

**Downtown Development Authority (DDA)  
Meeting Minutes – December 14, 2015  
6:30 p.m.**

A meeting of the Loveland Downtown Development Authority Board of Directors was held at 6:30 p.m., on December 14, 2015 at the LDP-DDA Offices, 350 N. Cleveland Ave., in Loveland, CO.

**CALL TO ORDER:**

Caldwell called the meeting to order at 6:34 p.m.

**ROLL CALL:**

**Present:** Caldwell, Liggett, Goacher, Rutledge, Cook

**Absent:** Donnelly, Fogle

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

**City Staff:** Mike Scholl, City

**Legal Counsel:** None

**Guests:** Harrison Hand

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

*Goacher moved to approve the meeting minutes from November 9 and November 21, 2015; seconded by Liggett; motion carried.*

**PRESENTATIONS/UPDATES:**

South Catalyst Project:

Scholl advised that the City received two proposals in response to the Development RFP. A team has been selected to review the proposals and interview developers – including, Rutledge, Cox (LDP), and Wedding-Scott. Board members Fogle and Clark (LDP) also represent the City Council on the team. It is expected that an announcement of the successful proposal will be made in mid-January.

Façade Program Development: Wedding-Scott and Rutledge reviewed the new Façade Grant program and advised that the LDP had taken formal action to approve the program as recommended. The Board concurred with the program as recommended and approved by the LDP, and will take whatever actions may be further necessary when the Interagency Agreement assigns administration of the program over to the DDA.

Board Vacancies: The Board acknowledged the resignation by Dionne Liggett for her initial term ending June 30, 2017 and thanked her for the work she has done for the Board throughout 2015.

It was agreed that to ensure continuity in Board leadership, a recommendation be made to City Council to appoint Joe Goacher into Liggett's unexpired term through June 30, 2017 – which would require his resignation from his current board term through June 30, 2016. His resignation would then open the remainder of his term for a temporary appointment. See formal action taken below.

**FAÇADE GRANT APPLICATIONS:** None

**ACTION ITEMS:**

- a. Motion to Approve Resolution DDA 2015-8 A Resolution Approving an Intergovernmental Agreement with CIRSA for Property/Casualty Coverages – *Moved by Fogle, seconded by Rutledge, motion carried.*
- b. Motion to Approve Resolution DDA 2015-9 A Resolution of Commitment to the CIRSA Loss Control Standards (Property/Casualty) – *Moved by Fogle, seconded by Liggett, motion carried.*
- c. Motion to Approve Resolution DDA 2015-10 A Resolution Approving an Agreement with CIRSA for Workers Compensation Coverages – *Moved by Fogle, seconded by Caldwell, motion carried.*
- d. Motion to Approve Resolution DDA 2015-11 A Resolution of Commitment to the CIRSA Loss Control Standards (Workers Compensation) – *Moved by Fogle, seconded by Liggett, motion carried.*
- e. Motion to approve (deny) the LDP-DDA Façade Improvement Program as submitted through the Loveland Downtown Partnership; recommend DDA administration of the Façade Improvement Program through Interagency Agreement with LDP, and request staff and legal work on Interagency Agreement – *Moved by Caldwell, seconded by Fogle, motion carried.*
- f. Motion to recommend to the City Council the formal appointment of Joe Goacher to serve the remaining term currently held by Dionne Liggett, as Board member and Vice Chairperson through June 30, 2017; and further to accept his resignation from his current Board position expiring June 30, 2016, and further to direct the Interim Executive Director to contact the list of previous candidates for the DDA Board and identify interested applicants; to convene an interview panel including Chair Caldwell, Board Member/Councilmember John Fogle, and the Interim Executive Director to conduct interviews – expected after the first of the year, and bring recommendations for consideration of appointment to the full DDA Board, and formal appointment by the City Council – *Moved by Fogle, seconded by Rutledge, motion carried.*

**STAFF & EXECUTIVE DIRECTOR REPORT:**

Wedding-Scott discussed the upcoming board planning workshops, board orientations, election debriefing, and LURA façade grant agreements with Dark Heart & Verboten Brewing.

**LIAISON REPORTS:** None

**OTHER MATTERS:** None

**UPCOMING MEETINGS/AGENDAS:** See 2016 calendar

**OTHER MATTERS:** Cook advised that she will be on vacation from January 30-February 4, 2016.

**ADJOURN:** Moved by Liggett, seconded by Caldwell, motion carried. Meeting was adjourned at 8:15 p.m.

Respectfully submitted

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Sharon Rae Cook  
Secretary/Treasurer, Loveland DDA Board

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Date