

**Loveland Downtown Partnership  
Meeting Minutes – January 15, 2018**

**The Annual and Regular Meeting of the Loveland Downtown Partnership (LDP)  
Board of Directors was held at 8:00 am on January 15, 2018,  
at the LDP | DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **CALL TO ORDER:** Chair McCloughan called the meeting to order at 8:02 am

2. **ROLL CALL:**

**Present:** Clark, Cox, Devereaux, McCloughan, Turner

**Absent:** Davis, Lelchook

**Staff:** Wedding-Scott, Executive Director; Rosenberger, Executive Assistant

**City Employees:** None

**Guests:** Ray Steele, Jr.

3. **Public Comment:** None

4. **Approval of Minutes:**

*Devereaux moved to approve the meeting minutes of the Regular Meeting on December 18, 2017, Cox seconded the motion; the motion carried.*

5. **Discussion and Approval of Revision to Minutes due to Clerical Error:**

*Turner moved to approve the AMENDED Meeting Minutes of the Annual and Regular Meeting of January 16, 2017, Cox seconded the motion; the motion carried.*

6. **Finance / Treasurer's Report:**

In Davis' absence, Wedding-Scott presented the unaudited Statement of Financial Position, Statement of Activity, and 2017 Revised Budget report for the year ended December 31, 2017 (reports on file).

Wedding-Scott also presented to the Board a draft revised 2018 Budget and explained that discretionary carry-overs from 2017 were revised from the Proposed Budget (approved in November 2017) affecting designated projects for 2018. Wedding-Scott further advised she received a request for a sponsorship increase from the budgeted \$5,000 to \$15,000 for the Fire & Ice Festival (Visit Loveland). The Board decided to not amend the sponsorship budget for Fire and Ice for 2018.

*Cox moved to approve the unaudited Treasurer's Reports for the year ending December 31, 2017, Turner seconded the motion; the motion carried.*

*Devereaux moved to approve the revised 2018 Budget as presented, Cox seconded the motion; the motion carried.*

**Loveland Downtown Partnership  
Meeting Minutes – January 15, 2018**

**7. Annual Election of Officers and Directors**

- **2018 Officers**

Wedding-Scott presented to the Board the following slate of Officers for annual election: McCloughan as Chair, Cox as Chair-Elect, Davis as Secretary/Treasurer.

*Devereaux moved to elect the presented and named individuals as the slate of Officers to serve a one-year term, effective January 15, 2018, and expiring in January 2019, Turner seconded the motion; the motion carried.*

- **Discussion and Acknowledgement of DDA Appointment to the Board of Directors of the LDP (filling Rutledge vacancy for the term ending January 2020)**

Wedding-Scott advised the Board that no Directors' terms were expiring in 2019. However, in December 2017, Rutledge resigned as the LDP Chair-Elect and as the DDA's appointee to the LDP Board. Given Rutledge's resignation, the DDA will be making an appointment of Ray Steele, Jr. to the LDP Board at their Special Meeting on January 12, 2018. It was suggested the Board formally acknowledge the appointment of Mr. Ray Steele, Jr. as a voting member of the LDP Board to serve the remainder of the four-year term as Director, originally held and vacated in December 2017 by Doug Rutledge, and expiring in 2020.

*Cox moved to formally acknowledge the appointment of Mr. Ray Steele, Jr. as a voting member of the LDP Board to serve the remainder of the four-year term as Director, originally held and vacated in December 2017 by Doug Rutledge, expiring in 2020, and conditioned upon the DDA's formal appointment of Mr. Steele, Jr. at their Special Meeting of January 12, 2018. Turner seconded the motion; the motion carried.*

**8. Action Items**

**Action Item 1: Amendment to Bylaws – Exhibit A (Revised DDA Boundaries)**

*Cox moved to approve the Amendment to the Bylaws, replacing Exhibit A with the Boundaries of the DDA, as revised May 16, 2017 by Ordinance No. 6115, and further authorized the Executive Director to amend and execute any organizing documents that may be affected by the revised Boundaries of the DDA, Turner seconded the motion; the motion carried.*

**Action Item 2: Proposal for Sweetheart Alley Trash Consolidation Project – Funded through LURA Service Contract, approved December 18, 2017**

*Devereaux moved to approve the Proposal from UrbanSight Consulting (Derf Green), for the Sweetheart Alley Trash Consolidation Project, pursuant to its Scope of Services, and in an amount not to exceed \$11,800, as presented to the Executive Director on January 5, 2018, and authorized the Executive Director to execute the Acceptance of Proposal; Cox seconded the motion; the motion carried.*

**Action Item 3: Board Representation on Downtown Loveland Foundation (f/k/a DLA) Board**

*Cox moved to appoint Turner to represent the LDP on the Downtown Loveland Foundation Board, pursuant to its Bylaws, which election shall take place at the DLF's Annual Meeting on February 15, 2018, Devereaux seconded the motion; the motion carried.*

**Loveland Downtown Partnership  
Meeting Minutes – January 15, 2018**

**Action Item 4: Façade Improvement Agreement - DDA Recommendation**

Wedding-Scott advised that the DDA, at its last meeting, recommended the LDP to enter in to the Façade Improvement Agreement by and between the LDP, LDDA, and 4<sup>th</sup> Street Properties, LLC.

*Turner moved to accept an affirmative and recommended action by the Loveland DDA to the LDP to enter into the Façade Reimbursement Agreement by and between the LDP, 4<sup>th</sup> Street Properties, LLC, a Colorado limited liability company, and the LDDA for the address 212/214 E. 4<sup>th</sup> Street, Loveland CO 80537, in an amount not to exceed Thirty-One Thousand, Two Hundred Fifty Dollars (\$31,250), and further authorized the Board Chair to sign and execute said Agreement, Cox seconded the motion; the motion carried.*

**9. Façade Program and Updates:**

Wedding-Scott reported on the Façade Program / Development Projects and advised that both the owners of the Gressiwick and the Black Steer had acknowledged their respective Façade Reimbursement Agreements were acceptable and each would be signing and returning them soon. Further, the Loveland TapHouse is under construction with its goal to open in early February; reimbursement per their Façade Reimbursement Agreement will be remitted upon completion of construction and receipt/approval of documentation for the cost of its façade cost.

**10. Staff & Executive Director Reports:**

• **Developments Update (Scholl)**

The Foundry: In Scholl's absence, Wedding-Scott provided an update on The Foundry project and reported that the hotel has been announced as Marriott Townplace and will include 2,500 sq. ft. of conference space. Further, the theater is moving forward with ground-breaking soon. She also advised she was invited to review art work and to help select artists who will be commissioned by the Visual Arts Commission to create and display their art on the parking garage.

The Pulliam: In Scholl's absence, Wedding-Scott provided an update on The Pulliam and reported that because estimates for Phase I were too high, the scope of work is being revised for possible rebid.

• **Communications / Other (Wedding-Scott) –**

Roles / Responsibilities: Wedding-Scott reported on the recent meetings with City officials regarding next steps after the successful election in November and the desire to move forward on bonding issues for projects within the DDA boundaries. A brainstorming group has met to review issues regarding Certificates of Participation and terminating the downtown Urban Renewal Regular; these meetings will reconvene in mid-February. The Board discussed that it is supportive of the DDA's purpose for new and redevelopment in the downtown district with both support from the City and investment by private investors, and that it is vital to the downtown that projects and development keep moving forward.

LDP Representative at City Council Retreat: Wedding-Scott reported the City Council's Retreat will be held on January 27<sup>th</sup>; however, she will not be able to attend. Cox advised he would attend specifically for the presentation regarding the City's incentives for Fire/Life Safety Improvements and other pertinent issues to the LDP and DDA.

**Loveland Downtown Partnership  
Meeting Minutes – January 15, 2018**

Other: Wedding-Scott reminded the Board that their next regular meeting will be held on February 19<sup>th</sup>; however, the time has been changed to 11:00 am so that board members may directly attend the Strategic Planning Session beginning at Noon.

Wedding-Scott encouraged the Board to purchase tickets for the upcoming Alley Lights concert which is being presented by the LDP Business Alliance. The event is on March 28<sup>th</sup> with entertainment by Wendy Woo, Dave Beagle, and Steve Manshel. The Alliance hopes to raise \$6-7,000 to be used for alley lighting to promote safety.

Wedding-Scott advised the Board that the LDP has invoiced the City for its January 15<sup>th</sup> installment of \$100,000 and that, although not required to submit a report, she did provide to the City the LDP's 2017 Annual Report which will also be available on the LDP's website.

McCloughan invited the Board to attend the Live Loveland kickoff on Wednesday at the Rialto and encouraged everyone to RSVP.

11. **Other Matters:** None

12. **Liaison Report:** Dave Clark - City Council

Clark provided additional information regarding the City Council Retreat and advised it is being held at Group Publishing and that other sessions include budgets, economic development, and council protocol. Further, Alan Krcmarik will be presenting on TIF education, DDAs and metro districts. Clark will provide an Agenda for Cox to help him plan which sessions he would like to attend as an LDP representative. Clark advised the 3-year project for the widening of I-25 and interchanges (Hwys. 402 and 34) is in design phase with construction beginning this summer.

13. **Executive Session – Contract Matter / Negotiation**

Wedding-Scott requested the Executive Session per the Agenda be waived and reported contract negotiations regarding redevelopment of the Heartland Corner were positive and moving forward.

14. **Agenda Items for Upcoming Meetings:** None

15. **Adjourn:**

*Devereaux moved to adjourn the meeting, Cox seconded the motion; the motion carried.*

**The meeting adjourned at 9:35 am**

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Jim Cox, Secretary

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Date