

Niwot LID Advisory Committee Meeting Minutes

January 8, 2019
Niwot Emporium
136 Second Avenue
Niwot, CO

The meeting was called to order at approximately 7:00 pm.

Members Present: Laura Skaggs, Carrie Wise, Scott Firle, Anne Postle, Bruce Rabeler, Biff Warren

Guests: Jocelyn Rowley, Chuck Klueber, Tony Santelli

Staff: Joan Barilla, Mark Ruzzin

Mark introduced the board and guests to Joan, who beginning in February will be the Commissioners' Office Staff Liaison to the NLIDAC.

Approval of Minutes:

The board considered the minutes of the December 4, 2018 meeting.

ACTION: Biff moved to approve the minutes of the December 4, 2018 meeting, as presented; Anne seconded the motion and it passed unanimously.

Treasurer's Report:

Bruce presented the monthly Treasurer's Report to the board. He reminded the board that the LID's annual budget is just under \$133,000. Sales tax collections through October 2018 sat at just over \$142,000, corrected for the \$5,000 overpayment that the LID is expecting will need to be returned to the state at some point in time; collections remain on track to reach about \$180,000 for the year, which is flat in comparison to 2017 total collections. Flat collections for 2018 is likely a result of the various restaurant and retail closures that Old Town experienced in 2018.

Bruce's goal moving forward is to keep the board apprised as to total funding approvals for the LID, the amount spent in the various categories approved by the board in December, and the percentage of the annual budget being spent in each category. As a reminder, beginning in 2019 the board will track its expenditures across the following four categories: Events, Infrastructure, Maintenance, and Marketing/Advertising. Entering 2019 the board has approved one expenditure against its 2019 budget, the NBA Marketing Program for the first half of the year, for \$26,950.

In respect to the LID's reserve, the reserve sat at about \$135,000 entering 2018; with about \$26,000 in approved funding requests above the 2018 budget of \$133,000, the LID's reserve currently sits at about \$109,000. If the LID does see collections of about \$180,000 in 2018, the reserve will bump back up to about \$129,000.

Bruce walked the board through the spreadsheets he prepared for the meeting, which include his categorizing of the 5 funding requests that the board will consider later in the meeting, and how those requests will begin to roll up into a master spreadsheet of the LID's expenditures for the entire year.

Bruce walked the board through his analysis that shows, if all the funding requests that the LID expects to see throughout the year are approved, the LID will end the year nearly \$40,000 over budget. In addition, the NBA is still considering approaching the LID with two major funding proposals, Second Avenue trees and Cottonwood Square ambience, which total \$95,000.

The board had a short conversation about the LID's reserve policy, which states that the LID will always keep \$60,000 in reserve. Carrie, Biff, and Laura expressed their understanding that the \$60,000 floor is meant to serve as a "rainy day" fund for the LID, to protect against years when sales tax revenues don't meet expectations, for example.

Bruce suggested that the board should consider a strategy to grow the reserve on an annual basis, to provide flexibility to invest in major infrastructure or other projects, as was done with the parking lot purchase. The board discussed this suggestion.

Biff suggested that the treasurer identify the annual reserve amount every month as part of the monthly treasurer's report.

Funding Requests:

1. Niwot Business Association – 2019 Electric Utilities – \$1,900

Chuck Klueber presented the funding request on behalf of the NBA. This is an annual expense for the LID; the electricity charges cover the Second Avenue street lighting, holiday lighting, and the Community Corner lighting. Chuck is asking for an increase of \$200 over the 2018 funding request amount, in anticipation of the typical small increase in annual electricity rates.

ACTION: On a motion from Scott, seconded by Biff, the board voted unanimously to APPROVE the funding request of \$1,900, as presented.

2. Niwot Business Association – 2019 Snow Removal – \$1,900

Chuck Klueber presented the funding request on behalf of the NBA, noting that it is difficult to predict how often snow removal services will be needed in any given winter. For example, for 2018, Chuck asked for \$1800 for snow plowing, and only \$800 was spent. The 2019 proposal is also for \$1800, with the expectation that if this amount is not spent, it will not count against overall 2019 LID expenditures. The snow removal services do not cover sidewalk shoveling along Second Avenue, as this is the responsibility of the property owners.

ACTION: On a motion from Anne, seconded by Bruce, the board voted unanimously to APPROVE the funding request of \$1,800, as presented.

3. Niwot Business Association – 2019 Tree Maintenance – \$2,000

Chuck Klueber presented the funding request on behalf of the NBA, reminding the board that this item is for maintaining the five trees along Second Avenue and the evergreen in Sculpture Park. The proposal adds some additional care for the trees above the services provided in 2018, though the funding request amount remains the same as last year.

ACTION: On a motion from Bruce, seconded by Anne, the board voted unanimously to APPROVE the funding request of \$2,000, as presented.

4. Niwot Business Association – 2019 General Maintenance and Repairs – \$3,500

Chuck Klueber presented the funding request on behalf of the NBA. The request is for the same amount as 2018; expenditures for this request last year were about \$3,000. Expenditures include such items as maintaining the tree carvings, lamp post bulbs, installation of the banners throughout the year, and other miscellaneous expenses. Chuck noted that this item is different than the Right-of-Way maintenance item that the LID funds, which is focused on maintaining the plantings at the Community Corner.

ACTION: On a motion from Biff, seconded by Anne, the board voted unanimously to APPROVE the funding request of \$3,500, as presented.

5. Niwot Business Association – Holiday Snowflakes – \$6,048

Chuck Klueber presented the funding request on behalf of the NBA. Every year the LID funds the annual holiday lighting for Old Town and Cottonwood Square. Last year, the NBA decided to move forward with the lighted snowflakes as an additional amenity for the holiday lighting. For the 2017/18 holiday season, the NBA purchased 4 of the snowflakes as a test sample. The snowflakes were extremely well received, so the NBA then went forward and purchased 28 additional snowflakes (32 in total), the number needed to line all of Second Avenue. Thus, the NBA is asking the LID to reimburse the NBA for the purchase that was made for the 2017/18 holiday season.

ACTION: On a motion from Biff, seconded by Anne, the board voted unanimously to APPROVE the funding request of \$6,048, as presented.

New Business:

Mark informed the board that the Boulder County Land Use Department is currently in the process of updating the Economics and Housing elements of the Boulder County Comprehensive Plan. The project manager would like to provide an update on the project to the LID board and gather the board's input on the information they have been collecting over the past several months from the community. The board indicated its interest in inviting Land Use staff to the February board meeting for the presentation.

Anne reminded the board that the Let's Wine about Niwot event, sponsored by the Niwot Community Arts Association, has been scheduled for Saturday, February 23. At this point 26 businesses have committed to the event.

Biff mentioned that discussions have been taking place regarding the parking lot and the thresholds included in the 2012 Connectivity Study. Planning is moving forward, and there is interest in submitting a site review application in the near term for a parking lot project that may be phased in over time. The team shepherding the effort forward is interested in talking with county staff about the thresholds, how they are defined, and moving forward to provide additional Old Town parking sooner rather than later. The goal of the meeting is two-fold: 1) to get agreement that, with the vacancies Old Town is currently experiencing, spending \$10,000 on a parking utilization study in 2019, as planned, would not be a prudent expenditure, and 2) to discuss the amount of parking actually available to the public in Old Town and the methodology that was used to determine the number of spaces back in 2012.

Old Business:

Mark reminded the board that the county's board and commission recruitment process is coming to an end on January 11. Mark will let the board know how many people have applied to serve on the LID board.

Biff provided a short report on the outcomes of the 2018 Rock and Rails concert series.

The meeting was adjourned at approximately 8:20 p.m.