



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

December 18, 2019 | 7:30AM– 9:00AM

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

Minutes

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

Excused: Dan Brunk. **Staff** Matt Ashby.

- 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 – **Motion to Approve BP, Second SP. Approved Unanimously.**
- E. KEY INITIATIVES: 7:45AM**
1. Mill Project Update – Payment Update, Façade Easement Status. MA – Staff are confirming the expenses associated with the Mill and are working toward readying payment on the up-front public improvements. Once the Façade Easement is recorded, payment on the façade portion will be paid out. BP – We don't need to review the information. Please coordinate with Dan to review prior to payout.
 2. Backlot Boardwalk Update
 - i. Brinkman – Draft Agreements Status – MA several discussions were held last week regarding the agreement. Additional financial analysis should be completed before the holidays to confirm associated costs. Final agreements should be ready in January with a work-session anticipated in that timeframe. PH – Regarding the parking, we want to make sure we are reasonable.
 - ii. DOLA Grant – Alley, Design RFP Timing – MA The grant is under review by DOLA. We will be meeting with the Regional Rep this week to confirm. Go ahead on an issue the RFP for design. BP – Discussion of the cost associated with the match. KM – There could be a benefit to the Town based on the proximity to Boardwalk Park. There is mutual benefit.
 - iii. 512 Ash – Utility Discussions – MA – Provided update regarding discussions with Xcecl. **BP – Can you talk with SafeBuilt and find out if new panels might be required to meet code.** BP – Likely an electrical engineer that would need to complete this work like RLH engineering.
 3. District Expansion/Sustainability – No Updates
- F. Approval of Minutes from the Regular Board of Directors Meeting November 20, 2019 – M. Ashby Motion to Approve. DK, Second BP. Approved unanimously.
- G. Report of Bills & Financial Report – M. Ashby – No report.
- H. Executive Director's Report – M. Ashby
 - i. Ayres Associates – Contract for Services 2020
MA – Presented an overview of the contract. BP – Note that the bottom line of the contact needs to be updated to reflect the correct amount. **Move to Approve not to exceed \$78,560 for general services. BP, Second DK. Approved unanimously.** Matt noted that all on-call project categories will be rolled forward with the addition of Cosner properties as that moves forward.
 - ii. Discussion of CO Main Street Mini Grant

Note: Double Underlined items indicate attachments.



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1. Option of adding benches, bike racks to 600 Block. Matt – Price out fixtures. Invite owner to meeting. Complete Business Profile. Offer FIP program.
 - iii. Chocolate Walk Update/Direction
 1. MA – Contractor decided not to bid. KM – Will find another contact. Let's pass on the event this year.

I. COMMITTEE REPORTS:

8:30AM

1. Marketing Committee
Tourism – Legends Sports Park is moving forward. Matt to complete narrative. Contact Main Street to get Sheryl Trent back in.

A discussion regarding concerns with the Post Office will be held at the Recreation Center on January 21 5:00PM – 6:30PM.

An entrepreneurship program is being explored to allow for discussions to take place in support of business. Watch for more information soon.

J. COMMUNICATIONS & NEWS:

National Main Street Conference – Dallas, TX | May 18-20

K. Adjourn

9:15AM

Motion to adjourn. BP, Second DK. Approved Unanimously at 9:15AM.

MA – Visit Kristin Block at Fusion Lighting. (Board Member Interest.)

Note: Double Underlined items indicate attachments.