



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

February 21, 2018 | 7:30AM– 9:00AM

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

Approved Minutes

Attendance: Dan Stauss, Dean Koehler, Kristie Melendez, Sean Pike, Craig Petersen, Brent Phinney.

Excused: Cristin Peratt. **Staff:** Matt Ashby, Josh Liley, Ian McCargar. **Guests:** Wes LeVency.

A. Call to Order 7:30AM

B. Roll Call

C. Public Invited to be Heard (*3 Minutes Per Person*) **None present.**

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board **No edits. DK - Motion to approve. 2nd – CPN. Approved Unanimously.**

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
- ii. Regarding development of the Windsor Mill and the purchase of 512 Ash Street, 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).

Motion to enter into executive session – DK, Second – CPN. Approved unanimously.

Entered into Executive Session at 7:38AM.

Motion to close executive session – DK, CPN - Second. Approved unanimously at 8:02AM.

F. KEY INITIATIVES: 8:15AM

1. Backlot Boardwalk Update

- i. Consideration of an IGA with the Town Regarding Funding for the Purchase of 512 Ash Street
JL provided an overview of the IGA with provisions to fold the property into the Backlot plan. There is an expectation that the DDA will proceed with the demolition of structures on the property. The DDA would receive \$257,500 from the Town as well as one half of demolition costs. If development does not take place within ten years. Note a change in Section D to reflect a change to \$25,700 to reflect the actual change. **DK - Motion to approve the IGA reflecting the correction of the annual repayment amount in section D.3. to reflect the total contribution at a rate of \$25,750. BP - Second. Approved unanimously.**
- ii. Waiver of Funding and Environmental Contingencies under 512 Ash Street Contract.
Discussion: JL assuming the Town approves the IGA next week, we would like approval of the DDA to waive contingencies. **BP - Motion to authorize attorney to execute contingency waiver subject to the Town Board approval of the IGA. Second - CPN. Approved Unanimously.**
- iii. Development Design Process Update
The DDA is continuing to work with Brinkman. An appraisal was requested for the Legion property and cost would be estimated at \$3000. Craig indicated that he would be in support of expending \$1500. **CPN - Motion to pay for half of the appraisal up to \$1500 for the Legion property. Second - DK. Approved unanimously.**

Note: Double Underlined items indicate attachments.



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Additional support was requested by Brinkman to provide analysis of the financial impacts of residential development to the DDA tax base. DS – Question as to whether we would be able to reuse the information from this financial study. We would want to confirm that the DDA would have the ability to use the information in the future for this shared cost. JL – Yes, it could be reused as this element was covered in the original agreement. DS – This information could help us in analyzing the Mill as well. The residential information would help us to demonstrate the benefit of the development on the businesses in the DDA. JL – The motion should include that authorizing the expenditure of up to \$5000 for a financial impact study and authorizing the Executive Director to execute agreements. **BP - Motion to approve the Executive Director to authorize financial studies of the impact of the Backlot development on the tax base of the DDA for an amount up to \$5,000 Second - CPN. Approved unanimously.**

2. Mill Project Update

The financial analysis of the revised Mill Project is anticipated soon. Staff should work with the Town to set up a joint worksession to review updated plans and financial impacts. **Work with the Town to establish the work session.**

3. District Expansion/Sustainability

Meeting with property owner Scheduled.

G. Approval of Minutes from the Regular Board of Directors Meeting January 17, 2017 – M. Ashby
KM - Motion to approve minutes as presented. Second - BP. Approved unanimously.

H. Report of Bills (Total invoices: \$3,337.50) – P. Garcia, M. Ashby
DK - Motion to approve as presented. Second - CPN. Approved unanimously.

I. Executive Director's Report – M. Ashby
Wayfinding update. Matt provided an overview of the Study that was received. The RFP has been drafted. Staff would like direction on how to proceed with the formal construction plan. KM – This is a larger issue than just the DDA. Other partners would likely want to be included in the discussion. **Make sure that there's a portion of the study that acknowledges discussions with other partners.** Part of the scope should include a small scale, a medium scale, and full scale phased incremental implementation. Include a request to estimate the cost split between Downtown and the remainder of Town. **Make updates for review at the next Marketing Committee meeting.**

Main Street application for higher tier of membership is nearly ready. Board is comfortable with and directed staff to **moving forward with submitting application.**

J. Bylaws Changes (Limited Executive Director Purchasing Authority) – M. Ashby
JL provided an overview of the suggested changes. This would provide a spending authorization of up to \$500 for the Executive Director. Up to \$2,500 would require approval of the Chair. Over \$2,500 would still go to the full Board for a decision.
CPN - Motion to adopt section 5.5 to the bylaws as presented. Second – DK. Approved unanimously.

K. **COMMITTEE REPORTS:**

8:40AM

1. Marketing Committee –

Note: Double Underlined items indicate attachments.



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- i. Business Survey Press Releases – **Execute press releases. CPN moved to work with Concept to Copy for updates to social media for \$100/month. Second - DK. Approved unanimously.**
 - ii. Wayfinding RFP
 - iii. Parking Update – **Please add to the standing Marketing Committee. Crosswalk treatments – The Town Board needs information highlighting key corridor concerns. Regional Director is retiring and wants to meet before he leaves. Might be good to revive the parking committee and get additional volunteers.**

L. **COMMUNICATIONS & NEWS:**

Block Captains – **If there's any way to add key contacts to the map, that would be great.**

M. **Adjourn**

9:00AM

BP - Motion to adjourn. Second - CPN. Adjourned at 9:15AM

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