

**Loveland Downtown Development Authority
Meeting Minutes – June 27, 2016**

The regular meeting of the Loveland Downtown Development Authority Board of Directors was held at 5:00 p.m. on June 27, 2016 at the City of Loveland City Manager Conference Room, 500 E 3rd St., Loveland.

1. **Call to Order:** Chair Caldwell called the meeting to order at 5:02 p.m.

2. **Roll Call:**

Present: Rutledge, Caldwell, Steele, Cook, Donnelly

Absent: Fogle, Goacher

Staff: Wedding-Scott, Executive Director

City Employee: Shelley Aschenbrenner, Public Works; Cindy Mackin, Visitor Services Coordinator.

Guest/s: None.

3. **Public Comment:** None.

4. **Approval of Minutes:**

Donnelly moved to approve the meeting minutes from the May 23, 2016 meeting, Rutledge seconded the motion; the motion carried.

5. **Presentations/Updates:**

HIP Streets Signage Program and Implementation: Shelley Aschenbrenner with the City of Loveland Public Works Department and Cindy Mackin, City of Loveland Visitor Services Coordinator presented an update on the HIP streets Wayfinding signage program (attached). An RFP will be issued by Public Works for 13 new signs within the next two months, and the hope is the signs will be installed during the Fall.

6. **Façade Program & Updates:** None.

7. **Action Items:** Wedding-Scott advised the board that the DDA was not included in the City's Comprehensive Annual Financial Report for 2015 as a component unit and as a result, the State Auditor's Office requires an Exemption from Audit be completed. It requires a simple form be completed documenting zero revenues/expenditures and it will also require review and approval from the Board.

EXEMPTION FROM AUDIT (2015)

Rutledge moved to authorize the Executive Director to complete and submit the request for Exemption from Audit with the State Auditor's Office for fiscal year 2015, Cook seconded the motion; the motion carried.

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BOARD APPOINTMENTS

Donnelly moved to nominate to the City Council of the City of Loveland the Board appointment of Ray Steele Jr. to fill the unexpired 4-year term ending June 30, 2020, Rutledge seconded the motion; the motion carried. Steele recused himself from the vote.

Donnelly moved to nominate to the City Council of the City of Loveland the Board appointment of Sharon Cook to fill the unexpired 4-year term ending June 30, 2020, Rutledge seconded the motion; the motion carried. Cook recused herself from the vote.

PLAN OF DEVELOPMENT

Donnelly moved to recommend approval of the DDA's Revised Plan of Development to the City of Loveland City Council, Cook seconded the motion; the motion carried.

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

Update (Election, Communication, Branding, Development):

Wedding-Scott announced the July 25th Joint Strategic Planning session has been cancelled and will be rescheduled for some time in August. A Doodle Poll is being conducted to identify dates. Also an informational event is being planned for major downtown property owners in the downtown on July 18th at Generations Wine Bar.

Wedding-Scott also advised the Board that the Loss Control Audit was completed by CIRSA on June 15, 2015 and the DDA received a 100% score.

9. Other Matters: None.

10. Liaison Reports: None.

11. Agenda Items for Upcoming Meetings: None.

12. Adjourn:

Donnelly moved to adjourn the meeting, Rutledge seconded the motion; the motion carried.

The meeting adjourned at 6:15 p.m.

Sharon Rae Cook, Secretary/Treasurer

Date