

Niwot Local Improvement District Advisory Committee

Tuesday, July 3, 2018
Mt. View Fire and Rescue Station
8500 Niwot Road
Niwot, CO

Present: Laura Skaggs, Anne Postle, Harris Faberman, Biff Warren, Scott Firle, Jim Eastman

Guests: Linda Klueber, Chuck Klueber, Jocelyn Rowley

Staff: Mark Ruzzin

Call to Order:

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

Approval of Meeting Minutes:

The board considered the June 5, 2018 meeting minutes.

ACTION: On a motion from Anne, second by Scott, the board voted unanimously to approve the June 5, 2018 meeting minutes, as presented.

Treasurer's Report:

The board discussed the June Treasurer's Report. Mark provided the board with a running total of the funding requests that the LID board has approved through the June 2018 meeting. Mark and the board discussed the budget supplemental process, which the board utilizes every year to augment its annual budget. Harris reminded the board that recent tax collections in the LID have been running about \$180,000 per year. Laura mentioned that it is typical for the board to spend down the majority of its budget by mid-year.

Laura noted for the board that Bruce Rabeler has offered to take on the role of treasurer for the LID. Harris again reiterated his willingness to help with the transition to the new treasurer.

The board also briefly discussed the LID's reserve, which currently sits at about \$80,000.

There was no additional discussion regarding the Treasurer's Report.

Funding Requests:

1. Niwot Business Association – Enchanted Evening – \$6,500

Linda Klueber presented the funding request for the NBA. Linda walked through the funding request and detailed the changes that are being planned for this year's event, which do drive a small increase in the request in comparison to previous years. Costs related to the ice sculptures and advertising will be more than previous years. This year the event will also have to pay the Sheriff's Office for security; in previous years the NBA has covered this cost.

Scott asked about the advertising strategy for the event. Catherine McHale will be assisting with this effort, including the social media side of the advertising campaign. With fewer people reading the

newspaper, especially the younger demographic, social media advertising is a critical strategy for getting the word out about this and other Niwot events. Scott described how a social media campaign can work.

ACTION: On a motion from Harris, seconded by Anne, the board voted unanimously to APPROVE the funding request of \$6,500.

2. Niwot Business Association – Lamp Post Replacement and Repair – \$5,700

Chuck Klueber presented the funding request for the NBA. Chuck discussed some of the problems that Old Town is seeing with the 32 lamp posts in Old Town, which are now approaching 25 years of age. Chuck explained in detail and provided photos of one particular lamp post near the bank building, which has had to be removed as it was at risk of falling over. Excel Electric has contacted the company that created the original posts, and will work with them to have a new post built and installed.

Chuck also explained that four lamp posts throughout Old Town have had to have bulbs, ballasts, and sensors replaced. Thus the funding request will cover completing these repairs in addition to replacing the damaged lamp post.

Harris asked if it would be prudent to have additional lamp posts made now and placed in storage, in anticipation of addition lamp posts reaching their end of life and needing to be replaced. Chuck had considered this option and thought it would be better to wait until 2019 to explore the proactive purchase of additional posts.

ACTION: On a motion from Harris, seconded by Jim, the board voted unanimously to APPROVE the funding request of \$5,700.

3. Niwot Business Association – Holiday Lighting – \$7,680

Chuck Klueber presented the funding request for the NBA. In short, the plan for the upcoming holiday season is to build off and slightly expand the lighting approach from last year. Additional lighting will be added to the Old Town trees, for example. The funding request also includes \$2,000 for installing, using, and then storing the lighted snowflakes that the NBA purchased last year (at a cost of nearly \$7,000).

Laura reminded the board of the history behind the 32 lighted snowflakes and how it came about that the NBA purchased the snowflakes for Old Town.

ACTION: On a motion from Ann, seconded by Scott, the board voted unanimously to APPROVE the funding request of \$7,680.

4. Niwot Business Association – 2017 Great Pumpkin Party – \$370

Chuck Klueber presented the funding request for the NBA, on behalf of Dayna Roane. As explained by Chuck, an invoice for advertising the event in the Lefthand Valley Courier was initially mailed to the wrong entity, and by the time this error was discovered and corrected, the January 31, 2018 deadline for 2017 funding request reimbursements had passed. Thus this request is retroactive to cover this advertising cost for the 2017 event.

Laura pointed out to the board that this request was authorized through the 2017 funding request, but because of the invoicing snafu, the money was not spent in 2017 and thus reverted back to the

LID's reserve; thus the need for the second request. Mark pointed out that the only practical impact of this request is that the \$370 expenditure will count against the LID's 2018 budget, even though the initial approval was given in 2017.

Jim pointed out that he is concerned that this request will set a precedent for the LID. It is the responsibility of the recipients of LID funding to submit their reimbursement requests on time, by the January 31 deadline. Jim suggested that the applicants include this \$370 request in their application for the 2018 parade. To approve the request now will set a precedent that concerns him.

Anne explained her view that this request is coming forward as a result of an error, and as such, is not precedent-setting. Biff provided some additional detail regarding how the advertising invoice was mistakenly sent to the wrong party, and then after a number of months, eventually made it to the NBA. Biff also does not believe that this request is precedent-setting in respect to the LID.

The board discussed in detail how the reimbursement process works, the necessity of the January 31 deadline, the fact that the \$370 was never spent in 2017 and thus was transferred to the LID's reserve, and other aspects of this situation. Laura pointed out that this is an unusual situation and not one that happens on a regular basis.

ACTION: On a motion from Jim, seconded by Scott, the board voted unanimously to APPROVE the funding request of \$370. Biff abstained from the vote, as the request is to pay for advertising in the Lefthand Valley Courier.

New Business/Old Business:

Chuck provided the board with an update on a number of funding requests that the NBA had included on its 2018 project list. The NBA had proposed \$5,000 for tree sculpture repairs; it is not likely that this project will commence in 2018. It is also unlikely that the Tribune Building sidewalk repair, slated for \$3,000, will be completed this year. The Cottonwood Square ambience project, at \$10,000, is still being discussed, so remains a possibility. The NBA does remain focused on completing the Second Avenue tree project, to add trees on the south side of Second Avenue, at a cost of up to \$30,000. This project would likely move forward in October.

Biff informed the board that he and Chuck had recently met with the neighbors to the parking lot property. The neighbors are contributing to the design of the parking lot, and are also encouraging visitors to use the lot on event days.

Laura reminded the board that the NBA does provide the LID with a wish list at the beginning of the calendar year, which can be used as a road map for identifying spending priorities for the coming year.

Chuck reminded the board that the Community Corner project includes spaces for art pieces to be added over time. An Art Committee has been created to identify potential art pieces to include in the Community Corner. The committee is hoping to add at least one quality piece of art to the project in 2018. If that is the case, the committee will likely be coming to the LID for a funding request.

Jim informed the board that he will be meeting with county transportation and open space staff regarding signage on the LoBo Trail. Laura also informed the board that there is now a Niwot sign on I-25, and there are additional signs now on the Diagonal Highway.

Scott asked if any progress has been made in scheduling the LID board's annual meeting with the Board of County Commissioners. Mark is still working on a date and will be communicating with the board regarding a date and location. Laura reminded board members that it has become a tradition for the NBA to provide a "State of Niwot" presentation at the beginning of the meeting with the commissioners, as the conversation starter. Anne will talk with Tony about drafting a State of Niwot presentation for the meeting.

Biff mentioned that the commissioners will be in Niwot on August 9 to attend the Starburst Award presentation for Children's Park at 4pm; perhaps it would be possible to piggyback the LID/BOCC meeting with the award presentation. Mark will look into this.

Laura mentioned in the past that the board has sometimes cancelled its August meeting; currently there are enough LID members in town for a quorum if a meeting is needed.

Mark asked the board if there was interest in completing a parking utilization study in 2018. The board agreed that it would be best to wait until 2019 to complete the next study.

Public Comment:

No members of the public were present for public comment.

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