



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

May 16, 2018 | 7:30AM– 9:00AM

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

Approved Minutes

Attendance: Dan Stauss, Kristie Melendez, Cristin Peratt, Dean Koehler, Brent Phinney, Craig Petersen.

Excused: Sean Pike. **Staff:** Matt Ashby, Ian McCargar. **Guest:** Barry Wilson.

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 **DK - Moved to accept. Second - CPN. Approved Unanimously.**

E. KEY INITIATIVES: 8:15AM

1. Backlot Boardwalk Update

i. Development Design Process Update

Primary activity is working with the Legion. Little action has taken place on the other two blocks involved in the project.

Ian McCargar provided an update on the area of unknown ownership project to clear up the sliver of property adjacent to the DDA parcel. The Town has received approximately 7 waivers on the action indicating consent. In his discussions, there has been conversations regarding the historic use of the property. Although its desirable to secure additional waivers, but not required. Additional disclaimers may be able to be secured by providing additional design information. Because we're identifying a public purpose to the acquisition, the court would likely favorably review the request. Next steps would be to provide a good faith offer of assessment. Filing the motion would be delivered and a 28-day clock would begin allowing a response. Anticipated resolution would be near the end of the year.

Board discussed the option of providing assurances to the adjacent property owners confirmation of the use of the parcel. At this point, uses have not been defined other than the public uses. Communications are a critical element that can be prepared to be available for questions.

Matt: Request a concept from Brinkman for the Alley space.

Matt: Create project explanation focused on the alley improvements, how long the electrical undergrounding has been a priority.

ii. 512 Ash Street – *No Updates*

2. Mill Project Update

i. **General Updates** – Ian McCargar provided an update on the Mill incentives. Discussions have taken place with the developer. Drafts have been sent to the developer for review. Final drafts are anticipated to be ready for the Town Board to review on June 11 and would come to the DDA Board for consideration. Steps include the Incentive Agreement, the Façade Agreement, and an Updated IGA. The deadline for Certificate of Completion would be March 2020.

ii. Discussion that two members of the DDA would not be available for the regularly scheduled June 20th meeting. **Board expressed wishes to move forward with moving the regular meeting to June 13th at 7:30am.**

Note: Double Underlined items indicate attachments.



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3. District Expansion/Sustainability

- F. Approval of Minutes from the Regular Board of Directors Meeting April 18, 2018 – M. Ashby
KM – Motion to approve as written. Second – CPN. Adopted unanimously.
- G. Report of Bills (Total invoices: \$26,363.61) & Financial Report - M. Ashby
DK – Motion to approve. Second - CPN. Approved Unanimously.
- H. Executive Director's Report – M. Ashby
- i. Invoices & Billing Update
 - ii. Small Scale FIP
Matt provided an update on the small scale FIP concept. Program language to be drafted and brought to the board at the next meeting for review.
- I. Wayfinding Project
- i. Recommended Action
Matt provided an update on the interviews. One team provided a more technical approach. The other provided a very creative approach to wayfinding. The general discussion was favorable to the more creative approach. Staff followed up with checking references. CPN – The uniqueness of the approach is preferable in defining our downtown.

BP – Motion to Authorize the Chairman to pursue and execute a contract with CB Designs for Wayfinding not to exceed \$26,000. Second - CPN. Approved Unanimously.

J. COMMITTEE REPORTS: **8:40AM**

1. Marketing Committee – *Combined with Board meetings until further notice*
KM provided an update on the veteran's banners. We are still waiting for the Legion to provide the images of the veterans to create the banners.
Matt: Prepare a newsletter for early June. Look for Brinkman to include some information. Invite businesses to provide coupons at the Farmer's Market Table. The board directed Matt to complete sponsorship information for the \$500 level for both the Thursday and Saturday events. Two days to host a table should be July 19 (Taste of Windsor) and the August 23 (last weekend). Confirm with Luke B.
June 7th is the All-Town BBQ. Dan: place Sandwich Boards on the corners. Matt: Check on Rack Cards. Matt: Create schedule for Sandwich Board.

K. COMMUNICATIONS & NEWS:

L. Adjourn **9:00AM**

BP - Moved to adjourn. Second - CPN. Approved unanimously.

Note: Double Underlined items indicate attachments.