

**Loveland Downtown Development Authority
Meeting Minutes – May 14, 2018**

**The Regular Meeting of the Loveland Downtown Development Authority (DDA)
Board of Directors was held at 4:00 pm on May 14, 2018,
at the LDP | DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **Call to Order:** Chair Cook called the meeting to order at 4:00 pm
2. **Roll Call:**
Present: Caldwell, Cook, Fogle (late 4:16 pm), Patterson, Steele Jr.
Absent: Devereaux, Donnelly
Staff: Streich
City Employees: Kelly Jones
Guests: Steve Olson
3. **Public Comment:** None.
4. **Approval of Minutes:**

Regular Meeting – April 9, 2018

Caldwell moved to approve the minutes of the Regular Meeting of April 9, 2018; Steele seconded the motion; the motion carried.

5. **Discussions:**

Steele reported on the Selection Committee's (Caldwell, Cook, Fogle and Steele) work regarding the recruitment and interview process for candidates to fill the upcoming DDA board vacancies, and that the search has proceeded in accordance with the City of Loveland's Handbook for Boards and Commission procedures. He advised three eligible candidates were interviewed and that the Selection Committee felt two of the candidates were obvious stand outs: Kim Bernhardt and Cheri Waneka. Each candidate's eligibility was confirmed through the City of Loveland Clerk's office.

6. **Resignation/Election of Board Members:**

Cook outlined the procedure for nominating new Board Members. She advised that she had received a letter of resignation from Tom Donnelly for the County Commissioner seat (letter on file). She explained that this seat was contingent upon the County owning property within the DDA boundaries and that his term was set to expire at the end of June. After discussion, the Board resolved that Donnelly's resignation should be effective at the end of his term on June 30th, and the Board would need to fill two vacancies expiring June 30, 2018, from the three candidates.

Action Item 1: Resignation of Tom Donnelly

Patterson moved to accept the resignation of Tom Donnelly, effective June 30, 2018; Fogle seconded the motion; the motion carried.

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Action Item 2: Nomination of Kim Bernhardt and Cheri Waneka to serve four-year terms

Fogle moved to nominate Kim Bernhardt to the Loveland City Council to fill the DDA Director vacancy expiring June 30, 2018, and further, to nominate Cheri Waneka to the Loveland City Council to fill the DDA Director vacancy expiring June 30, 2018, both of which become effective July 1, 2018, for four-year terms, Caldwell seconded the motion; the motion carried.

Following the nominations, Steele agreed to inform the candidates of their selection with an explanation that City Council will make final decision of their appointment at a June session, and that Steele will also give special thanks to Jason Morgan for his interest and invite him to volunteer and continue to be involved with both the LDP and DDA.

7. Executive Session: 4:30 - 5:40 PM

Cook introduced Drew Gorgey of Peckham & McKenney, recruiter for the position of Executive Director, and advised that all Board members had signed a proper confidentiality agreement and that it was necessary to enter into an Executive Session for the purpose of a personnel matter.

Fogle moved that the DDA Board enter an executive session for a personnel matter and for instructing negotiators in the manner of hiring an Executive Director, including forwarding the DDA Board's suggestions to the LDP Board of Directors, Steele seconded the motion; the motion carried.

Cook moved to end the executive session of the DDA Board and return to its regular meeting; Caldwell seconded the motion; the motion carried.

8. Façade Program / Project / Marketing Updates (Staff):

Streich presented update sheets (on file) regarding the progress of projects from both Powell in Marketing (an update Powell had emailed to the Boards last week) and from the Project Technician. Streich reported that the major updates revolved around his cooperation with Brinkman Construction on coordinating the pending work on Backstage Alley.

9. Developments / Communications Reports:

• Developments Update (Scholl absent)

4th & Garfield - In the absence of Scholl, Streich reported on a meeting he had with City officials and Cody Balzer of the proposed development at 4th and Garfield. Based upon the timeline outlined during the meeting, Mike Scholl, Alan Krcmarik, and Kelly Jones proposed bringing a formal bonding proposal before the DDA Board in June.

Cook commented on the timeline for the bonding as was discussed with the City Manager, and Streich said he believed they're hoping to move forward in June so that the bonding can be presented to City Council in July.

The Board further discussed the importance of preparing general bonding guidelines and that developers be allowed to present at the next regular meeting in June. Following their presentations and receipt of information from Olson regarding City economic incentives, Cook proposed another Next Steps meeting with the Economic Development Department regarding the DDA Board's guidelines and general disposition towards spending on proposed Bonding issues.

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The Foundry - None
The Pulliam - None
Heartland Project - None

- **Communications / Other**

Fogle and the Board asked that the DDA commission a plaque thanking Commissioner Donnelly for his service as a founding Board member to the DDA Board.

10. **Liaison Reports:** None
11. **Other Matters:** None
12. **Agenda Items for Upcoming Meetings:** None
13. **Adjourn:**

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

The meeting adjourned at 5:51 pm

Ray Steele, Jr., Secretary/Treasurer

Date