

Loveland Downtown Development Authority (DDA)
Meeting Minutes – Regular Meeting
January 11, 2016 6:30 p.m.

A meeting of the Loveland Downtown Development Authority Board of Directors was held at 6:30 p.m., on January 11, 2016 at the LDP-DDA Offices, 350 N. Cleveland Ave., in Loveland, CO.

1. **Call to Order:** Chairman Caldwell called meeting to order at 6:35 p.m.
2. **Roll Call:**
 - Present: Rutledge, Donnelly, Caldwell, Fogle, Goacher, Cook
 - Absent: Vacant position
 - Staff: Wedding-Scott, Interim Executive Director; Poplaski, Admin. Coordinator
 - City Staff: Leah Browder, Public Works Director; Rod Wensing, Assistant City Manager, Alan Krcmarik, Economic & Fiscal Advisor
 - Legal Counsel: None
 - Guests: Jacki Marsh - Rabbask Design, John Ruden, Loveland resident
3. **Approval of Minutes:** Donnelly moved to approve the meeting minutes from December 14, 2015; seconded by Rutledge; the motion carried.
4. **Public Comment** (*Individual comments are limited to 3 minutes*): John Ruden, a resident of the Loveland area commented how he appreciates the work that is being done and the projects that are happening in the Downtown Loveland area.
5. **Presentations/Updates:**
 - Public Works Director Presentation: Loveland Public Works Director, Leah Browder shared the Public Works Department's strategic planning process. Browder indicated that the PW Department placed a high priority on the downtown district, and have expressed an interest in helping with the revitalization efforts. She would like to better understand the downtown-specific projects and what concerns there may be going forward. Browder identified a number of short-term priorities for the Downtown District from a Public Works perspective, including:
 - o Street maintenance – including snow removal struggles/concerns
 - o Alley maintenance
 - o Overall aesthetics, including City maintained planter boxes at intersections throughout downtown
 - o Street and sidewalk condition
 - o SafetyBrowder is hopeful about beginning a dialog with the DDA to work on upcoming projects collaboratively. Cook expressed an interest to meet in the future to discuss larger project issues that the Downtown District is facing. Browder requested a comprehensive list of issues to address at the future meeting.
 - South Catalyst Project (Rod Wensing, Assistant City Manager): Wensing shared that two developers had submitted proposals in response to the City's South Catalyst development RFP (Request for Proposal), including Prime West/Momentum & the Brinkman Partners of Fort Collins. A Developer Review Committee was convened by the City, including City staff, Councilors Fogle & Clark, Doug Rutledge representing the DDA, Jim Cox representing the LDP, and Jacque

Wedding-Scott to review proposals. Interviews were conducted with both proposers, a review of their financial proposals was completed by the City's financial advisor Rick Wells, and the group has subsequently recommended the Brinkman Partners to the City Council to enter into an Exclusive Right to Negotiate (ERN). The project will be presented to City Council on January 19th.

6. **Façade Grant Applications:** None

7. **Action Items:**

- a) **Board Vacancies:** Caldwell moved to nominate to the City Council of the City of Loveland the Board appointments of Joe Goacher to fill the vacant and unexpired term ending June 30, 2017 and Jacki Marsh to fill the vacant and unexpired term ending June 30, 2016".

Wedding-Scott, noted the item will be on the agenda for City Council on January 19th; Rutledge seconded the motion; the motion carried.

8. **Staff & Executive Director Report (Wedding-Scott):**

- **Financial/Treasurer's Report** (none)
- **Joint Workshop** – Wedding-Scott would like to meet on February 8th from 4:00 p.m. to 8:00 p.m. to have a joint meeting with LDP and DDA. The joint workshop will focus on finalizing goals and objectives for both boards to present to City Council. Rutledge requested to have a meeting set with City Council. Fogle suggested a regular session with public comment.
- **Election Debriefing & Strategy Session** – Thursday, Jan. 14 @ 4:30 p.m. at the Rialto (Devereaux Room) – Wedding-Scott discussed this as an opportunity to dialog with the community about what has worked and not worked with the November 2015 election.
- **Business Breakfast** – “Disruptive Behaviors” – Planning underway –for a Business Breakfast dealing with the issue of homelessness and “disruptive behaviors” in the downtown. Possibly the 2nd or 3rd week in February.

9. **Other Matters:** None

10. **Liaison Reports:**

- Councilman Fogle announced the South Catalyst discussion will be the second City Council meeting on Tuesday, January 19th. Concepts will be presented to City Council.
- Commissioner Donnelly announced the County Commissioners have approved a General Fund budget with an actual increase in funding for the first time in years.

11. **Agenda Items for upcoming meetings:**

- Interagency Service Agreements - agreements are still pending
- Presentation – Larimer County Assessor's Office – Property Tax TIF (tentative)

12. **Adjourn:** Caldwell moved to adjourn the meeting; seconded by Fogle; the motion carried. The meeting adjourned at 7:55 p.m.