



BOARD OF DIRECTORS MEETING

Friday June 25, 2021 | 7:00AM– 8:30AM

301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550

(NOTE: Meeting will be held IN PERSON only. Note Day and Time Change.)

Agenda

- A. Call to Order **7:30AM****
- B. Roll Call
- C. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
- D. Public & Partner Agencies Invited to be Heard (*3 Minutes Per Person*)
- E. Approval of Minutes from the Regular Board of Directors Meeting May 19, 2021.
- F. Report of Bills, Budget Status – M. Ashby
- G. KEY INITIATIVES: **8:30AM****
1. Backlot Boardwalk Update
 - i. Backlot Alley/Thru Lot
 1. Ditesco Update – M. Ashby, J. Burrell
 2. Ehrlich Update – J. Liley
 - ii. Tribe Development Update
 - iii. Non-Disclosure Agreements Regarding Backlot Development Projects – Authorizing the Board Chair to execute NDAs on behalf of the DDA.
 1. *Sample motion: “I move that we authorize the Board Chair to execute non-disclosure agreements on behalf of the DDA, in a form acceptable to the Board Chair and DDA legal counsel, regarding backlot development projects.”*
 - iv. 512 Ash
 1. Temporary Parking Lot Site Plan – M. Ashby
 2. Mill Project Update
 - i. Entertainment District Feasibility Study Update
 3. Board Officer Appointments and Committee Assignments – Board Chair, Vice Chair, Secretary and Treasurer and Related Topics
- H. Executive Director’s Report – M. Ashby
1. 7th Street Corridor Plan Update – P. Hornbeck
 2. Wayfinding Grant Update
 3. State Façade Program Update
- I. **COMMUNICATIONS & NEWS:**
- J. **Adjourn **9:15AM****

Note: Double Underlined items indicate attachments.



BOARD OF DIRECTORS MEETING
May 19, 2021 | 7:30AM– 9:00AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550

(NOTE: Meeting will be held IN PERSON only.)

MINUTES

Attendance: Paul Rennemeyer, Heidi Washburn, Dean Koehler, Dan Stauss, Brent Phinney, Dan Brunk, Jim Cosner. Staff: Matt Ashby, Mike Scholl, Josh Liley, Eric Lucas. Guests: Ms. Lauber, Michelle Vance.

- A. Call to Order **7:30AM****
B. Roll Call
C. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
Motion: Approve as presented.
- D. Public & Partner Agencies Invited to be Heard (*3 Minutes Per Person*)
Motion: Approve as presented. BP, DB. Unanimously.
- E. Approval of Minutes from the Regular Board of Directors Meeting April 21, 2021.
- F. Report of Bills, Budget Status – M. Ashby Presented information on how the DK. Would it be possible to get a general balance based on the budget. MA – Provide a balance sheet on our budget monthly. **DK – Motion to approve as presented. BP – Second. Approved Unanimously.**
- G. KEY INITIATIVES: **8:30AM****
1. Backlot Boardwalk Update
 - i. Backlot Alley/Thru Lot
 1. Ditesco Update – M. Ashby, J. Burrell
MA – Progress is underway. Meeting with Ditesco next week on progress.
 2. Ehrlich Update – J. Liley
JL – Provided an update on the discussions with the Ehrlich family. They are working to review the scenario with the family attorney.
 - ii. Tribe Development Update
MA – Provided an update regarding Tribe. They are two weeks away from presenting information regarding a user. BP – Although I’m not excited about an office user, I think we should wait for their response. Maybe they do have a plan that explains what they’re doing. PR – Tribe never sought out direction from me as to what that first meeting was going to be. DB – That’s actually what I was expecting from the session, as I’ve been through a few of those exercises. DS – If there’s someone that’s interested in putting in a restaurant, should we put them in contact with those users? General discussion of yes. PR – If they want to do office vs something else, we want to know the reasons why. Additionally, there was a meeting of staff to discuss the noise issue on the Mill Block. MS – Discussion of 4th Street as a tangible asset. There are clauses that can be inserted into the negotiations for increases and future sales. But it does insulate the DDA from giving away too much of our investment. You also need to make sure there’s protection on failure to perform. BP – I don’t necessarily like that idea. I think our strongest position is to dictate what goes into that space. DS – Does it make sense for the DDA/Town Board to have some additional discussions? MS – It might make sense to have a smaller Executive Board to share information. It could be helpful at a staff level. PR – Concerned about too many meetings and a delay in development. DS – I definitely don’t want to waste another month. PR – I’m concerned about the

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progress and scheduling another meeting to get back in front of people. DS – We need to make sure there's a plan for the next meeting. JC – I'd like to get that back on the table. PR – Is it feedback or negotiation? MS – No, its feedback. We are able to make sure there's direct feedback to help guide expectations. DS – Let's add a committee meeting. JL – Would be good to identify representatives. Jim Cosner, and Dan Stauss would represent the board. PR – I would like to see another formal meeting from TRIBE in June with both Boards. MS – Double check on the 30/60/90 deadlines.

iii. 512 Ash Demolition

1. Temporary Parking Lot Design – M. Scholl

MS - Presented information on the potential design and contract for services. Went through an engineering process to get an estimate on recycled asphalt. We then looked into an option to consider gravel and timbers. This appears to be a good option that's temporary and lower cost. Town Planning would be OK with this as a temporary use. We reached out to two firms to provide us with a design cost. Interwest could provide for approximately \$8000. This would be a gravel lot that would get us using that property on an interim process. This would likely have a lifespan of 2-years. Town provided us with an estimate of about \$65,000 on their bid. The construction world is highly unpredictable and costs could change. If we can get this approved, we can get the design started and the lot in use this summer. Town has agreed that if we handle the design, we would lean on Public Works for the construction process. HW – What maintenance might we expect? EL – The lot would last, with minor maintenance. And could last about 10-years. I think the bigger question is whether the Town will allow it to continue for longer than a few years. EL – I think the savings is less throw-away parking. HW – I hate knowing that this is temporary, but it has to be done. DS – Is it going to take a month to get the plan? MS – No, but coordinating with others. We want to coordinate and run things concurrently. You could also do nothing and people could park there. The challenge is if you leave it in that condition, there will be some negative issues as well. EL – I agree with the timing. You could find that a contractor who could do it and charge 4x the cost. Or maybe they only build in November. BP – If they come back with a high cost, we would just reject the bids and not move forward. JL – So DDA would contract and PW would manage.

Motion: BP – Move to approve the scope of work with Interwest Consulting Group for the completion of the parking lot design for the 512 Ash property in the amount of \$8,110 and authorize the board chair to execute a contract for such work in a form acceptable to the board chair and DDA legal counsel. HW – Second. Approved unanimously.

2. Mill Project Update

i. Entertainment District Feasibility Study – M. Ashby, C. Bostic, E. Lucas

CB – Introduced the project. Stakeholder discussions with nearly all the businesses and property owners. Looking to program the space. Many communities are considering entertainment districts to address Covid situations and are extending programs. Case studies are included. Working with Parks, we would look at running a test drive event. The enabling legislation is already set up. Looking at September for an event. EL – I think this is a great opportunity. I'd like to consider a Thursday concert expansion as well as a weekend long event. It would be good to test drive to see what options we have to work with the neighbors. PR – Bethel is receptive? Correct. EL – The barricades would be a capital purchase. PR – Is security required? A: Generally yes. EL – I think the Thursday event would be a different group. MA -

3. Committee Assignments – Board Lead and Topics

H. Executive Director's Report – M. Ashby

1. Wayfinding Grant Update

2. Chamber – Events Sponsorship – M. Vance – Presented information regarding the two events the Chamber is planning. Would like DDA support as the Exclusive Presenting Sponsor. DDA logo would be printed on the glasses and information in all advertisements.

Note: Double Underlined items indicate attachments.



*Move to approve payment to the Windsor Chamber of Commerce for sponsorship as Exclusive Presenting Sponsor in support of the Summer Wine Walk (July 21, 2021) and Oktoberfest (September 18, 2021) in the amount of \$2,000 per event. **Motion to approve. PR. Second. HW.***

I. COMMUNICATIONS & NEWS:

1. Main Street – This Place Matters. Encourage all businesses to visit <http://tinyurl.com/7su6ct28>

J. Adjourn

9:15AM

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Executive Director Report

Date: June 16, 2021
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: May-June Report

Meeting Summary:

The following meetings occurred between May 15 – June 11, including:

- ARPA State and Local Funding Main Street Meeting – 5/17
- May Board of Directors Meeting – 5/19
- Matt/Shane Weekly Meeting – 5/20, 5/27, 6/3, 6/10
- DDA Weekly Call – 5/21, 5/28, 6/4, 6/11
- Tribe Bi-Weekly Check In – 5/18, 6/1
- Wayfinding Meeting – 5/24, 6/1
- Windsor Rotary Club – 5/27
- Windsor Mill Property Tax Discussion – 5/27
- Thru Lot Design Update – 5/28
- CDOT Meeting (Storytelling) – 5/28
- DCI District Call – 6/2
- Windsor Backlot Meeting – 6/8

Ayres Billing Breakdown Year To Date (As of 6/18/20):

General - \$23,183
Backlot - \$12,921
512 Ash - \$9,100
Alley/Thru Lot - \$2,821
Mill - \$1,586
Grants (Various) - \$0
Winterization Grant - \$8,936
Wayfinding - \$2,268

Total Expenditures: \$60,815 of \$150,000 = 41% of Budget with 46% of Year Completed

Anticipated Workload May-June:

- Thru Lot Site Plan – Finalize, Issue Bid
- Tribe Development – Present Vision, 4th Street Options
- Neighborhood Night Downtown—Present Approach to Board
- Wayfinding – Complete Construction Docs w/ Main Street Assistance
- Façade Improvement – Monitor State Opportunity

Current Initiatives:

Mill – The Entertainment District Feasibility Study has wrapped up. With no comments from the DDA Board, staff have directed the consultant to finalize the study. Town Parks are coordinating a meeting to discuss the test drive event later this year.

Backlot –

Backlot Property: As a follow up to the email update sent on June 2, we have added representatives of both boards to the bi-weekly discussion with Tribe Development. We have had initial discussions about a potential tenant on the 4th Street property and we have a draft of a non-disclosure agreement that would allow Tribe to share pertinent information about the tenant. Once we have the information, we will complete a thorough impact analysis to better understand the opportunity and to assess the possibility of moving forward. Staff will be interested to understand the industry, proposed number of jobs, wages, and the potential impact on sales tax in the downtown. We are in a formative stage and working diligently to gather information and make recommendations so that the board can make fully informed decisions.

512 Ash Abatement and Demolition: The proposed plans are being submitted to the Town for review. The Town is requiring a major site plan application and is charging a plan fee of \$1,761 to submit the plans. We are working with the Town to see if there are opportunities to waive those fees.

Once the plans are approved we will be working the Town's Public Works department to identify pricing and a budget. We are moving quickly and the Town planning staff have promised a quick review on the plan proposal.

Alley Design/Thru Lot/Undergrounding:

Ditesco has submitted the site plan for the Thru Lot. Estimated review time is about 4-6 weeks.

CDOT – Revitalizing Main Street Grant Opportunity - \$2 Million:

No updates.

Parking / Crosswalk / Plantings

No updates this month.

Wayfinding Project

Staff worked with Main Street and selected Mead and Hunt to complete the design/construction plans for the wayfinding project. This technical assistance grant is valued at approximately \$22,000. Our team has also coordinated with Town Planning staff and their consultant BHA to blend the Town's concepts for wayfinding with the DDA's concept so that they are complimentary. This may result in minor adjustments to the DDA's design.

Business Engagement

Streetscape Grant (CDOT #1 - \$50,000):

Staff have submitted our reimbursement request from CDOT.

Virtual Shopping (CDOT #2 - \$5,000): – The reimbursement request has been submitted to CDOT. We are awaiting payment.

Winterization Grant: (CDOT #3 - \$50,000): Many thanks to public works for completing the removal/storage of the greenhouse units. Staff have completed and submitted our reimbursement request from CDOT.

Façade Improvement Program

408 Main – Staff will be coordinating review of invoices to process payment of this grant to the owner.

419 Main – No updates

Main Street

Staff will be processing our Quarterly Report per Main Street requirements.

DDA General:

Staff met with Town Staff to discuss historic preservation opportunities.

Action Checklist Review:

New Items –

- **MA:** Provide analysis of the Tribe 30/60/90 Day status. Note: Next checkpoint anticipated for Mid-July. **(Completed.)**

Carryover –

None.