

**Loveland Downtown Development Authority (DDA)  
Meeting Minutes - July 13, 2015**

A meeting of the Loveland Downtown Development Authority Board of Directors was held at 12:00 p.m., on July 13, 2015 at the Rialto Theater in Loveland, CO.

**CALL TO ORDER:**

Chairman Caldwell called the meeting to order at 12:15 p.m.

**ROLL CALL:**

**Present:** Clay Caldwell, Dionne Liggett, Sharon Rae Cook, Doug Rutledge, Joe Goacher, and John Fogle.

**Absent:** Tom Donnelly.

**Staff:** Jacque Wedding-Scott, Interim Executive Director and Kim Warren, Administrative Asst.

**Legal Counsel:** Greg White, Attorney

**Guests:** N/A

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

Cook moved to approve the minutes; seconded by Goacher; the minutes were approved unanimously.

**ACTION ITEMS:**

Greg White provided an overview of Resolution 2015-1 regarding the Colorado Open Records (CORA) Policy. He reviewed Title 31-25-807 (C.R.S) and the statutory requirements to appoint an official custodian responsible for the maintenance, care and keeping of all records of the Authority. The Resolution appoints the Executive Director as the official custodian. The Resolution also establishes general policies regarding access to and the availability of records, as well as charges/fees that may be assessed. Liggett moved to approve Resolution 2015-1; seconded by Goacher; the motion was approved unanimously.

Greg White further reviewed Resolution 2015-2 submitting to the electors of the DDA, at the election to be held November 3, 2015, ballot questions authorizing debt and a tax increase. He also advised that the ballot language is critical to the election largely due to Amendment 1 (TABOR) and that the City has contracted with Dee Wisor, an Attorney with Butler Snow to draft the ballot language since he has extensive experience. Rutledge moved to approve Resolution 2015-2; seconded by Goacher; the motion was approved unanimously.

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**INTERIM EXECUTIVE DIRECTOR REPORT:**

1) Building Lease at 350 N Cleveland Avenue. The lease documents have been signed, tenant improvements are nearly completed, and the move is expected within the next two weeks. The utilities are in place. Furniture and other items are being donated from various parties, and offices supplies, etc. are being purchased.

2) Election. Various meetings have been held with the City Clerk and other City staff on the election. The City is using 5 different databases to create an accurate electors list. Since utility bills are confidential they will be required to send a letter to all utility customers to get their authorization to put them on the list, and they are required to send a letter to all “legal entities” requesting they designate an authorized representative to vote.

3) Branding. The LDP has contracted with Full Circle to design a logo, and the LDP had suggested that the DDA might use one of the designs that was created as well. Fogle suggested that the two boards use the same logo – one branding effort. Liggett suggested that the DDA board wait until after the election to choose a logo. Caldwell said that we should go with a simple logo for now. No formal action was taken.

4) Catalyst project. During a meeting with City staff regarding budget, the Catalyst project was discussed. A number of questions were raised by Wedding–Scott and LDP Board member Davis regarding the project and concerns about the DDA’s ability to generate property and sales tax increment, the costs associated with the proposed public parking garage and the tax-exempt status of the proposed Larimer County project as well. Board members asked for an update from the City on the Catalyst project. There was discussion regarding the DDA’s role in planning projects like the Catalyst project, and Rutledge noted that it was his expectation that the DDA would provide the City with “Opinions and/or Recommendations” on projects as they come up. Fogle noted that the Catalyst project might be the most crucial property in downtown. Liggett said that it is important to show people that we are going to do more projects downtown. Cook and Rutledge agreed that the DDA should have a positive and proactive voice in the downtown.

Goacher commented that the DDA Board should write down their ideas of what each board member would like to see downtown and create a unified vision. Cook said that the LDP and the City have already completed the downtown visioning and planning and that the DDA needs to get behind those plans and develop implementation and action plans. Fogle asked Wedding-Scott to get copies of the Hip Street Plan for the Board.

**FUTURE MEETING AGENDAS:**

Due to vacations, the meetings on Monday, July 27<sup>th</sup> and August 10, 2015 will be cancelled. The next Regular Meeting of the DDA will be Monday, August 17, 2015 at 7:00 p.m. The Board requested that the City present on the Catalyst project on the 17th. Possibly a joint meeting with the LDP.

**OTHER BUSINESS:** None

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**ADJOURN:**

Goacher moved to adjourn the meeting; seconded by Liggett; the motion was approved unanimously. Meeting Adjourned at 1:39 p.m.

Respectfully submitted,

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Sharon Rae Cook  
Secretary/Treasurer, Loveland DDA Board

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Date