



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

January 16, 2019 | 7:30AM– 9:30AM

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

Attendance: Kristie Melendez, Dan Stauss, Brent Phinney, Heidi Washburn, Sean Pike, Dean Koehler.

Excused: Dan Brunk. **Staff:** Matt Ashby, Josh Liley. **Guests:** Jay Hardy, Bill Wells (Brinkman), Lauber

Approved Minutes

A. Call to Order 7:30AM

B. Roll Call

C. Public Invited to be Heard (*3 Minutes Per Person*)

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board - Approved as presented. KM, DK. Unanimously.

E. Executive Session for the purposes of:

Regarding redevelopment of the backlot properties:

1. Consideration of financial documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, pursuant to C.R.S. 24-6-402(4)(g); and
2. 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 (4)(b) and (e).

BP - Motion: Enter into Executive Session. Second - KM. Approved unanimously at 7:36AM.

Brinkman Reps departed 8:28AM.

HW – Motion: Close Executive Session. Second – DK. Approved unanimously at 9:28AM

Loveland Foundry Tour Follow Up

F. KEY INITIATIVES: 7:45AM

1. Mill Project Update – None.

MA – Get a rep to attend March or April meeting.

2. Backlot Boardwalk Update

- i. 512 Ash Street – Parking Lot Conditional Use Permit Process, Environmental Study Discussion included direction for a small committee to move forward with meetings with Brinkman and Town representatives to finalize a recommended approach to incentives. Dan Stauss and Brent Phinney were named as reps to attend. The remainder of the board would be updated via special meetings after the small group discussions.

MA – Schedule meetings with Brinkman/Town.

3. District Expansion/Sustainability – No Updates

G. Approval of Minutes from the Regular Board of Directors Meeting December 19, 2018 – M. Ashby – DK - Moved to approve as presented. Second – SP. Approved unanimously.

H. Report of Bills & Financial Report – M. Ashby

MA: Double Check on the Xcel bills on 512 Ash. Account transfer and remaining. DK - Motion: Approve. Second - SP. Approved unanimously.

MA: Provide breakdown on the November Ayres Invoice.

Note: Double Underlined items indicate attachments.



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- I. Executive Director's Report – M. Ashby
- i. Cottage Plan RFP Update – Matt presented a summary of the 4 proposals that were received. Each had positive attributes. Ultimately the DHM Design proposal fit the RFP most effectively with tailored outreach and a strong focus on design sketches. It was also the low bid. Colorado Main Street will be paying for the project, valued at approximately \$30,000. The Board directed Matt to move forward with confirming the selection.
 - ii. Crosswalk Project Update, Planting Design – Initial design concepts presented. The board directed to pursue efficient maintenance balanced with as much color as possible. Good feedback on the initial crosswalk concepts to complete low cost and easy improvements soon.

J. COMMITTEE REPORTS: 8:30AM

1. Marketing Committee at Noon
Staff will work with Wendy to consolidate newsletter with her and to have monthly updates sent out. Will also work on Social Media Calendar.

- K. Wayfinding Update (45 Mins) – K. Cypher
Kristin was unable to attend the meeting but available on call. Board identified need for cost estimates, mapping. Need info to start working with partners. (UPDATE: Kristin will be refining the designs and will phase implementation between Town and DDA, and will identify potential grants for implementation.)

L. COMMUNICATIONS & NEWS:

~~Main Street Annual Review – January 23, 9:15–10:45AM~~ **POSTPONED**

M. Adjourn 9:30AM

DK - Motion to adjourn. Second - SP. Adjourned at 9:54AM.

Next Marketing Committee – 2/20 – Noon @ Toast

Note: Double Underlined items indicate attachments.