



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

August 21, 2019 | 7:30AM– 9:00AM

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

DRAFT MINUTES

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

Excused: Dean Koehler. **Staff:** Matt Ashby, Josh Liley. **Guests:** Starr Hudson

A. Call to Order 7:30AM

B. Roll Call

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

Starr Hudson – Hudsons Bay Salon. South 65-feet of her lot was split off in 1967 and landlocked her property. An easement was not been recorded. As the Post Office has grown, there has been parking sprawling over several private properties. She has contacted several local and federal officials. The situation is becoming more tense. Often has to move the heavy carts to get in and out. Has hired an attorney. The landowner won't approve the prospective easement. She has run into roadblocks at all ends and is wanting to make certain the DDA Board is aware, in case there is anything that can be done. Ms. Hudson provided a written summary and a letter provided to Ken Buck. KM: A formal request for improvements has been submitted to the Post Office. Pressure could be applied. Post Office has indicated there will be changes. HW: We agree that there needs to be something done. KM: We can continue to champion the cause and voice our opinion.

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board.
Motion to approve BP, Second DB.

E. EXECUTIVE SESSION: 7:45AM

Executive Session for the purposes of:

Regarding redevelopment of the backlot properties in collaboration with the Town and Brinkman:

1. To determine positions relative to matters that may be subject to negotiations, to develop strategies for 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).

Motion: Enter into Executive Session at 7:56AM BP. Second -KM. Approved unanimously.

Motion: Close Executive Session at 9:03AM KM. Second BP. Approved unanimously.

F. KEY INITIATIVES: 8:15AM

1. Mill Project Update – M. Ashby

MA: Anticipated opening for the first two restaurants is in October. The brewery is under negotiation. KM: Mill Tavern first week in Oct. Cacciatori the week after.

Matt – Set up Tour.

2. Backlot Boardwalk Update – M. Ashby (Demolition process, Undergrounding, Alley Design)

- i. **Consideration of proposal for alley design from Russell-Mills Design**

Motion: KM Approve the proposal and Authorizing the Chairman to execute a contract not to exceed \$15,000.

Second: BP Approved unanimously.

3. District Expansion/Sustainability – No Updates

G. Approval of Minutes from the Regular Board of Directors Meeting July 17, 2019 (No June Minutes) – M. Ashby

Motion to approve: BP. Second: DB. Approved Unanimously.

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

Note: Double Underlined items indicate attachments.



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I. Executive Director's Report – M. Ashby

1. 2020 Budget Schedule
2. Pedestrian Sign Installation – Anticipated week of September 9th
3. Wayfinding Update – Location Map

MA – Provide business listing periodically to the board to review and update. Quarterly.

MA – Circle back with the Town to take the lead on the Lodging Tax.

J. **COMMUNICATIONS & NEWS:**

1. Tuesday September 17 – Board Strategic Planning Retreat 5:00PM – 8:00PM
2. Monday October 16 – Budget Work Session with Town of Windsor – Time TBD

K. **Adjourn**

9:30AM

Motion to adjourn. BP. Second. HW.

Note: Double Underlined items indicate attachments.