

**Loveland Downtown Partnership
Meeting Minutes – September 17, 2018**

**The Regular Meeting of the Loveland Downtown Partnership (LDP)
Board of Directors was held at 8:00 am on September 17, 2018,
at the LDP | DDA Offices
350 N. Cleveland Avenue, Loveland, CO**

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

2. **ROLL CALL:**

Present: Clark, Cox, Davis, Lelchook, McCloughan, Steele, Jr.

Absent: Devereaux, Turner

Staff: Hawkins, Rosenberger, Streich, Powell

City Employees: Mike Scholl

Guests: Paul and Teresa Mueller

3. **Public Comment:** None

4. **Approval of Minutes:**

Davis moved to approve the meeting minutes of the Regular Meeting on August 20, 2018, Cox seconded the motion; the motion carried.

5. **Finance / Treasurer's Report:**

Davis presented the unaudited Treasurer's Report for the period ending August 30, 2018 (on file). She advised the LDP received the 3rd installment of \$100,000 from the City of Loveland.

Cox moved to approve the unaudited Treasurer's Report for the period ending August 30, 2018, Steele, Jr. seconded the motion; the motion carried.

Paul Mueller and Teresa Mueller, (Mueller, Pye & Associates), presented to the Board the 990 Annual Income Tax Return for the year 2017 (copy on file). They advised the Return was filed in May but not presented to the Board in the absence of an Executive Director. And further, they recommended the LDP prepare and institute a records destruction and retention policy. Following presentation, the Board had no questions; however, it was disclosed that both a whistle blower policy and records destruction and retention policy were adopted in October 2017.

Cox moved to approve the 2017 IRS 990 Tax Return as prepared by Mueller, Pye & Associates and further ratified the action taken by the Board Treasurer to sign and authorize the document be filed with the IRS; Davis seconded the motion; the motion carried.

6. **Discussions / Action Items**

4th and Garfield Project / Bond Task Committee. Hawkins reported the owner is ready to begin their project but is waiting for certainty from the DDA regarding the TIF program. He advised the Bond Task Committee and the City (Scholl / Krcmarik) are meeting this afternoon to review the pro forma worksheet using actual numbers provided by the owner. Hawkins reported he and the Committee are meeting with the Fort Collins DDA this week and will also meet with other neighboring DDAs.

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Fire Suppression Program. Hawkins reported on his meetings with the City on a proposed Fire Suppression System Grant Pilot Program (copy on file). He explained the City will provide funding to the LDP which would be responsible for contracting and administering it but that all technical dealings would be provided for by the City. A formal presentation will be scheduled for the October board meeting. Scholl commented this is a collateral opportunity for property owners to make an investment in their buildings and receive financial support from the City and that the pilot reimbursement program is for three years. After discussion, the Board concurred that Hawkins move forward with the program.

Programming at New Foundry Plaza. Hawkins reported on his meetings with the City (Scholl), Powell, and Brinkman (Jay Hardy) to discuss plaza programming. A formal presentation will be scheduled for the October board meeting.

7. Developments, Executive Director & Staff Reports:

- **Developments Update (Scholl)**

The Foundry. Scholl provided an update on The Foundry and reported the parking garage is now partially open and a full opening is projected in November (previously October). He advised that the Patina Flats residential units on Lincoln are 80% occupied, the developer is waiting for a CO for the residential units on Cleveland, and there will be an announcement within the next few weeks who The Foundry retail anchor tenant (a restaurant) will be.

Heartland Corner. Scholl advised a pro forma worksheet has been developed and will be a tool for every project going forward. Additional information will be presented at the October board meeting.

The Pulliam. Scholl provided an update on The Pulliam and reported that site work has started with more activity in the coming months; Fransen Pittman was selected as the contractor for the restoration's first phase; and he advised the Pulliam Community Building Foundation is continuing to seek pledges for its campaign.

Cleveland & 6th Street. Scholl reported the County will be vacating the building in November and that Longbow has begun the permitting process.

- **Communications (Hawkins)**

Strategic Planning Session. Hawkins advised he is developing a presentation for the City Council Planning Session scheduled for November 13th and that he will have more to report in October.

- **Facades and Projects / Business Alliance Updates (Staff)**

The Board received update sheets by Streich and Powell (on file).

Streich reported on the following: the planter program is complete; a façade reimbursement payment will be made to AKA Kitchen upon submission of their receipts; the Gressiwick has requested an inspection as their façade work has been completed; and there is \$30,290 left in the façade budget. Hawkins commented that Artspace has indicated interest in the façade reimbursement program.

Powell reported on the following: she is hiring an intern through the Aims Workstudy program to assist with a database and the website; print advertising is on-going with the passport being recently distributed and hop.skip.jump parking cards reprinted; she is working on a new concept for the Alley Lights Concert and is now focused on Festival of Lights and working with the City to install lights on

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all trees along 4th Street from Garfield to Washington. She advised the next Business Alliance meeting will be on September 26th with a lunch served at desk chair, followed by tours of the Foundry, and she is continuing to seek sponsors for both holiday lighting and to offset the Advertising and Marketing budget which promotes downtown Loveland. Powell is also working on bringing local artists groups together with Suzanne Janssen leading the process to create a Colorado State Creative District.

8. Liaison Report: Dave Clark - City Council.

Clark reported on his recent involvement with the Youth Advisory Board and how the youth are promoting positive peer pressure. He also advised that the City budget continues to be a priority for City Council and they are working towards creating a dash board to make reviewing the budget easier.

9. Executive Session:

McCloughan advised there were no matters to discuss in Executive session.

10. Agenda Items for Upcoming Meetings: None

11. Other Matters: None

12. Adjourn:

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

The meeting adjourned at 9:14 am

Debbie Davis, Secretary/Treasurer

Date