

**Loveland Downtown Partnership
Meeting Minutes – December 14, 2015**

A meeting of the Loveland Downtown Partnership (LDP) Board of Directors was held at 8:00 a.m. on December 14, 2015 at the LDP-DDA Offices, 350 N. Cleveland Ave., Loveland, CO.

CALL TO ORDER: Chair Devereaux called the meeting to order at 8:00 a.m.

ROLL CALL:

Present:	Rutledge, Cox, Johnson, McCloughan, Lelchook, Davis, Devereaux, and Clark (non-voting)
Absent:	None
Staff:	Wedding-Scott, Interim Executive Director and Warren, Administrative Asst.
City Employee:	Mike Scholl
Legal Counsel:	N/A
Guest(s):	Harrison Hand, Resident

APPROVAL OF MINUTES:

Davis moved to approve the minutes of the November 23, 2015 meeting; Cox seconded, the motion carried.

PUBLIC COMMENT: None

PARTNERSHIP FUNDING REQUESTS: None

TREASURER’S REPORT (Davis): Davis advised the board that the final payment of \$100,000 was received from the City, and assuming all expenses are in as expected through year end - she is anticipating a possible \$154,000 fund balance carrying forward into 2016. Wedding-Scott noted that the budget anticipated a carry-forward of \$111,600. Directors thanked Davis for her work throughout the year.

PRESENTATIONS/UPDATES:

South Catalyst Project. Mike Scholl, Economic Development Manager presented an update on the South Catalyst Project. Scholl advised that the City received two proposals in response to the Developer RFP. A team has been selected to review the proposals and interview developers – including Rutledge, Cox and Wedding-Scott. Board directors Fogle (DDA) and Clark (LDP) are representing the City Council on the team. It is expected that an announcement of the successful proposal will be mad in mid-January.

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ACTION ITEMS:

2016 Service Agreement. Wedding-Scott provided an overview of the revised 2016 Services Agreement between the LDP and City of Loveland. It is expected the Agreement will be approved by City Council via resolution on a future consent agenda.

McCloughan moved to approve the 2016 Service Agreement - pending City Council approval - seconded by Cox, motion carried.

STAFF AND EXECUTIVE DIRECTOR REPORT:

Night on the Town. Wedding-Scott/Warren gave an update on the January theme for the Night on the Town – January 8th – “All Shook Up” a tribute to the Life and Spirit of Elvis Presley.

Downtown Parking. Wedding-Scott advised that she has been working with City officials on downtown parking. An issue about parking signage has prompted a City request for volunteers to map downtown signage (inconsistencies). Lelchook volunteered to assist. Wedding-Scott will follow up.

DDA Election Debriefing & Strategy Session. Wedding-Scott discussed the possibility of scheduling an election debriefing and strategy session and inviting community members to participate. The session will be held in January.

Building & Fire Department. Wedding-Scott indicated that she had been meeting with City fire and building officials and will be working together over the next year to streamline downtown development projects.

2016 Director Elections/Officers. Wedding-Scott advised that there will be an “annual meeting” scheduled for January 11, 2016. According to the Bylaws, the Chair (Devereaux) will be vacated and Devereaux will become the Past-Chair serving the balance of his initial term to January 2017. Chair-Election (Johnson) automatically ascends to the Chair position, serving one year. The initial director appointments for Cox, Rutledge and McCloughan will be open – however, all three directors have indicated a desire for appointment into a four-year term ending January 2020. Appointments will be made at annual meeting, unless there are any concerns. *The Board concurred to move forward with the appointment of all three directors.*

In addition, officer elections are to be held at the annual meeting. Cox (Secretary) and Davis (Treasurer) have indicated a desire to continue in their elected positions. *The Board concurred to move forward with their respective appointments at the annual meeting.*

Davis nominated McCloughan for the position of Chair-Elect. *The Board concurred to move the appointment forward to the annual meeting.*

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AGENDA ITEMS FOR FUTURE MEETINGS: Wedding-Scott reviewed upcoming agenda matters, including:

- Interagency Agreement with DDA
- Sub-Lease Agreement w/DDA, DLA and Chamber
- Presentation – Larimer County Assessor’s Office – Property Tax TIF
- Business Breakfast – “Disruptive Behaviors”

Study Session: The business meeting concluded, and the board went into the first in a series of Strategic Planning sessions – discussing vision, mission and action plans for 2016 and future years. No formal actions were taken. The second session is scheduled for January 11, 2016 after the conclusion of the annual/regular meeting.

Adjourn: The meeting was adjourned at 11:48 a.m. and followed by a Joint Board’s holiday luncheon.

Respectfully submitted,

Jim Cox
Secretary, Loveland LDP Board