

# ***City Council Business Retention & Development Committee***

***A sub-committee of the Louisville City Council***

**Monday, December 5, 2016  
8:00 AM – 10:00 AM  
Library Meeting Room  
951 Spruce Street  
(*entry on the north side of building*)**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of November 7, 2016 Meeting Minutes
- V. Public Comments on Items Not on the Agenda
- VI. BRaD Committee Restructuring Discussion
- VII. January 2017 Meeting time
- VIII. Retention Visits
  - My Saving Grace
- IX. Reports from committee members –
- X. Discussion Items for Next Meeting: January xx, 2016
  - Wayfinding program - Lauren
- XI. Adjourn

***City Council  
Business Retention &  
Development Committee  
Meeting Minutes***

**November 7, 2016  
Library Meeting Room  
951 Spruce Street**

**CALL TO ORDER** –The meeting was called to order by Chair Susan Loo at 8:00 AM in the 1<sup>st</sup> Floor Meeting room at the Louisville Library, 951 Spruce Street, Louisville, Colorado.

**ROLL CALL** – The following members were present:

Committee Members: Susan Loo, Chair  
Shelley Angell, Chamber of Commerce  
Jeff Lipton, City Council  
Dennis Maloney, City Council  
Michael Menaker, Alternate Revitalization Commission  
Chris Pritchard, Planning Commission

Staff Present: Malcolm Fleming, City Manager  
Aaron DeJong, Economic Development Director  
Dawn Burgess, Executive Assistant to the City Manager

Others Present: Randy Caranci  
Mike Kranzdorf

**MEETING WAS CALLED TO ORDER BY CHAIR SUSAN LOO**

**APPROVAL OF AGENDA**

Approved

**APPROVAL OF SEPTEMBER 6, 2016 MINUTES**

Minutes were amended to show Council member Jeff Lipton was in attendance at the September meeting. With that amendment, the minutes were approved

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:**

City Manager Malcolm Fleming gave an update on holiday lights. The City received two bids. This year we will have more lights, more locations, less cost. Lights will be turned on November 18<sup>th</sup>.

Commissioner Shelley Angell said the year the Parade of Lights and Art Walk are combined. All of downtown will be lit up on December 2<sup>nd</sup>.

Pints in the park went really well. Separation of events was helpful. Back to 2014 levels.

**BRaD COMMITTEE RESTRUCTURING DISCUSSION:**

In August 2016, Council had a discussion on boards and commissions. Council asked for feedback on challenges of BRaD Committee. Economic Development Director Aaron DeJong discussed the memo. More formalized input from the business community would be helpful.

Chair Loo asked if BRaD functions were separate from the City how would it be funded. DeJong said it would be a mix of public revenues and money from individual memberships.

Commissioner Menaker is not troubled by the structure of BRaD. There seems to be better communication between Chamber and DBA which may be a result of this board. Missing component is a representative from McCaslin area. Would hate to see relationships lost that have been built up as a result of this committee. BRaD has hosted a number of roundtables. The issue is that the information is never heeded. We don't incorporate information into plans. Council needs to heed input. Nothing will change until then. Find a couple of issues or a single issue and work on that. ie: Parking. He discussed issues that could be tackled. Broader, long term initiatives do not get traction.

Commissioner Angell said it is hard to give a recommendation to Council but when developers come to BRaD, they are already getting response from Council on committee. Perhaps restructure to where we look at business needs.

Council member Maloney said the goals and responsibilities need to be defined. Once we understand those, we will know how to structure. What are we asking this group to do?

Commissioner Angell said she thought BRaD is supposed to give recommendations to Council. We talk but we do not move forward to Council.

Regarding the downtown parking issue, Council member Maloney said we have added parking at DELO, Blue Parrot parking 107 spaces have been added. Council has not ignored it. There is progress. Council acknowledges it is still a problem.

Council member Lipton agrees with Council member Maloney. Is this the right mechanism to get it done? This group was formed during the last economic crisis. Things have changed. We don't have the emergency – this committee does not have the proper structure to look at issues challenging us in the next 10 years. This group is very downtown and CTC focused. Centennial Valley needs attention. Agendas here can be very self-serving and don't represent views of community. Broad community has other views. The things Council has accomplished, investment in downtown, investment in the McCaslin Interchange, connectivity, urban renewal authority, roads, water lines, residences, golf course, underpass seems to get lost. Developers have not come to this meeting. No one from business community has come. Council needs to look at what we need to do for the whole community. We are getting views that have outlived their usefulness. He advocated disbanding and regrouping.

Commissioner Pritchard said the DBA and Chamber need to step up. McCaslin needs to advocate for themselves. Business associations for downtown need to step up. BRaD has outlived its usefulness. Businesses can go to the Economic Development Director for advocacy. Disband and let groups step up. DeJong can do retention visits.

Mike Kranzdorf said an independent third party is a better way to present to Council. These meetings have no influence on Council. He comes because he learns but not because he influences Council. If you want to hear from business community, fund it and see if it takes off.

Randy Caranci said developers have no influence. He fears Louisville will be a bedroom community. We are losing small retail. Restaurants cannot be our only source of revenue. It is cheaper and easier to do business in Lafayette.

Commissioner Menaker said we were set up to solve business issues and we failed. Business assistance packages for Waterloo and Empire and patios came out of this group and had a real effect. Communities around us are moving forward and we are not.

Council member Maloney said he concerned that saying we are getting rid of BRaD sends a bad message. We need to say what we are going to do to meet goals. The goals are good. We should come up with a proposal before we disband. We want to send a message to the business community that we are interested in business and it is important.

Commissioner Angell likes the idea of the group being an advocate for business. What kind of structure would this be? DeJong said it would be along the lines of setting up 3<sup>rd</sup> party business organization. i.e. "Louisville Economic Development Corporation".

City Manager Fleming agrees with Council member Maloney that abolishing BraD with no other organization in place sends a bad message. BRaD was created as a venue where businesses can make themselves heard. It was an attempt to reach out and

listen. City Staff cannot advocate for business issues. Important to have a structure that allows businesses, independent of City, inform the debate. Perhaps have one Council liaison like other boards.

Council member Lipton agrees that we should not create a total vacuum by disbanding. In the next 6 months or so, get buy-in from other groups. Have this committee be reconstituted as a board making recommendations without 3 council members. Board members would have to submit applications and be appointed like other boards.

Commissioner Pritchard said to take the Planning Commission representative off, take all of Council off a reconstituted BRaD.

Commissioner Angell agrees with Pritchard

City Manager Fleming thinks council liaison is important. Can provide council perspectives to committee discussions.

Commissioner Pritchard does not think Council needs to be on board.

Council member Maloney said it is typical to have Council on a Board. But Council members just listen and do not guide or facilitate discussion.

Mike Kranzdorf would be very skeptical that anything would move forward if there is not anyone paid to go before Council. Need someone who represents the business community to go advocate before Council.

Currently, you do have to be a citizen of Louisville to be on a board.

Randy Caranci said there needs to be someone who is business development rather than economic development.

Council member Maloney said Council is having a workplan discussion in January. By next meeting we need direction on what is the future of BRaD. Finalize at next meeting.

DeJong will bring reorganization documents to next BRaD meeting. Look at more discussions re: 3<sup>rd</sup> party structure.

Menaker – would DeJong have time to recruit new members? Chair Loo said people have to apply and be interviewed and appointed.

Council member Lipton would like staff to provide enabling legislation to reform BRaD: What will we do to change BRaD from a committee to a board and would like to move forward in January.

Council member Maloney said bring something to December meeting that informs BRaD.

City funding for 3<sup>rd</sup> party organization should be on the table.

**MEETING TIME AND DATE DISCUSSION**

Tabled pending outcome of previous discussion.

**RETENTION VISITS**

Pitter Patter

Getting engaged with retail groups, interested in standard retail hours.

Centre Court Apartments

DeJong met with Jim Loftus, renting is going fine. Ribbon cutting soon

Trailhead Wealth Management

Love their location. Lots of clients live in Louisville.

Pica's

Interested in maintaining vibrancy downtown. Excited about underpass.

Uber

Talked with them about last mile so they can use BRT. They are mapping division. Wish there was more around in Centennial Valley. Like new options at Dillon and McCaslin.

Moxie

Thanked City for patio season. Helped his summer business. Very busy for lunch.

Bon Appetit named them as one of the best bakeries.

**REPORT FROM COMMITTEE MEMBERS:**

Commissioner Menaker said there is a lot of new competition from other communities. Competition is new and closer to people who used to travel to Louisville.

Randy Caranci said he hears how "broke" Lafayette is. But there are a lot of businesses locating there.

City Manager Fleming gave an update on Superior Town Center. Development currently happening is within IGA area where Louisville will get sales tax.

**DISCUSSION ITEMS FOR THE NEXT MEETING: DECEMBER 5, 2016**

- Proposal for re-ordering BRaD to standard board.

**ADJOURN** – The meeting adjourned at 9:33 am

**SUBJECT: BRAD COMMITTEE RESTRUCTURING DISCUSSION**

**DATE: DECEMBER 5, 2016**

**PRESENTED BY: AARON DEJONG, ECONOMIC DEVELOPMENT**

**SUMMARY:** City Council is discussing changes to boards and commissions serving the City and the BRaD Committee may be considered for restructuring. This memorandum and attachments provides an update on discussions and offers draft reorganization documents for the Committee to become a City Board.

**BACKGROUND:** The BRaD committee was permanently formed in January 2007 to serve an advisory role to City Council on matters of interest to the City and City Council concerning business retention and development. The BRaD Committee's goals and responsibilities include, but are not limited to following:

- Facilitate economic development in Louisville
- Improve communications between the City and local business community
- Share insights regarding local economic conditions
- Serve as a sounding board for City proposals that could impact local businesses
- Gather information regarding the needs and priorities of businesses with respect to business retention and development issues
- Provide input on proposed programs related to business retention and development

The BRaD committee during its tenure has facilitated relationships among businesses, business organizations, and the City.

The Committee consists of eight (8) members, as follows:

- Three members of City Council
- One member of the Planning Commission
- One representative from the Louisville Revitalization Commission (LRC)
- One representative from the Louisville Chamber of Commerce
- One representative from the Downtown Business Association (DBA)
- One representative for the Colorado Technology Center (CTC)

The Committee at the November 7, meeting asked Staff to draft reorganization documents to consider at the December Meeting.

**DISCUSSION:**

Staff discussed with the Chamber of Commerce Board if there was interest in expanding their scope of services to include an economic development arm to advocate

## BRAD COMMITTEE

**SUBJECT: BRAD COMMITTEE RESTRUCTURING DISCUSSION****DATE: DECEMBER 5, 2016****PAGE 2 OF 2**

for business issues of primary employers, local businesses, and retailers. Their organizational structure is not set up to handle this expansion at this time. Staff has a meeting scheduled with the Boulder Economic Council to discuss whether they would be interested in expanding their services to include Louisville and advocate for business issues. That meeting is scheduled for the middle of December.

Attached is a draft resolution reorganizing the BRaD Committee into the Economic Development Board. Further detail is in the resolution and accompanying draft by-laws (based on the recently updated Parks Board by-laws). The main components of the proposed reorganization are:

- Changing the group to a City Board, rather than a City Council Committee
- Having 7 members representing;
  - Three at-large members comprised of city residents having business interests within the City
  - One representative from the Louisville Revitalization Commission (LRC)
  - One representative from the Louisville Chamber of Commerce (Chamber)
  - One representative from the Downtown Business Association (DBA)
  - One representative from the Colorado Technology Association (CTC)
  - Board will have a non-voting member of the City Council to serve as a Liaison to the Board
- Have the goals of the Economic Development Board to be;
  - Facilitate economic development in Louisville
  - Advocate for policies that increase economic development activity in the City
  - Improve communications between the City and local business community
  - Share insights regarding local economic conditions
  - Serve as a sounding board for City proposals that could impact economic development efforts
  - Gather information regarding the needs and priorities of businesses with respect to business retention and development issues
  - Provide input on proposed programs related to business retention and development
  - Provide input on real estate development and redevelopment opportunities within the City.

**RECOMMENDATION:** Staff encourages the BRaD Committee to discuss the proposed reorganization documents and provide input to options in restructuring the Committee to provide better input on economic development to City Council.

**ATTACHMENTS:**

1. Draft Reorganization Resolution
2. Draft By-Laws for the Economic Development Board

**BRAD COMMUNICATION**

**RESOLUTION NO. xx  
SERIES 2017**

**A RESOLUTION CONCERNING THE MEMBERSHIP, GOALS AND RESPONSIBILITIES OF THE BUSINESS RETENTION & DEVELOPMENT COMMITTEE**

**WHEREAS**, the City Council has previously organized the Business Retention & Development Committee as an advisory committee of the City Council; and

**WHEREAS**, the City Council desires to reorganize the Committee into a City Board named the Economic Development Board; and

**WHEREAS**, City Council by this resolution desires to set forth certain provisions regarding membership, goals and responsibilities for the ~~Business Retention & Economic Development Committee~~Board, which serves as advisory committee of the City Council;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:**

**Section 1.** The ~~Business Retention & Economic Development Committee~~Board (the "~~Committee~~Board") shall be an advisory ~~committee~~board ~~to of~~ the City Council. The ~~Committee Board~~ shall consist of seven (7) members and one (1) liaison, as follows:

- ~~— Three members of City Council~~
- ~~— One member of the Planning Commission (Commission)~~
- ~~- Three at-large members comprised of city residents having business interests within the City~~
- One representative from the Louisville Revitalization Commission (LRC)
- One representative from the Louisville Chamber of Commerce (Chamber)
- ~~- One representative from the Downtown Business Association (DBA)~~
- ~~- One representative from the Colorado Technology Association (CTC)~~
- Board will have a non-voting member of the City Council to serve as a Liaison to the Board

Appointment or removal of the at-large Committee Board members shall be by an affirmative vote of a majority of the entire City Council, with the representatives of the ~~Commission, LRC, CTC, Chamber and DBA~~ to each be as forwarded to the City Council by such respective entities. At-large Mmembers shall ~~not~~ serve fixed-3-year terms and shall serve until ~~there~~ successors have been appointed. A member's membership shall automatically terminate if such person ceases to be a member or representative of the designated entity for which the member was appointed.

**Section 2.** The ~~Committee Board~~ shall serve in an advisory capacity to City Council on matters of interest to the City and City Council concerning ~~business retention and economic~~

development issues and opportunities. The ~~BRaD-Committee~~Economic Development Board's goals and responsibilities include, but are not limited to the following:

- Facilitate economic development in Louisville
- Advocate for policies that increase economic development activity in the City
- Improve communications between the City and local business community
- Share insights regarding local economic conditions
- Serve as a sounding board for City proposals that could impact ~~local~~ businesseseconomic development efforts
- Gather information regarding the needs and priorities of businesses with respect to business retention and development issues
- Provide input on proposed programs related to business retention and development
- Provide input on real estate development and redevelopment opportunities within the City.

**Section 2.** The ~~Board~~Committee shall have the power to adopt policies and procedures for the conduct of its activities, which shall be consistent with the provisions of the City Charter, ordinances and other applicable law. The Committee shall have the power to determine and appoint its own officers.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, ~~2007~~2017.

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Robert P. Muckle, Mayor

ATTEST:

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Meredyth Muth, City Clerk

# BYLAWS OF THE ECONOMIC DEVELOPMENT BOARD

## ARTICLE I The Board

**Section 1. Introduction.** These Bylaws (“Bylaws”) of the Economic Development Board are adopted pursuant to the authority stated in Resolution No. \_\_\_\_, Series 2017.

**Section 2. Office.** The office of the Board shall be considered the Louisville City Hall, 749 Main Street, Louisville, CO 80027, or such other place in the City of Louisville, Colorado as the City Manager may designate from time to time.

### **Section 3, Purpose and Duties.**

**A. Advisory.** Except as otherwise provided by City Charter or Municipal Code, the Board shall be advisory in character.

**B Duties.** The role of the Board will include, but not be limited to, advising the City Council on such matters as:

- i) Facilitate economic development in Louisville
- ii) Advocate for policies that increase economic development activity in the City
- iii) Improve communications between the City and local business community
- iv) Share insights regarding local economic conditions
- v) Serve as a sounding board for City proposals that could impact economic development efforts
- vi) Gather information regarding the needs and priorities of businesses with respect to business retention and development issues
- vii) Provide input on proposed programs related to business retention and development
- viii) Provide input on real estate development and redevelopment opportunities within the City.

## ARTICLE II Members

**Section 1. Number of Members.** The Board shall consist of seven (7) members and one (1) liaison, as follows:

- i) Three at-large members comprised of city residents having business interests within the City
- ii) One representative from the Louisville Revitalization Commission (LRC)
- iii) One representative from the Louisville Chamber of Commerce (Chamber)
- iv) One representative from the Downtown Business Association (DBA)
- v) One representative from the Colorado Technology Association (CTC)
- vi) Board will have a non-voting member of the City Council to serve as a Liaison to the Board.

**Section 2. Residency Requirement.** Members shall be residents of the City at the time of their appointment and at all times while serving on the Board (Louisville Home Rule Charter Section 10-2c).

**Section 3. City Employees.** Members may not be employees of the City of Louisville at any time during their appointment to the Board.

**Section 4. Term of Members.** Each member shall be appointed for a three-year term. A member's term of office shall commence January 1 and shall expire December 31, or until a replacement is found. Notwithstanding the foregoing, the City Council shall have the authority at the time of appointment to any vacancy to reduce the length of a member's term as necessary to avoid more than two thirds of members' terms expiring at the same time.

**Section 5. Compensation.** Members shall serve without compensation. Expenses actually incurred in the performance of the duties of office may be paid only if the expense and amount thereof are approved and authorized in advance by a writing signed by the City Manager. (Louisville Home Rule Charter Section 10-2e).

**Section 6. City Liaison.** The City Manager shall appoint a City staff member to act as liaison to the Board. Such liaison may advise the Board, make recommendations, and bring items for discussion. Such liaison is not a member of the Board, does not vote on matters before the Board, and may not be counted as a part of a quorum.

## **ARTICLE III Officers and Personnel**

**Section 1. Officers.** The officers of the Board shall be a Chair, a Vice-Chair, and a Secretary.

**Section 2. President.** The Chair shall preside at all meetings of the Board.

**Section 3. Vice President.** The Vice-Chair shall perform the duties of the Chair in the Chair's absence or inability to act. In the event of the absence or inability to act of both the Chair and Vice-Chair, the remaining members shall select some other member of the Board to temporarily perform the duties of the Chair.

**Section 4. Secretary.** The Secretary may take meeting minutes and attest to all documents authorized to be executed by the Board. In the event of the absence of the Secretary, the Chair shall designate, in writing or verbally at a meeting of the Board, some other member of the Board to perform duties of the Secretary.

**Section 5. Additional Duties.** The officers of the Board shall perform such duties and functions as may from time to time be required or authorized by the Board or these Bylaws.

**Section 6. Election of Officers.** The officers of the Board shall be elected annually by the Board at its first meeting of each calendar year and shall assume their duties upon election. Officers shall hold their office for one year or until their successors are selected and qualified. If the office of the Chair, Vice-Chair, or Secretary is vacant, the Board shall select a successor from its membership to serve for the unexpired term of said office.

**Section 7. Member Vacancies.** At the end of any at-large member's term the City Council shall advertise for interested applicants and interview persons regarding such vacancy. Appointments are made annually in December. Members may reapply for vacant positions. Representatives of the LRC, CTC, Chamber and DBA to each be as forwarded to the City Council by such respective entities. A member's membership shall automatically terminate if such person ceases to be a member or representative of the designated entity for which the member was appointed.

**Section 8. Mid-term Vacancies.** If a Board member resigns his/her post mid-term, the City Council may invite applications and interview persons regarding such vacancy. The City Council may appoint an applicant to fill the vacancy for the remainder of the year. Such an appointee shall be required to then reapply for the position at the end of the year during the annual application process.

**Section 9. Removal.** A member may be removed during his/her term of office for cause by the City Council as defined in the Louisville Home Rule Charter and Resolution No. 16, Series 2009. Cause shall include but not be limited to:

- A. Violation of city or state ethics laws;
- B. Conviction of a felony or of any other crime involving moral turpitude;
- C. Unexcused absence from more than 25 percent of the regular meetings in any 12-month period;
- D. Neglect of duty or malfeasance in office;
- E. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
- F. Knowing disclosure of confidential information, which is defined to mean information which is not available to the general public under applicable laws, ordinances and regulations, and which is obtained by reason of the board or commission member's position with the City;
- G. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
- H. Behaving in a harassing, hostile, threatening or otherwise inappropriate manner, or unreasonably disrupting or interfering with the conduct of any meeting of a board or commission; or
- I. Other grounds constituting cause as established by law.

## **ARTICLE IV Meetings**

**Section 1. Regular Meetings.** The Board regular meeting time and location shall be determined at the first meeting of each calendar year. In the event any regular meeting falls on a legal holiday observed by the City of Louisville, the Board shall designate a new meeting time a minimum of one month prior to the holiday meeting date.

**Section 2. Meeting Notice.** The agenda for any meeting shall be posted a minimum of seventy-two hours in advance of the meeting in the following locations and will serve as notice of the meeting:

- A. City Hall, 749 Main Street
- B. Library, 951 Spruce Street
- C. Recreation Center, 900 West Via Appia
- D. Police Department/Municipal Court Building, 992 West Via Appia
- E. City Web Site at [www.LouisvilleCo.gov](http://www.LouisvilleCo.gov)

**Section 3. Location of Meeting.** Pursuant to Section 4-5(d) of the Louisville Home Rule Charter, all meetings of the Board shall occur in public buildings and public facilities accessible to all members of the public.

**Section 4. Special Meetings and Business at Special Meetings.**

A. Except for an emergency special meeting governed by Subsection B, each special meeting of the Board shall be called by an officer on the request of any three members of the Board, and shall be held on at least forty-eight hours written notice. Notice of such special meeting shall be posted in the same manner as prescribed in Article IV, Section 2.

B. An emergency special meeting shall be called by the Secretary on the request of the (President/Chair) or any three members of the Board, and shall be held on at least twenty-four hours written notice to each member of the Board. Notice shall be posted at least twenty-four hours in advance of such emergency special meeting in the locations prescribed in Article IV, Section 2. An emergency special meeting shall not be called unless:

- (i.) Each member requesting the meeting has determined that the meeting is urgently necessary in order to take action on an unforeseen matter requiring immediate action; and
- (ii.) The basis for the determination described in Paragraph (i) is stated in the notice of the meeting.

C. All reasonable efforts shall be made to notify members. The notice need not be served if the member has waived the notice in writing.

D. The Board shall not take action on any item of business at any special meeting unless:

- (i.) The item to be acted on has been stated in the notice of the meeting; or
- (ii.) The item to be acted on is reasonably related to the item which was stated in the notice of the meeting.

**Section 5. Quorum.** The powers of the Board shall be vested in the members thereof in office from time to time. A majority of the members shall constitute a quorum for conducting business, but in the absence of a quorum, a lesser number may adjourn any meeting to a later time and date until a quorum is present. When a quorum is in attendance, action may be taken by the Board upon an affirmative vote of the majority of the members present, except in cases where a greater number is required by the Louisville Home Rule Charter or ordinances, or state laws applicable to the City.

**Section 6. Open Meetings.** In addition to the requirements of these Bylaws, the Board shall comply with all applicable provisions of the open meetings laws of the State of Colorado and the Louisville Home Rule Charter.

**Section 7. Open Government.**

A. Notice of meetings of the Board shall be provided to the public in accordance with the requirements of these Bylaws and other applicable provisions of the open meetings laws of the State of Colorado and the Louisville Home Rule Charter.

B. The agenda for any meeting of the Board shall contain an itemized list of all subjects on which substantive discussions are reasonably expected or which may be the subject of formal action.

C. The Board shall not engage in substantive discussions relating to, or take formal action on, any subject when that subject was not listed in the agenda for that meeting and is not substantially related to any subject listed in the agenda.

D. For purposes of Subsection C of this Section, a subject is not substantially related to a subject listed in the agenda when a person reading the agenda before the meeting would not have reasonably expected that the subject would be substantively discussed or formally acted upon at the meeting.

E. For purposes of this Section, “substantive discussions” means debate, deliberation or other discussion about the merits, benefits, advantages or disadvantages of any proposed or possible resolution of any issue that will be or may be the subject of formal action by the Board.

F. Each member of the Board shall participate in at least one City-sponsored open government-related seminar, workshop or other program at least once every two years. Such program shall conform to the requirements of Section 4-16(a) of the Louisville Home Rule Charter.

**Section 8. Agendas and Meeting Materials.**

A. To the extent possible, the agenda and all documents and materials requiring action by the Board at any meeting shall be provided each Board member seventy-two hours in advance of such meeting.

B. The Board shall make available to the public the agenda and all agenda-related materials. Such information will be available as follows:

- i. City Web Site at [www.LouisvilleCo.gov](http://www.LouisvilleCo.gov)

- ii. City Clerk's Office, City Hall, 749 Main Street
- iii. Library Reference Desk, 951 Spruce Street

C. For purposes of this Section, "agenda-related materials" means the agenda, all reports, correspondence and any other documents forwarded to the Board that provide background information or recommendations concerning the subject matter of any agenda item, excluding any documents or records which may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law.

D. Any document that is submitted to the Board during a meeting shall be immediately made available to the public either by making copies available to the public at the meeting or by displaying the document at the meeting so that the public can view the document. No discussion or consideration of such a document by the Board shall occur unless the document has been made available to the public as provided in this Subsection D. The foregoing shall not be construed to require the dissemination, display or disclosure of any document or record which otherwise may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law.

### **Section 9. Public Records.**

A. Public records of the Board shall be open for inspection during normal business hours in accordance with the provisions of the Colorado Open Records Act, and Section 5-5 of the Louisville Home Rule Charter. The Board shall strictly construe exceptions provided under the State statutes authorizing certain public records to be exempt from disclosure to the public. In the event of conflict among the various provisions of such laws, whichever law provides greater access to Board records and less expense to the person requesting the records shall control disclosure by the Board.

B. City Staff shall maintain a file of all studies, plans, reports, recommendations and resolutions made by the Board in the exercise of its duties.

## **ARTICLE V General**

**Section 1. Committees.** The Chair may appoint members of the Board to such committees as deemed necessary to perform any functions for the purpose of advising the Board.

**Section 2. Conflict of Interest; Code of Ethics.** The members and officers of the Board shall comply with all applicable federal and state laws regarding conflicts of

interest. The members, officers and employees of the Board shall also comply with the Code of Ethics set forth as Sections 5-6 through 5-17 of the City of Louisville Home Rule Charter (“Code of Ethics”). For purposes of application of such Code of Ethics only, the Board shall be considered a “public body” and a member of the Board shall be considered a “public body member.”

**Section 3. Amendment of Bylaws.** The Bylaws of the Board may be amended only upon a majority vote of the members of the Board.

**Section 4. Conflict of Law.** Where any conflict exists between any provision of these Bylaws and the Louisville Home Rule Charter or City ordinances, such ordinances or statutes shall control over the provisions of these Bylaws and these Bylaws shall be deemed to have been amended to conform to such ordinances and statutes.

THESE BYLAWS ARE ADOPTED by the Economic Development Board this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
President/Chair

\_\_\_\_\_  
Secretary

***Draft By-Laws must be approved by the City Manager’s Office for compliance with the City Charter and Municipal Code prior to approval by the board.***

**SUBJECT: ECONOMIC DEVELOPMENT UPDATE**

**DATE: DECEMBER 5, 2016**

**PRESENTED BY: AARON DEJONG, ECONOMIC DEVELOPMENT**

550 S. McCaslin Urban Renewal – City Staff and Centennial Valley Investments continue to negotiate a redevelopment agreement for 550 S. McCaslin Blvd, the former Sam’s Club property.

Assistance Agreement with Eleanor + Hobbs

City Council approved a Business Assistance Package (BAP) for the expansion of Eleanor Clothing within the building located at 901 Front Street. They have identified a suite within 901 Front Street (Koko Plaza) as a potential location to relocate and expand their operations. Eleanor would add men’s wear to their offerings. Their current location is 950 square feet and this new location is 1,650 square feet. The Company estimates the space will need \$50,000 in tenant improvements to modify the space for their operations. The company’s estimates have the expansion generating \$250,000 in new annual retail sales above their current sales.

Proposed Assistance Package for Corr-Jensen, Inc.

City Council will consider a Business Assistance Package for Corr-Jensen, Inc. a Denver based supplement company looking to relocate and expand to 199 Taylor Avenue in the Colorado Technology Center. If the location is selected, the Company will bring 70 employees and expects to grow to 150 employees within 5 years in the new location. The proposed business assistance is similar in nature to others recently granted, including a partial rebate on the building permit fees and construction use taxes