

**Loveland Downtown Development Authority (DDA)
Meeting Minutes – Regular Meeting
February 22, 2016 6:30 p.m.**

A meeting of the Loveland Downtown Development Authority Board of Directors was held at 6:30 p.m., on February 22, 2016 at the LDP-DDA Offices, 350 N. Cleveland Ave., in Loveland, CO.

1. Call to Order:

Chairman Caldwell called meeting to order at 6:31 p.m.

2. Roll Call:

Present: Rutledge, Donnelly, Caldwell, Fogle, Goacher, Cook

Absent:

Staff: Wedding-Scott, Interim Executive Director; Poplaski, Admin. Coordinator

City Staff: Leah Browder, Public Works Director; Mike Scholl, Economic Development for City of Loveland

Legal Counsel: None

Guests: Mark Grundy, Shannon Doyle, Guy McConnell, Melanie Crandall, Harrison Hand

3. Public Comment: Mark Grundy, Building Owner commented on how he would like the DDA to continue to do more Downtown. Guy McConnell, Owner of Laughing Leprechaun (Meadery – fermented honey) commented that he is in Loveland to help make a vibrant Downtown. Shannon Doyle introduced himself as the lead Architect for the Laughing Leprechaun façade project. Loveland resident Harrison Hand commented on how he would like to see the Downtown District grow. Melanie Crandall introduced herself as a homeowner within the DDA boundary.

4. Approval of Minutes: *Goacher moved to approve the meeting minutes from the January 25, 2016 and February 8, 2016; Fogle seconded the motion; the motion carried.*

5. Presentations/Updates:

Guy McConnell, Laughing Leprechaun, described the Meadery project and noted that his Meadery will be regulated as a winery with a European Irish ambiance. Shannon Doyel presented the Laughing Leprechaun project design. The façade will maintain the historical significance of the building while making the necessary renovations. *Donnelly moved to approve the Laughing Leprechaun Façade for the amount not to exceed \$31,250 and the recommendation of application to the LDP, Fogle seconded the motion, the motion carried.*

Downtown Public Infrastructure Summit: Postponed.

Wedding-Scott advised that the strategic plan presentation has been postponed due to Sheryl Trent's absence.

Pulliam Building/South Catalyst Project (Mike Scholl, Economic Development): Scholl, City Economic Development Manager, shared the Pulliam presentation that he made to City Council in early February. Scholl indicated the City now owns the Pulliam building. The building currently has no air conditioning or HVAC system and the plumbing is out of date. The City is currently trying to

determine the future of the building, including potential costs of renovation, and potential use. Scholl presented the options under review by City Council. (Option 1: Status Quo, Option 2: Minimal effort for lease rental – removal of chairs and sprinkler system. Option 2a. Extensive remodel – HVAC, elevator, Sound systems, lighting, chairs, floors, paint. Option 3: RFP for potential developers – building under lease agreement. Option 4: Close the building.) Scholl presented a brief video on a possible vision for the Pulliam renovation. Scholl requested funding from the LDP for a Marketing Survey to help refine options as the Pulliam project moves forward. Wedding-Scott advised the Pulliam building is on the DDA's Plan of Development and encouraged LDP collaboration on the project. *McCloughan moved to approve a \$5,000 contribution to the proposed Market Study, Rutledge seconded; the motion carried.*

6. Financial/Treasurer's Report (none)

7. Façade Grant Applications: None

8. Action Items:

Goacher moved to approve the designation of the Executive Director as the Safety Coordinator for the DDA., Rutledge seconded the motion; the motion carried.

Goacher moved to approve the Harassment Policy for the Loveland DDA., Rutledge seconded the motion; the motion carried.

Goacher moved to approve the Seat Belt Policy for the Loveland DDA, Rutledge seconded the motion; the motion carried.

Goacher moved to require that all current and future Directors of the Board participate in the elected official's liability training, and further certify that they have received the training. [Training Video: "In the Scope of Your Authority" will be provided], Fogle seconded the motion; the motion carried.

Board Vacancies: *Donnelly moved to accept the resignation of Jacki Marsh from the DDA Board effective immediately and to direct the Executive Director to immediately begin recruitment efforts for the temporary appointment through June 30, 2016, Goacher seconded the motion; motion carried.*

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

Wedding-Scott announced the Business Breakfast scheduled for February 24, 2016 from 7:30-9:00a.m. at Origin's Wood Fired Pizza and the Business Outreach meeting on Downtown Signage will be held February 29, 2016 from 1:00-2:00p.m. at the LDP|DDA office. Wedding-Scott announced that she was convening an election strategy advisory group, and that Matt Jenkins is currently working on a Master List of District constituents. Wedding-Scott advised the DLA (Downtown Loveland Association) presented their Strategic Plan to the LDP.

10. Liaison Report:

Rutledge announced that he will be removing himself from the negotiating committee with Brinkman Partners due to a conflict of interest with his organization. Cook offered to replaced Rutledge on the committee; the Board was in concurrence.

Donnelly announced an RFP was issued for a County building to be in Loveland. One of the five proposals is Brinkman Partners. The County building will house Motor Vehicle, Social Services,

Health & Human Services, the Workforce Center, Coroner's Office and Veteran Mental Health Services.

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

- Interagency Service Agreements (Pending)
- Sub-Lease Agreement with DDA, DLA & Chamber (Pending)
- Presentation – Larimer County Assessor's office – Property Tax TIF

12. **Adjourn:** Fogel moved to adjourn the meeting; seconded by Goacher; the motion carried.

The meeting adjourned at 8.48p.m.

Susan Cook, Secretary

Date