

Downtown Development Authority (DDA)
Meeting Minutes – November 9, 2015
6:30 p.m.

A meeting of the Loveland Downtown Development Authority Board of Directors was held at 6:30 p.m., on November 9, 2015 at the LDP-DDA Offices, 350 N. Cleveland Ave., in Loveland, CO.

CALL TO ORDER:

Caldwell called the meeting to order at 6:30 p.m.

ROLL CALL:

Present: Caldwell, Liggett, Goacher, Rutledge

Absent: Donnelly, Fogle, Cook

Staff: Wedding-Scott, Interim Executive Director, Warren, Admin. Asst.

City Staff: Alan Krcmarik

Legal Counsel: None

Guests: Harrison Hand, Craig Young – Reporter Herald.

PUBLIC COMMENT: Harrison Hand added thanks to Mindy McCloughan and the issues committee regarding their work on the election, and encouraged the board to not give up on their work in the downtown. Craig Young indicated he was interested in reporting on the direction the DDA will be taking given the recent election results.

APPROVAL OF MINUTES:

Goacher moved to approve the minutes of the meeting from October 26, 2015; the motion was seconded by Liggett; the motion was approved unanimously.

PRESENTATIONS/UPDATES:

South Catalyst Project:

Alan Krcmarik, Fiscal and Economic Advisor for the City, presented an update on the South Catalyst Project, and indicated that City staff, Councilor Dave Clark, and Jacque Wedding-Scott interviewed developer consultants and have recommended a City contract with ReGen, Rick Wells – Principal, to assist the City in the developer proposal reviews/interview process – which is expected will take place the last week of November. Proposals are due to the City by November 13th.

Facade Program Development: Wedding-Scott and Rutledge advised that the project was still on-going and they hoped to present a final report to the Boards by December. Rutledge discussed

recommendations that the working group will make regarding levels of grant funding and involvement of the Historical Preservation Commission before permits are taken out with the City.

FAÇADE PROGRAM:

Wedding-Scott advised that the LDP Board took affirmative action through a Resolution recommending approval of three (3) LURA façade grants, including Dark Heart Coffee Bar @ \$12,500, Top Hat Lounge, Inc. @ \$12,500 and Verboten Brewery @ \$12,500. The resolution has been forwarded to Mike Scholl and will be included in Staff Reports for LURA action in early December.

There are also three pending applications for remaining LURA funding, including the Laughing Leprechaun, Feed & Grain, and the Artworks. The façade grant working group & DDA will begin making recommendations to/through the LDP on façade grants beginning January 2016.

PARTNERSHIP FUNDING REQUESTS: None

ACTION ITEMS:

Goacher moved to approve Resolution DDA2015-6 – A Resolution of the Board of Directors of the Loveland Downtown Development Authority (DDA) approving and recommending to the City Council of the City of Loveland the budget of the estimated amounts required to pay the expenses of conducting the business of said authority, and the appropriation of funds therefor, for the fiscal year ending December 31, 2016; the motion was seconded by Liggett; the motion was unanimously approved.

STAFF & EXECUTIVE DIRECTOR REPORT:

Cando: Wedding-Scott advised the Board that there will be a CANDO Walking Tour Report – open to Board members & the general public on December 7th at the LDP-DDA Offices.

Holiday Events: Kim Warren informed the Board that there will be a Holiday Tree lighting at City Hall on Wednesday, December 2nd 5:00-8:00 p.m. The downtown holiday event is scheduled for directly afterward, Downtown businesses are excited and participating with holiday decorating, and specials that will be advertised. There are currently over 1,000 attendees signed up through the Facebook posting.

DLA: Wedding-Scott advised the Board that she, Dan Johnson (LDP/DLA), Councilor Dave Clark, and Mindy McCloughan met to discuss the role and future of the Downtown Loveland Association. She indicated that one option discussed might be to have the DLA board be reconstituted as a formal “marketing committee” of the LDP. She indicated that the LDP Board was presented the idea at their morning meeting, and concurred with continuing to discuss that option. It will be discussed further at DLA meetings and reported back.

Cancellation of 12/28/15 meeting: Wedding-Scott asked the Board if they wanted to have their scheduled meeting on December 28th, given the Christmas holiday. **The Board concurred that the meeting should be cancelled.**

Election Debriefing: Wedding-Scott advised the Board that she would like to host an “election debriefing” in December, bringing in community members to talk about a 2016 election strategy. The Board concurred that it would be good to host such a meeting.

Branding. Wedding-Scott advised that the working group is waiting for final design boards from the volunteer designers. The group hopes to have recommendations to both Boards in early December.

Board Planning Workshops. Wedding-Scott advised that a small ad-hoc group (including Rutledge, Davis, Lechok and Caldwell) had been interviewing potential facilitators for the planned joint board’s workshop. However, after discussion, it was agreed that taking a step back, and having each board start with their own planning sessions might be a best approach. The expectation would be that each board build a background of knowledge, and identify what they perceive their goals and implementable action plans to be for 2016 and beyond. In a joint study session, expected to be held in late January, the boards would then develop key strategies, and develop a business plan for 2016 and beyond. *The LDP & DDA Boards have both concurred with the approach, and it is recommended that a Joint Workshop be planned for late January, early February 2016.*

It was discussed that the DDA should start their study session with a focus on the State Statutes, ByLaws, and a closer review of the Strategic Planning documents. Goacher recommended that the regular meeting scheduled for 11/23 be cancelled, but that a study session (planning session) be held on Saturday, 11/21 from 8-Noon. The Board concurred.

LIAISON REPORTS: None

OTHER MATTERS: None

UPCOMING MEETINGS/AGENDAS: Pending

OTHER MATTERS:

Vice Chair Liggett announced her resignation from the Board, with regret, effective 12/31/15 or until a replacement can be appointed (see her letter on file).

Caldwell advised the Board that there is some consideration being given to adding two additional positions to the Board – more to ensure quorums. He and Wedding-Scott will continue to pursue options – and, will get back with the Board regarding Liggett’s resignation and appointments.

ADJOURN: Goacher moved to adjourn the meeting; seconded by Vice-Chair Liggett; the motion was approved unanimously. Meeting Adjourned.

Respectfully submitted

Sharon Rae Cook
Secretary/Treasurer, Loveland DDA Board

Date