

**Loveland Downtown Partnership
Downtown Development Authority
Meeting Minutes – March 5, 2018**

**A Joint Special Meeting of the Loveland Downtown Partnership (LDP) and the
Loveland Downtown Development Authority (DDA) Board of Directors
was held at 3:00 pm on March 5, 2018, at the
LDP-DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **CALL TO ORDER:** Chairs McCloughan (LDP) and Cook (DDA) called the meeting to order at 3:00 p.m.

2. **ROLL CALL:**

Present:

DDA – Caldwell, Cook, Devereaux, Fogle, Steele

LDP – Clark, Cox, Devereaux, Lelchook (3:03 pm) McCloughan, Steele, Turner

Absent: Davis, Donnelly, Patterson

Staff: Rosenberger, Executive Assistant

City Employees: None

Guests:

Business Alliance – Janna Flores, Jules Giles, Jeff Noffsinger; Gary Rechnitz; Ralph Trenary; Steve Olson

Presenter: Drew Gorgey, Peckham & McKenney, Inc.

3. **Discussion / Action Items:**

Chair McCloughan advised that a contract to develop a candidate profile for the Executive Director recruitment had been distributed to all board members for review and that it was necessary for the LDP to approve the contract for services.

Action Item 1: Professional Services Contract

Cox moved to approve a Professional Services contract with Peckham and McKenney for management services, specific to the recruitment of the Executive Director position; seconded by Steele; the motion carried.

4. **Presentation:**

Gorgey opened the presentation with a background of his education and experience. He displayed a sample of a mailing solicitation for the position of Executive Director, reviewed the time-line and procedure for the search process (including advertising and review of candidates), and advised that the deadline for candidate submission is April 30. He advised he will return to meet with the Board members at their regular meetings on May 14 (to present recommended candidates in an Executive Session) and on May 21 (to present final candidates in an Executive Session). Gorgey reported he had met earlier with City staff, Board chair members, LDP | DDA staff, and downtown developers. Based upon candidate profiles received at these meetings, he suggested the annual salary of

**Loveland Downtown Partnership
Downtown Development Authority
Meeting Minutes – March 5, 2018**

\$75,000 - \$105,000 be increased to a starting salary of \$80,000. McCloughan inquired of the Boards and Business Alliance leaders for their input or if there were any changes to the Job Description as submitted by Wedding-Scott. The Boards further discussed amending the time-line, benefits, and additional qualifications. Gorgey advised that the time-line presented was appropriate for the level of recruitment, and further based upon the information he received, he will provide a draft of the Candidate Profile and Marketing Brochure no later than March 16th as originally proposed.

5. Adjourn

Lelchook moved to adjourn the LDP meeting, Steele seconded the motion; the motion carried.

Steele moved to adjourn the DDA meeting, Caldwell seconded the motion; the motion carried.

The meeting adjourned at 4:09 p.m.

Jim Cox, LDP Secretary

Date

Ray Steele, Jr., DDA Secretary/Treasurer

Date