

**Loveland Downtown Partnership
Meeting Minutes – December 18, 2017**

**The Regular Meeting of the Loveland Downtown Partnership (LDP)
Board of Directors was held at 8:00 am on December 18, 2017,
at the LDP-DDA Offices, 350 N. Cleveland Avenue, Loveland, CO**

1. **CALL TO ORDER:** Chair Cox called the meeting to order at 8:07 am

2. **ROLL CALL:**

Present: Clark, Davis, Devereaux, Lelchook, Rutledge

Absent: McCloughan, Turner

Staff: Wedding-Scott, Executive Director; Rosenberger, Executive Assistant; Powell, Marketing Coordinator; Streich, Project Coordinator

City Employees: Mike Scholl

Guests: Troy Peterson and Dave Derbes (Peakstone Development); Mike Hoffman (Burgener Holdings); Randell Johnson (Infusion Architects)

3. **Public Comment:** None

4. **Presentations:**

Troy Peterson presented on the Heartland Mixed Use Project. He gave a brief description of the property's history and its new owner (Curt Burgener / Burgener Holdings), when the property was purchased (2015), recent dealings with the City (Development, Planning, and Fire Depts. and City Council), and then introduced Johnson (Infusion Architects). Johnson presented concept renderings of the proposed new building which will include retail/restaurant space on the main floor and four levels of residential leased apartments (47 units). He advised the building will be a cornerstone at the 4th Street / Lincoln intersection, it will maintain historical character with modern urban warehouse / loft architecture, may require a height variance (55 ft. limit), and that exterior materials will include commercial grade brick, metal and stucco. He advised that some parking for residents will be provided on site (approximately 21). Residents will also enjoy amenities such as decks and fire pits, and that it is a priority for the owner to be good neighbors with the Odd Fellows (I.O.O.F.) which owns and occupies the adjacent building. He explained Burgener has proposed incentives to the I.O.O.F. to promote good-will and mitigate perceived impacts. They are hoping agreement can be made soon.

After discussion, the Board expressed their enthusiasm to see this project developed in downtown Loveland.

Mike Hoffman presented an update on the Valentine Building. Hoffman advised the owner (Burgener Holdings) is working with the City on permits for both the front and rear facades; however, there have been problems with the building's foundation causing some delay. He advised the façades will include new windows, overhead doors, patio areas and handicap access, and further, they would like the project completed by February 9th, which is Fire and Ice weekend.

5. **Approval of Minutes:**

Devereaux moved to approve the meeting minutes of the Regular Meeting on November 20, 2017, Lelchook seconded the motion; the motion carried.

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6. Election of Officers:

Wedding-Scott advised the Board that the January 2018 meeting will be both a Regular and Annual Meeting and that new officers will need to be elected. Further, due to pending director vacancies, the Board will need to set a process for board recruitment and a timeline for interviews and appointing new directors. Wedding-Scott will convene the selection committee that was in place previously, including Lelchook, McCloughan, Davis and Clark to discuss approach and develop recommendations.

7. Action Items:

Action Item 1: Agenda Revisions / Executive Session

The Chair polled the Board to add an Executive Session for Contract Negotiations immediately after **Item 12. Liaison Reports**, and further, the Chair recommended the following modification to the Agenda: **Item 6. Resignation of Director** be moved to the end of the meeting as its final Item for discussion before adjourning.

Davis moved to add an Executive Session and move Item 6. Resignation of Director to the end of the Agenda, Lelchook seconded the motion; the motion carried.

Action Item 2: Amendment to Bylaws – Exhibit A (Revised DDA Boundaries)

Due to time constraints, the Board decided to postpone discussion of the Amendment to Bylaws until the next Regular meeting.

Action Item 3: Services Contract for Trash Consolidation

Scholl advised the Board that City Council recently allocated \$98,000 in LURA funds for specific downtown public improvements, including sidewalk repair, electrical upgrades, and trash consolidation (including alley cleanup). He presented a Services Contract between the LDP and the City of Loveland regarding coordination and creation of a process for the trash consolidation of Sweetheart Alley (copy of Services Contract on file).

Wedding-Scott advised that monies set aside for trash consolidation could also be used for the design of a permanent trash enclosure in Back Stage Alley and other downtown alleys as the budget permits. Further, if the Services Contract was acceptable to the Board and entered into, the 2018 Proposed Budget would need to be amended to show an increase of revenue from the Services Contract; however, expenses would offset that revenue to the same amount

Lelchook moved to approve the Services Contract between the LDP and the Loveland Urban Renewal Authority and authorized the Executive Director to execute the contract for an amount not to exceed \$24,582 (2018 Revenue budget line item), and to coordinate efforts with the City of Loveland as set forth in "Exhibit A – Services" to the Contract, and further authorized the Executive Director to revise the LDP Budget accordingly, Davis seconded the motion; the motion carried.

8. Finance / Treasurer's Report:

Davis presented the unaudited Statement of Financial Position, Statement of Activity, and YTD Budget report for the period November 30, 2017 (reports on file).

Devereaux moved to approve the unaudited Treasurer's Reports for the period ending November 30, 2017, Lelchook seconded the motion; the motion carried.

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9. Façade Program and Updates:

Wedding-Scott reported on the Façade Program / Development Projects and advised that Loveland TapHouse recently received its permit to begin construction and that she is still waiting for a façade application from the property owner for the new project, Miss Daisies BBQ. Further, Façade Reimbursement Agreements were presented to the owners of the Gressiwick (who have a few questions regarding it) and the Black Steer (awaiting response from Eslan); in addition, the El Centro building was recently sold and the new owner, Jim Hargrave, is moving quickly to demo and remove trash from the former pawn store, and also signed a lease with Mo' Betta to expand its restaurant. She advised Hargrave is interested in the Façade Reimbursement Program and is looking at historical grants or tax credits, if available.

10. Staff & Executive Director Reports:

• **Developments Update (Scholl) -**

The Foundry: Scholl provided an update on The Foundry project and reported on the rapid progress of the parking garage with a crane being used to piece the 80' sections together; the movie theater has signed their lease, closed on its finances, and will start construction in February. Further, the City is planning a celebration around Valentine's Day regarding the Foundry's progress and will also announce the hotel very soon. In addition, two Rotary clubs have approached the City with offers to install commemorative features, including an anniversary clock (by Loveland Rotary) and a water feature depicting their mission to end polio worldwide (by Thompson Valley Rotary). Wedding-Scott advised she was invited to review art work and to help select artists who will be commissioned by the Visual Arts Commission to create and display their art on the parking garage.

The Pulliam: Scholl provided an update on The Pulliam and reported that bids were opened last Thursday; however, they were too high. The scope of work will be revised for rebid and, further, the project now falls under the Public Works department.

HIP Streets Master Plan: Scholl provided an update on HIP Streets and reported that the updated Master Plan was recently approved by City Council, resulting in it being an official policy document. He voiced his opinion that there is not necessarily a parking problem (lack of spaces) in the downtown district, however, it is a parking management problem. Walker Parking Consultants has been enlisted to prepare a demand analysis of the downtown's parking areas and how best to manage the public spaces.

Other: Scholl advised that a contract between LPR Construction and the City regarding the purchase of the County Building and negotiations related to the parking lot was recently approved, and that they anticipate final closing by the end of January.

• **Communications / Other (Wedding-Scott) –**

Wedding-Scott reported that a joint Strategic Planning Session with the DDA | LDP Boards and Business Alliance leaders will be held on February 19th and that Sheryl Trent will direct the session as 2018 visions are discussed and goals updated. She advised Trent will contact each Board member for their input on structuring the Planning Session and that the Business Alliance leaders will be invited. Clark requested a Notice of the Planning Session be sent to all.

Wedding-Scott advised that, as a result of last year's participation in the Heart Safe Community and hosting free CPR training, Thompson Valley EMS is providing a free AED which will be installed in the LDP | DDA offices with access to it from 4th Street, and further, she confirmed with the insurance carrier that the LDP is protected from liability based upon the Good Samaritan rule.

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Wedding-Scott asked the Board to recall Katie Butler's (Otis, Bedingfield & Peters) presentation last month and that the law firm's board had met and agreed upon crediting the LDP \$2,000 as a result of unnecessary copyright work. She also advised that City Council recently approved the LDP's 2018 Services Contract, and that the DDA's 2018 \$0 Budget will be presented on December 19th.

Wedding-Scott introduced Abby Powell and Korey Streich, two new part-time employees to fill the positions of Marketing Communications Coordinator and Project Coordinator, respectively. And, in conclusion, she directed the Board's attention to the other events behind held in the Downtown District during the holidays and that certain 2018 Regular Board Meetings will fall on holidays.

11. **Other Matters:** None

12. **Liaison Report:** Dave Clark - City Council

Clark advised that the City has formed a subcommittee to review the budget process in order for the budget to be better understood by both City Council and the public. He reported on the I25 widening project and that the second request for bids were also overbudget; however, there are funding options and the project is still on track for a 2021 completion. He reported the City Council will be on their annual retreat beginning January 27th.

13. **Executive Session – Contract Negotiations**

TIME: 9:40 – 10:38 am

Davis moved to approve the Loveland Downtown Partnership move into Executive Session for a contract matter; seconded by Lelchook; the motion carried.

The Chair re-opened the meeting at 10:38 a.m.

14. **Resignation of Director / Officer:**

Wedding-Scott reported that Rutledge has submitted his resignation as a director of the LDP and DDA Boards and as Chair-Elect to the LDP, making this his last meeting. Rutledge commented his resignation is for personal reasons; he thanked the Board for the opportunity to have served and wished the Board the best.

Davis moved to accept the resignation of Doug Rutledge as a director of the LDP and as the Chair-Elect, effective at the conclusion of the meeting; seconded by Lelchook; the motion carried.

15. **Agenda Items for Upcoming Meetings:** None

16. **Adjourn:**

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

The meeting adjourned at 10:40 am.

Jim Cox, Secretary

Date