

## Niwot Local Improvement District Advisory Committee

### MEETING MINUTES

**Tuesday, September 1, 2020**

Virtual Meeting

**Present:** Laura Skaggs, Lisa Rivard, Cornelia Sawle, Biff Warren, Jim Eastman, Scott Firle, Eric Bergeson, Bruce Rabeler

**Guests:** Jocelyn Rowley, Kathy Trauner, Catherine McHale, Deb Fowler, Chuck Klueber

**Staff:** Mark Ruzzin

#### **Call to Order:**

Laura called the meeting to order at approximately 7:00 p.m.

#### **Approval of Meeting Minutes:**

The advisory committee considered the August 4, 2020 meeting minutes:

**ACTION:** On a motion from Biff, seconded by Scott, the committee voted unanimously to approve the August 4, 2020 meeting minutes, as presented.

#### **Treasurer's Report:**

Bruce presented the monthly Treasurer's Report to the committee and walked through the various financial reports he prepared for the meeting.

Bruce noted for the committee that the June revenue report has not yet been received, so this month's report is the same as last month's in respect to total LID revenues year-to-date. Through May, the LID had collected just over \$75,000 in revenue.

Regarding year-to-date funding requests, the LID is about \$70,000 over budget after approving the August funding requests; if the September requests are all approved as submitted, the LID will be about \$88,000 over budget for the year, leaving about \$130,000 in the LID's reserve. Bruce reminded the committee that the LID has set a goal of keeping as least \$60,000 in its reserve, and looking ahead, the second phase of the parking lot project could cost about \$100,000. Bruce noted that tracking the reserve will be important given the LID's commitment to the parking lot project.

Bruce led a short conversation with the committee in respect to reimbursements, discussing how COVID and the public health orders will impact overall spending in relation to the amount of requests approved by the committee. At least one event has been cancelled, the Fourth of July parade, and others have been scaled back. Laura noted that the committee and the sponsors will need to make a decision at its October meeting regarding the Enchanted Evening parade.

In response to a question from Scott, Biff noted that expansion of the parking lot will likely be 3-5 years out, and that expansion will happen in phases. The second phase would see an additional 14 spaces added to the 14 to be built in phase one. While it will cost about \$100,000 to complete the buildout of the lot to the fully approved total of 50 spaces, it will cost less to expand to 28 spaces. This will give the LID reserve time to rebuild between construction phases.

Mark noted that as soon as he receives the June revenue report, he will send it to the committee.

Laura noted that revenue collections to date have been better than expected, especially in comparison to nearby communities, and expressed her appreciation to all the retailers and others who have been working hard to support the Niwot economy during the COVID pandemic.

**Funding Requests:**

Laura noted for the sponsors that it is important that a project description be included with the funding request form. Without the project description, the committee will not be in the best position to make informed decisions on how to spend LID revenues.

**1. Niwot Business Association: September Sidewalk Sale - \$2,785.00**

Kathy Trauner presented the funding request for the NBA. Kathy explained that this proposal is in response to retailers and others who were pleased with the success achieved by the first sidewalk sale event in July and who are interested in building on that success.

Two additional events are currently being planned, one for September 12 and a final sale for October 10. Kathy noted that many retailers and residents have asked for the event to be of longer duration, so while the July event ran three hours, the September sale will run six. The primary impact this has on the budget for the event will be seen through increased costs for musicians, which explains why the funding request for this event is larger than for the July sale. Kathy walked through the proposal in more detail and explained some of the planned expenditures and opportunities for savings that she is continuing to explore.

The committee spent some time discussing the possibility of utilizing some of the music funding that was approved through the NCAA's First Fridays request to support the Sidewalk Sale.

**ACTION:** Scott moved, seconded by Jim, to approve the funding request for \$2,785.00.

**The advisory committee unanimously APPROVED the motion.**

**2. Niwot Business Association: Holiday Lighting - \$7,830.00**

Chuck Klueber presented the funding request for the NBA. Chuck explained in detail the program that has evolved over the years to decorate Old Town for the holiday season. The proposal contemplates utilizing the same vendor who has installed the lighting the last several years. The 2020 request is \$150 more than the 2019 and 2018 requests, due to the labor that is necessary to install the Second Avenue snowflakes. The lighting will be installed by the time of the Enchanted Evening event. Chuck explained that Cottonwood Plaza has its own program for holiday decorations; this proposal is focused solely on Old Town.

**ACTION:** Jim moved, seconded by Biff, to approve the funding request for \$7,830.00.

**The advisory committee unanimously APPROVED the motion.**

**3. Niwot Business Association: Repairs to Spear Lodge Man Sculpture - \$4,000.00**

Chuck Klueber presented the funding request for the NBA. Chuck provided a detailed report of the funding request and the steps that will be taken to make repairs to and preserve Eddie Running Wolf's three tree sculptures on the south side of Niwot Road, with the Spear Lodge Man being first to see work as it is in the most need of attention.

The efforts will include removing the sculpture, drying it out, and then applying a liquid wood preservative and epoxy to preserve and harden the wood. Once the repair and preservation process is complete, the sculpture will be installed on a new mounting pedestal.

Chuck and his team are hoping to begin the process this fall, so that the sculpture can dry out over the winter. The goal is to have the sculpture back in place by mid-summer 2021. The other two sculptures will then be restored using the same process, modified based on the experience with Spear Lodge Man.

In response to a question from Jim, Chuck noted that a CU professor has received a grant to create a 3D digital map of the sculptures. The effort will likely also include consultation with the Arapahoe tribe and possibly a ceremony or blessing.

The advisory committee noted that a project like this may be easy to fundraise for, perhaps through a local nonprofit that can provide a tax deduction for contributions to the preservation effort.

Chuck clarified that the funding request includes money for the mounting pedestal. Cornelia expressed her preference to keep the sculptures in their current location.

**ACTION:** Jim moved, seconded by Cornelia, to approve the funding request for \$4,000.00.

**The advisory committee unanimously APPROVED the motion.**

#### **4. Niwot Business Association: Tasting Tour - \$475.00**

Catherine McHale presented the funding request for the NBA. The proposed activity is designed to support Niwot dining establishments through a raffle. To qualify for the prize drawing, residents must spend at least \$10 at five or more local restaurants. The program is slated to run through September.

Program costs are minimal, and include flyer design and printing, raffle prizes, and Facebook advertising; the LID funds will be used primarily to cover flyer design and printing costs.

The committee spent some time discussing the details of the program, including how the vouchers will work and be reimbursed. The committee discussed using the NBA funds committed to the activity for the prizes and vouchers.

**ACTION:** Jim moved, seconded by Bruce, to approve the funding request for \$475.00.

**The advisory committee unanimously APPROVED the motion.**

#### **5. Niwot Business Association: Pumpkin Walk - \$2,500.00**

Deb Fowler presented the funding request for the NBA. The activity is proposed to run through the month of October. Participants will pick-up a pass, then visit stores and shops in Niwot, where they will be able to collect assorted Halloween-oriented gifts.

Costs for the activity include signage, advertising and other promotional design work, miscellaneous materials and packaging, and prizes.

Committee members discussed the family orientation of the event and the important role it can play as a potential substitute for traditional Halloween activities.

**ACTION:** Eric moved, seconded by Biff, to approve the funding request for \$2,500.00.

**The advisory committee unanimously APPROVED the motion.**

**6. Niwot Business Association: October Feast - \$1,270.00**

Deb Fowler presented the funding request for the NBA. The proposed activity is designed to be a progressive October Fest, held on one day, with participants walking between the participating Niwot restaurants where they will sample the various courses of the October Feast. To meet social distancing requirements, the event will be held outdoors, so weather will be a determinant.

The committee discussed the event details, how it will function, advertising strategies, how it will support the business community, and other aspects of the event, and also discussed ideas for making the event successful.

**ACTION:** Bruce moved, seconded by Biff, to approve the funding request for \$1,270.00.

**The advisory committee unanimously APPROVED the motion.**

**New Business:**

Laura reminded committee members that the summer or fall is typically the time of year when the committee would hold its annual meeting with the county commissioners. Laura noted that two of the county commissioners are term-limited, and new members will begin serving in January.

Not feeling that there are any pressing issues that require commissioner guidance at this time, Laura suggested that the meeting could be pushed to the spring and be used as an opportunity to introduce the new commissioners to the LID and help them understand the role the LID and advisory committee play in Niwot.

Biff stated that he supports this approach, as a meeting with the new board will be an opportunity to bring some longer-term issues to them that will need resolution. One example is the treatment of alleys in Old Town; this could be an issue that the committee raises with the new commissioners.

Other committee members supported this approach.

Regarding scheduling, committee members expressed an interest in scheduling the meeting with the current NLIDAC membership, meaning before terms expire at the end of February.

As part of the discussion, Mark provided the committee with an update on the board and commission recruitment process, which will begin in December and end in February with appointments.

The committee agreed to postpone its annual meeting with the county commissioners until 2021, with the hope of meeting with the new commissioners before the end of February.

Laura expressed her view that the LID's Funding Request Form needs to be revised so that it captures all of the information that the committee needs to make informed decisions as it considers funding requests from the community. Laura and other members discussed a variety of ideas for improving the

form. The committee also discussed the need to enforce submittal deadlines and improve other aspects of the funding process. Bruce brought up the idea of transitioning to an online submission form.

**Old Business:**

Biff provided an update to the committee on the parking lot bid document process. Three bids have been secured for the charging stations, and he and Chuck have begun reviewing them. The team worked with county purchasing staff to prepare the construction bid document that was posted through the county's bid posting service. Mark noted that the bid document has been posted, with proposals due by Friday, Sept. 18 at 2pm.

**Public Comment:**

No members of the public were present for public comment.

**Adjournment:**

The meeting was adjourned at approximately 8:55 p.m.