

**Loveland Downtown Development Authority
Special Meeting Minutes – January 15, 2018**

**The Special Meeting of the Loveland Downtown Development Authority (DDA)
Board of Directors was held at 4:00 pm on January 15, 2018,
at the LDP | DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **Call to Order:** Chair Cook called the special meeting to order at 4:01 pm
2. **Roll Call:**
Present: Caldwell, Cook, Fogle, Rutledge, Steele
Absent: Donnelly
Staff: Wedding-Scott, Executive Director; Rosenberger
City Employees: None
Guests: None
3. **Action Items - Discussion (Wedding-Scott) and Board Approval:**

Action Item 1: Wedding-Scott advised that on January 8, 2018, the Board approved a motion to nominate Mr. Jim Cox to fill a Director vacancy and serve the unexpired term through June 30, 2021. It was since determined that Mr. Cox does not meet the qualifications to serve on the DDA Board under C.R.S. 31-25-806, therefore, it would be necessary for the DDA Board to take formal action to rescind the January 8, 2018 motion to nominate Mr. Cox. She advised that Mr. Cox is fully aware of this recommended action, based upon the findings, and agrees to the Board's determination of qualifications.

Fogle moved to rescind the motion approved at the January 8, 2018 Regular Meeting to nominate Mr. Jim Cox to the Loveland City Council as a replacement Board Director for the unexpired term through June 30, 2021, Steel seconded the motion; the motion carried.

Action Item 2: Wedding-Scott advised that on January 8, 2018, the DDA Board approved a motion to nominate Mr. Jon-Mark Patterson to fill a Director vacancy and serve the unexpired term through June 30, 2018. She advised that Mr. Patterson would be resigning from the Loveland Historic Preservation Commission and that he is qualified under C.R.S. 31-25-806 as a resident and property owner within the DDA geographic boundaries. Wedding-Scott indicated that the City's attorneys are reviewing whether the DDA is subject to the City of Loveland's home rule charter as a formal City board or commission, which will determine whether a DDA board member may serve on other City Boards or Commissions. They hope some research and determination will be made soon. Wedding-Scott recommended the DDA Board nominate Patterson to fill the vacant position and unexpired term of Joe Goacher through June 30, 2021 (in lieu of the vacancy expiring on June 30, 2018), and further, if approved, the nomination would be forwarded for formal appointment by the Loveland City Council at their Regular Meeting, currently scheduled for February 6, 2018.

Fogle moved to rescind the motion approved at the January 8, 2018 Regular Meeting to nominate Mr. Jon-Mark Patterson to the Loveland City Council to the vacant Director position for the unexpired term through June 30, 2018; and further, he moved to nominate Mr. Patterson to the Loveland City Council to fill the current DDA Director vacancy serving the unexpired term through June 30, 2021, Steele seconded the motion; the motion carried.

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Action Item 3: Nomination of Replacement Board Member, serving the unexpired term through June 30, 2018.

Wedding-Scott advised that the DDA Board of Directors selected Mr. Harry Devereaux to fill the vacancy and unexpired term through June 30, 2018. She advised that Mr. Devereaux is aware of this selection and is qualified under C.R.S. 31-25-806 as a property owner within the DDA geographic boundaries. Further, she advised that should the DDA Board approve and nominate him, the nomination would be forwarded for formal appointment by the Loveland City Council at their Regular Meeting, currently scheduled for February 6, 2018.

Fogle moved to nominate Mr. Harry Devereaux to the Loveland City Council to fill the current DDA Director vacancy serving the unexpired term through June 30, 2018, Steele seconded the motion; the motion carried.

Action Item 4: LDP Liaison to DDA Board

Wedding-Scott advised that Article 2.1(d) of the Loveland Downtown Partnership (LDP) By-Laws contemplates that in the event the DDA is legally formed, it is the intention of the LDP that a DDA Director be appointed to serve as a voting Director on the Board of the Corporation. And further, DDA Director Rutledge was previously appointed to this liaison LDP Director position; however, given his recent resignation from both the DDA and LDP boards, the DDA could appoint DDA Director Steele, Jr. to fill that vacancy and serve the unexpired term on the LDP Board through January 2020.

Wedding-Scott advised that the LDP Board of Directors were made aware of Steele, Jr.'s interest in serving on the Board of the Corporation, and that they indicated they believe his experience and expertise as a DDA Director, and downtown property and business owner, would provide a great deal of continuity in service.

Fogle moved to appoint DDA Director Ray Steele, Jr. as a voting Director on the Board of the Loveland Downtown Partnership (LDP), to fill the currently vacant position for the unexpired term through January 2020; seconded by Caldwell; the motion carried.

4. New Business / Discussion:

Wedding-Scott provided a report on the LDP's actions at its Annual Meeting and advised that the LDP approved a revised budget. Copies are on file with the LDP.

Wedding-Scott advised that she received a signed contract from Vi Wickam for the Gressiwick Façade Reimbursement Program and will arrange with the Chair and Secretary for their signatures.

The Board further discussed director qualifications, recruitment, and whether to increase the size of the Board. Wedding-Scott will be developing a recruitment strategy, job descriptions, etc. for the Board's review at the regular March 2018 meeting.

5. Adjourn:

Cook moved to adjourn the meeting, Caldwell seconded the motion; the motion carried.

The meeting adjourned at 4:22 pm

Ray Steele, Jr., Secretary/Treasurer

Date