ensure the LIFT website is included as a

location to post LIFT business Include LIFT web site and address, LIFT-Littleton.org. With the changes the motion was approved 7-0.

**Unfinished Business:**

Chair Seiler presented some concerns he had about the web site, things that are missing and that need to be changed. He presented a list to the board members. Changes would ensure the web site is up to date and is consistent. Christensen will continue to work with Eric Ervin at the City to update the site.

Chair Seiler introduced a discussion of the meeting minutes that he said have been in discussion over the past meetings. He said three years ago Brzeczsek had brought up that she thought we should have more detailed minutes and took on the recording secretary position but resigned that position a couple of meetings ago. Seiler said the City had indicated it will provide a recording secretary to LIFT at no cost to LIFT. Henderson made a motion and Hopping seconded that we appoint someone from the City Clerk's Office to be the LIFT Board recording secretary. Board members discussed the pros and cons of having or not having a recording secretary and the roles and duties of the position. Discussion about continuity, getting the same person from the Clark's office at each meeting and what exactly the bylaws state. (they state that LIFT "MAY" appoint a recording secretary). The discussion also indicated this topic was on the agenda for the upcoming City Council/LIFT meeting. Following the discussion Rychecky made a motion to amend the prior motion to designate the City Clerk's Office as the recording secretary, seconded by Hopping. Motion was approved 7-0. The original motion amended to appoint the Littleton City Clerk's Office as the LIFT recording secretary was approved 7-0.

**Public Comment:**

Linda Knufinke continued her presentation from the earlier Public Comment indicating that the LIFT board should discuss the issues of the constitution of board members, processes for changing plans and working with taxing entities. She said the LIFT board would need an executive director to deal with taxing entities because that will take a lot of work. She closed by saying the LIFT Board will need an attorney what knows about urban renewal and dealing with these processes and the city attorney can't perform those duties.

Pam Chadbourne said that while the agendas and meetings have a lot of business on them there is not learning about how to deal with applications for projects that the authority and public need. Regarding minutes, action minutes are not enough in recording what LIFT does. Using the video as minutes puts a burden on members of the public who want to go back and understand the action of the LIFT board. LIFT should not follow the actions of the City Council of three years ago in a vote of 4-3 to use the meeting videos as minutes.

**Brzeczsek** made a motion to adjourn the regular meeting, seconded by Henderson. Motion passed 7-0

## Special Session

The LIFT board moved directly into discussion of the legal services contract with Hamre, Rodriguez, Ostrander and Dingess, Board member Orrino has been taking the lead for LIFT to develop the contract. The firm has designated Henry Rodriguez as the key person to work with LIFT. He said he has asked that the arbitration section be changed to say that disputes would be handled by the Arapahoe County Courts. Chair Kevin Seiler is the designated representative for LIFT. He said the firm has dropped their fees for the “ramp up” time it will take for the firm to get acquainted with LIFT and its needs. The board had some concerns that the firm’s web site focuses primarily on eminent domain and not urban renewal. Another concern is that the firm principals seem to be more litigators and do not do as much in transactional work. The board continued a discussion about what types of items the LIFT attorney will handle that may be a conflict for the city attorney to handle, especially with the current temporary situation with the City Attorney position. Board members expressed their opinions that the LIFT Board as a separate entity from the City of Littleton needs to have an attorney that has more urban renewal expertise. The board may need to have a better understanding of its goals and be clearer about what the LIFT board wants to accomplish. The board may want to develop some ideas and plans that will move urban renewal forward in Littleton. The board will need an attorney firm that can advise the board on plans such as streetscaping, matching grants, infrastructure improvements.

The next study session item has to do with discussion of LIFT bylaws and any changes that should be included in them. Here are changes proposed:

Section 5 & 6: The Authority MAY appoint an Executive Director. MAY appoint an attorney.

Section 12: deals with an audit. In the past LIFT applied for and received an exemption, or LIFT was included in the City of Littleton audit. Will clarify the need for an audit. Needs clarification.

In Article III. Section 1: Meeting time is 6:30 p.m., not 7:00 p.m.

In Article III. Section 2 deals with how special meetings and study sessions may be waived by members. Currently it says members should do so by letter or fax. The board added e-mail to that section.

In Section 3 dealing with a quorum the board members were confused about what constitutes if a “commissioner” adjourns. Does that mean someone leaves and comes back? The members determined that section should be reviewed by the LIFT attorney then that person is hired.

Section 4 deals with the Order of Business. Board members discussed this as it pertains to what the authority does now, and what may work in the future listing 12 items.

Section 5 deals with the manner of voting either by raising of hands or voice votes. The Authority currently deals by voice votes, and that will continue.

Board members discussed how and when to make the meeting materials available to the public. Currently materials are provided at the LIFT meetings. That practice will continue. But the board will work to place a link to the materials on the web site before each meeting.