



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

November 20, 2019 | 7:30AM– 9:00AM

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

Draft Minutes:

Attendance: Dan Stauss, Kristie Melendez, Dean Koehler, Sean Pike, Brent Phinney, Dan Brunk. Staff: Matt Ashby, Josh Liley. Public: None.

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 - Approved as presented. DK, BP. Approved unanimously.

E. KEY INITIATIVES: 7:45AM

1. Mill Project Update – None. Working with the developer on the final cost checks and façade easement recording. We are looking to pay out the public infrastructure funding in 2019. MA – Follow up on the property tax.

2. Backlot Boardwalk Update

i. Brinkman – Draft Agreements Status – MA – Presented information regarding the status of the draft agreements. Attorneys are scheduled to review on December 3. Anticipating DDA review at Dec meeting.

ii. DOLA Grant – Alley – Readying prep to submit. MA – Prep RFP for construction drawings.

iii. 512 Ash Utility Removal Costs – MA – Presented the anticipated costs. Xcel provided a cost of \$10,000. Check on the Undergrounding fund use. MA – Call Lucas McConnell regarding. John Thornhill regarding undergrounding account – who controls the fund?

3. District Expansion/Sustainability – No Updates

F. Approval of Minutes from the Regular Board of Directors Meeting October 16, 2019 – M. Ashby
Motion: Approve – BP, Second, DB. Approved unanimously.

G. Report of Bills (\$12,247.33) & Financial Report – M. Ashby

Motion: Approve DK, BP.

H. A resolution of the Board of Directors of the Windsor, Colorado, Downtown Development Authority recommending to the Town Board of the Town of Windsor the determining and fixing of the mill levy of the Windsor Downtown Development Authority for the fiscal year ending December 31, 2020 – Resolution – Motion to approve the resolution. KM, Second, BP. Approved unanimously.

I. A resolution of the Board of Directors of the Windsor, Colorado, Downtown Development Authority approving and recommending to the Town Board of the Town of Windsor the budget of the estimated amounts required to pay the expenses of conducting the business of said authority, and the appropriation of funds therefor, for the fiscal year ending December 31, 2020 – Resolution, 2020 Final Budget, 2020 Final Workplan – MA Presented updates to the budget and workplan.

Motion to approve 2020 Budget and Workplan. BP, DB Second. Approved Unanimously.

Note: Double Underlined items indicate attachments.



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Motion to approve the Resolution approving the Budget 2020. BP, Second, DB. Approved unanimously.

- J. A resolution of the Board of Directors of the Windsor, Colorado Downtown Development Authority supporting submission of an application by the Town of Windsor for Energy and Mineral Assistance Grants from the Colorado Department of Local Affairs for the backlots alley improvement program – Resolution Motion: Approve resolution. KM, BP second. Approved unanimously.
- K. Executive Director’s Report – M. Ashby
- i. Approval of the Conceptual Alley Design – MA presented the concept design in support of the Alley design. The contingency is requested to be increased to 15%. DA – Request update on the Erlich property. We should review what amount might be reasonable. Staff identify an offer. MA – Provide survey information and appraisal on thru lot to Dan Brunk.
Motion to approve the concept plan with removing parking and increasing contingency to 15%. – BP, Second KM. Approved unanimously.
 - ii. Approval of Chocolate Walk Event Assistance Proposal – Reductions of social media, timing on deadlines, no booth required. MA to get adjustments made.
 - iii. Consideration of closure of checking account – MA – Discussion of purpose of account. Motion – Close out the checking account and move back to the Town in our budget, with funds provided in a certified check made out to the Town of Windsor. DK. DB. Second. Approved unanimously.
 - iv. Board Terms Ending June 30, 2020: Pike, Brunk. MA – Discussion of when board limits are upcoming. KM – A good idea would be to invite candidates to attend a regular board meeting. DS – What’s the status of the IGA. Should we move forward with an extension? KM – It would be a good idea to make that request. DS – Requesting that Josh begin to draft language. JL – I’ll propose to draft a version that updates the dates. KM – We would need to get a work session scheduled in January for a joint meeting. **MA and DS to request session from Shane.**
 - v. **Parking RFP – MA provided information, Town is requesting a budget not to exceed \$70,000. KM – Potential for multi-modal funding projects. Also a transit stop connecting UNC and CSU. Discussion at Coffee with the Mayor. BP – The angle of the parking spaces could be sharper to increase visibility.**

L. COMMITTEE REPORTS:

8:30AM

1. Marketing Committee –
 - i. Elf Hunt/Small Business Saturday planning
 - ii. We have updated the website for events. All materials have been ordered.
 - iii. NEXT YEAR -
2. Approval of Proposal with Townsquare Media for Event Promotion
 - i. KM – We did get a proposal from Townsquare.
 - ii. Motion – Approve authorizing the Chairman to execute proposal. BP, DK. Approved unimously.

MA – Put together a 1-page on Lodging Tax to help in identifying a lead.

3. Wayfinding Project – Next Steps

M. COMMUNICATIONS & NEWS:

N.

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O. Adjourn

9:15AM

Motion to adjourn – DK. Second. BP. Approved unanimously at 9:24AM.

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