

MINUTES

Board of Directors Meeting Minutes

Littleton Downtown Development Authority

Wednesday, May 20th, 2026 at 4:00pm

Arapahoe Community College, Conference Room (M1950 moved to A2000)

5900 S Santa Fe Drive, Littleton, CO 80120

Minutes

1. Call to Order and Roll Call

The meeting was called to order at 4:07pm

Roll Call

Members Present: 7

Chair Ruth Graham, Vice Chair Rob Stieg (virtual), Secretary Catharina Hughey, Treasurer Bryan Morrow, Members Krista Falkenstine (virtual), John Matthews, Eric Hyatt, Tom Barenberg, and Council Member Merrill Stillwell.

**Council Member Stillwell is a non-voting member unless needed to break a tie*

Members Absent: 3

Members Cheryl Calhoun, John Matthews, and Tom Barenberg

Staff:

Jenny Starkey, Executive Director; Danni Westblade, Administrative Assistant, Lisa Mayers, Legal Counsel; Troy Bernberg, Financial Advisor

Guests:

Kathleen Osher, Deputy City Manager

2. Public Comment

Pam Chadbourne, resident: Pam shared her appreciation to ACC for hosting the LDDA meetings in a convenient spot and for the connection the LDDA and ACC have with one another. Pam believes that the quarterly reports presented to the LDDA should also be shared with the Transportation and Mobility board and encourages the LDDA to consider other connections to City of Littleton boards and commissions. Pam also would encourage the city to bring their knowledge of how transportation in the city is going to work to the DDA so that it can be integrated.

Patrick Santana, Chair of the City of Littleton's Planning Commission: Patrick referred to last month's board meeting which included a presentation from CDOT. He is particularly interested in the way Downtown Littleton connects to the river on the west side and believes that speeding up the Santa Fe corridor increases traffic and creates more friction. Patrick thinks that businesses should be concerned about what happens to that roadway and hopes the DDA weighs in on that in the future.

3. Consideration of Minutes

The meeting minutes for April 15, 2026 were considered. A motion for approval was made by Treasurer Bryan Morrow and seconded by Member Eric Hyatt. The approval of meeting minutes, as presented, passed unanimously.

4. Conflict of Interest Disclosures

None

5. Presentations

a. None

6. Financials - Curtis Bourgouin, CLA

a. March 31, 2026 Unaudited Financial Statements **

Curtis reviewed the balance sheet and revenues.

- i. Motion to accept March 31, 2026 unaudited financial statements. The unaudited financial statements for March 31, 2026 were considered. A motion for acceptance was made by Member Eric Hyatt and seconded by Secretary Catharina Hughey. The acceptance of financial statements, as presented, passed unanimously.

b. Monthly Operating Statement, Cash Position, Revenue Schedules, and Disbursements **

Curtis reviewed total revenues through May 12, 2026. The DDA is receiving income daily from Block Party vendors which will be updated to be recorded as Events Income.

Although the invoice was not included in the list of invoices, Jenny mentioned the final \$10,000 invoice due to Katy Casper for the mural had also been submitted and would be paid once the mural is complete. The board also asked that a line be added for Program Revenue to account for the funds coming in for the mural from the property owner, David Coe.

Jenny mentioned that not a lot has been spent on snow removal or entryway beautification efforts. Some of this is pending snow in the fall and some the DDA might need to consider reclassifying.

- i. Motion to accept the monthly reports and approve and ratify the disbursements. The monthly financials through May 12, 2026 were considered. A motion for approval was made by Member Eric Hyatt and seconded by Treasurer Bryan Morrow. The approval and ratification of monthly financials, as presented, passed unanimously.

7. Committee Updates

a. Block Party

Jenny shared some updates including that 135 vendors were registered and that both vendor and sponsorship applications were now closed. Being an extremely loved event by the community, the DDA passed both the initial \$25,000 sponsorship goal as well as the secondary \$40,000 goal. People want to be able to plan ahead and so annual sponsorship opportunities will be launched in the fall of 2026 to accommodate.

The Block Party is still lacking in volunteers; roughly 50 are signed up and 70-100 are needed. Jenny will send all of the details to the board for one more push.

The board asked if taking on an event consultant for the Block Party has relieved staff this year. Jenny shared that Sigler Strategies has taken on a great deal of work and has been incredibly helpful but that with an increase in scope, there has been an increased need for staff support and that interns might be an option next year. It is unclear if a professional event company

could handle everything including the electrical support that Reinke Brothers provides but this is also a possibility.

b. Public Art

Jenny shared that the mural is currently being installed on the Playa Bowls building but experiencing some weather delays. The hope is to announce its completion in the next few weeks prior to the Block Party. Treasurer Bryan Morrow asked if the city was considering the food traffic that this mural might attract and Deputy City Manager Kathleen Osher responded that she will reach out to Tim Weaver to check. The DDA has been working with Tim Weaver on traffic and parking surrounding the mural and will also reach out to Jamie Ney to collect Placer AI data.

c. Investment Opportunity

Financial Advisor Troy Bernberg gave a brief update on the LDDA's Investment Opportunity Committee. The committee has begun to meet on a monthly basis with the intent that updates progress over time. In May, the committee had a discussion around strategy and where and what to focus on and how the DDA might be more impactful in the nearterm.

The committee is made up of Vice Chair Rob Stieg, Treasurer Bryan Morrow, and Members Tom Barenberg, Eric Hyatt and John Matthews. Full attendance was encouraged to ensure impactful conversations. The meetings are public and posted online but minutes are not required to be posted as it's a working session and no actions are taken.

Councilmember Merrill Stillwell asked for a high level summary and Troy shared that the committee is working to determine how the DDA can thoughtfully encourage incentives by growing revenues and then using that revenue to invest within the boundaries of the DDA. It's important to be proactive and impactful. When asked what mechanisms were being considered, he answered that the intermediate/long term thought is to enter into reimbursement agreements with private parties (common for most DDAs in Colorado).

8. Old Business

a. Clean, Maintenance and Snow Reports **

i. Monthly Report (As of May 12, 2026)

Besides the May 6 snow event, there were no real changes to the latest report. CSG has already performed five clean and maintenance

services and they shared before and after photos, specifically to demonstrate the power washing along Littles Creek Trail. The board asked about unhoused activity and there is very little negative behavior to report based on phone calls between staff and CSG as well as the Littleton Police Department (LPD).

CSG also did a lighting audit in April and they record everything they see with all information submitted to Xcel and shared with the city. Typically all issues are repaired in roughly 6-8 weeks and everything that has been previously reported has been fixed so far.

As part of the 2027 budget planning process, CSG will include an annualized report for services to be expanded.

b. Website RFP Update - Catharina Hughey

Secretary Catharina Hughey shared that through a formal RFP, 19 proposals were submitted. An internal committee narrowed it down with a rubric and interviewed the top four finalists. During the interviews, final recommendations were determined based on where the committee envisioned the future of the DDA's website. Some of the finalists were able to incorporate interactive maps and automations that collect data behind the scenes which appealed to the committee when compared to another Wordpress website with a basic events calendar. The committee also learned a lot about AI and where that might take the DDA in the future and how something new might be considered in the next 5+ years.

Geocentric stood out to the committee with a great team that has developed a large number of DDA websites both locally and nationally. Geocentric has strong values and the committee believes they can maintain the LDDA's personal style while creating a unique experience for visitors. The committee is talking with Visit Littleton to share a photographer budget to add back professional visual assets. Jenny shared that there is the possibility that this project may extend into January of 2027 and a contractor may be hired for content migration.

The printed map and directory is still being created in tandem with the website and business data can be constantly updated using the new website. Treasurer Bryan Morrow asked staff to ensure that his previous questions

about the contract, emailed to Jenny, Danni, and Lisa, were considered and updated in the contracts before signing. The changes include:

- Section 4: "timely rejection notice" - extend time period from 5 days to 10-15
- Section 10(c): we should not agree to limit liability to the fees paid under the contract. Their insurance should cover liability to the LDDA. Also, "Conversion Fee" does not appear to be defined, please double check
- **Citylight Subscription Agreement**
- Section 2.2: delete the second sentence, the LDDA as a governmental entity, cannot provide indemnity.
- **Statement of Work - Citylight Website**
- Specifications --
- For ADA compliance (required of all government entities in Colorado) in addition to the WCAG Level AA accessibility compliance, our compliance analyst has suggested the following:
- The LDDA should ensure the webmaster they hire is knowledgeable about & can comply with the Colorado OIT Rules which are in addition to WCAG requirements. Please specify in the contract that Geocentric can and will comply.

The board considered a motion to approve the Geocentric contract pending changes mentioned above. A motion for approval was made by Treasurer Bryan Morrow and seconded by Member Eric Hyatt. The approval of the Geocentric contract, with changes above, passed unanimously.

c. [Entertainment District/Special Event Liquor Permitting Roundtable**](#)

On April 29th, the LDDA co-hosted this event with the City of Littleton city and State Liquor Enforcement representatives were in attendance. LDDA staff has learned that these types of informational roundtables have been really helpful in bringing constituents together to talk and learn more about who the DDA is and how we can advocate for businesses in the district. This was a conversation for business owners with a liquor license to learn about the different event permits and options, as well as for the DDA to get an opinion from the community about what they wanted.

After an in-depth discussion, the DDA learned that business owners do not want an Entertainment District but the community is extremely interested in the concept of Festival Permitting. Discussion ensued around what they are, whether they are possible for signature downtown events, and what type of

flexibility they can offer. Both the city and the state support this new idea. There are still some questions about who is ultimately responsible for insurance and other's actions.

The DDA and the City are working together to provide more clarity for what festival permits in Littleton look like and its first test might be the Candlelight Walk in November. The DDA will also have a conversation with the Englewood DDA as these types of permits are currently used at the Englewood Block Party. Festival permits are a function of the state and the city will help get clarity from the state. The city can decide if they want to be more prescriptive than the state as other communities in Colorado have put parameters around festival permits.

The DDA may also consider putting together some guardrails around hosting events in Downtown Littleton to include a guide for those interested in using Downtown Littleton for their event and what it means to be a good community neighbor.

Board members who were in attendance at the Roundtable shared that Jenny did a great job bringing people together and collectively talking about a controversial topic. Attendees left with a plan to move forward. This Roundtable was a great example of why educating constituents while also learning what the majority of them want is so important and why a DDA is so powerful in situations like this.

9. New Business

Jenny has a monthly call with Public Works and per their last conversation, everything is lined up and looking good for the Block Party. Jenny and Danni also meet quarterly with Telluray Foundation to discuss projects and initiatives who sometimes take information back to their board for potential grant opportunities. Telluray is very interested in the DDA's public art program.

10. LDDA Director Update

None

11. City of Littleton Update

Council authorized certificates of participation at their last meeting and Project Downtown has committed all three contracts and is full steam ahead. Surveying and

geotech work is already complete and they will be working behind the scenes for the next two months.

Treasurer Bryan Morrow asked when to plan for the next stakeholder meeting and Kathleen shared that there are probably a few more months before those begin again. Kathleen reminded the board that the LDDA's Plan of Development defines the DDA's role as they move forward with next steps. Jenny and Kathleen will get on a regular cadence towards the end of July and then will share meaningful updates with the board. The city is working hard to make deliberate decisions on the front end to ensure they move quickly and disrupt as little as possible once they get started.

Vice Chair Rob Stieg asked whose role is it to make sure all parties have the right information and whose role is it to make sure the project stays on task. Adrienne Burton is the project manager and her capacity is augmented with the Owners Rep who is managing the design and construction. Kathleen shared that ultimately, City Council has the responsibility, not the LDDA board, as it is the City of Littleton that is investing in Project Downtown.

Kathleen encouraged the board to listen in to the recording of last night's City Council presentation in order to get clarity about the process and current expectations. Councilmember Merrill Stillwell shared that the discussion was around the risk of the project as they know what has happened with other projects in the metro area. Designers have been contracted and they have the Phase 1 Concept Plan with an issued \$32 million but a timeline has not been established yet.

They also need to consider how to minimize the impacts on businesses and how to be the least disruptive. The city agrees that the dialog with businesses downtown and adjacent to downtown should start now and that is the DDA's defined role of Project Downtown. Kathleen shared that the DDA could be meaningful in getting those conversations started with other organizations such as the Littleton Merchants Association, the Littleton Chamber, etc.

There will be public meetings that include the LDDA and the parking management plan will be important - feedback will guide the next step. Parking Management means considering what the city does with parking and curbside in the long term and how people want to interact with the curb (including arriving by and picking up from downtown for deliveries, rideshares, etc.). It's important to have the DDA's input early and that's a priority for the city.

12. Board Member's Additional Input

Member Krista Falkenstine shared that one of her projects, The Rocktopus, will be revealed on June 20th at her gallery and more details will be shared soon.

13. Adjournment

5:32pm

14. Calendar: Upcoming Meetings

- a. June 13, 2026: Downtown Littleton Block Party, 5:00-10:00 PM, Main Street
- b. June 17, 2026: LDDA Board Meeting, 4:00-6:00 PM, ACC Conference Room M1950

Public Notice

The public is invited to attend all regular meetings or study sessions of the Littleton Downtown Development Authority. Please call 303-868-4006 at least 48 hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to attend, or participate in, any such meeting.