



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

January 17, 2018 | 7:30AM– 9:00AM

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

Attendance: All present except Sean Pike. **Staff:** Matt Ashby, Patti Garcia. **Guests:** Wes Levenchi.

Approved Minutes

- A. Call to Order** **7:30AM**
- B. Roll Call
- C. Public Invited to be Heard (*3 Minutes Per Person*) *None.*
- D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
KM Moved to approve. DK seconded. Motion approved unanimously as presented.
- E. Executive Session for the purposes of:
- i. To discuss the purchase of 512 Ash Street, and receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402(4)(a) and (b); and
Moved by KM, Second by BP. Unanimously approved at 7:34AM.
 - ii. Regarding development of the Windsor Mill, to determine positions relative to matters that may be subject to negotiations, to instruct negotiators, and to receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402(b) and (e).
DK - Motion to exit Executive Session. Second - CPN. Approved unanimously. 8:19AM
- F. KEY INITIATIVES:** **8:15AM**
1. Backlot Boardwalk Update
 - i. Environmental Update, Consideration of Additional Environmental Studies.
Discussion: Board is pleased to have received the NAD. DS – We’ve done our due diligence on the environmental issues. CPN – if the State is happy and the prospective developer is happy, we should move forward. **Motion:** Accept the environmental report and remove the environmental objection for 512 Ash and pursue agreement with Town Board regarding the purchase sharing provisions discussed in Executive Session. **BP moved, second by CPN. Approved unanimously.**

Backlot – **Business owner meetings have been taking place.**
 - ii. Development Design Process Update
 2. Mill Project Update – **Waiting on more reporting.**
 3. District Expansion/Sustainability – **Matt to call Chris Ruff, schedule in conjunction with other meetings.**
- G. Approval of Minutes from the Regular Board of Directors Meeting December 10, 2017 – M. Ashby
CPN – Motion to approve. Second: BP. Approved unanimously.
- H. Report of Bills (Total invoices: \$33,811.83) – P. Garcia, M. Ashby
Patti Garcia provided an update. An end of year financial report will be provided next month.
- I. Executive Director’s Report – M. Ashby
Discussion on purchasing authority thresholds. Agreed to proceed as outlined in the ED report. Josh to draft for review at next meeting. Committee approval would be the same as full Board approval.

Note: Double Underlined items indicate attachments.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

Block Captains – Ayres to provide a monthly card to be ready for handout and discussion at the regular board meeting.

J. Purchasing Authority Thresholds Discussion – M. Ashby (*See above.*)

K. COMMITTEE REPORTS:

8:40AM

1. Marketing Committee –

i. Business & Customer Survey Results (Included in 1/10/18 Marketing Package)
Matt has started working with a PR company for a Press Release. Push in 3 separate press releases. Also working on creating a video highlighting business for social media. Matt to interview individual store owners. Staff to develop social media calendar.

ii. Wayfinding Project Update – Approval to Conclude work with UCD & Move forward with RFP. Staff to present draft RFP and conclude study.

Business After Hours – Look at coordinating a summer activity. Partnering with Brinkman and/or Blue Ocean. Chamber coordination. Ask Brinkman on the 26th when they might be available to present information. Kristie to then approach the Chamber. Good to demonstrate DDA support for Brinkman effort. Matt to follow up with Patti regarding State Event Permit.

Start work on Small Façade agreement provisions. (IE Lower in total investment, but higher match from the DDA.)

L. COMMUNICATIONS & NEWS:

M. Adjourn

9:00AM

DK: Motion to adjourn. Second: CPN. Approved unanimously at 9:18AM.

Main Street Conference – Barbara – Call Hotel Phillips – 816.221.7000 - in Kansas City MO to see about Dan parking his truck. Is there a surface lot available or is it parking structure? It measures 101” tall by 236” long, 83” wide.

Note: Double Underlined items indicate attachments.