



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

March 18, 2020 | 7:30AM– 9:00AM

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

NOTICE: DUE TO HEALTH CONCERNS RELATED TO THE CORONAVIRUS OUTBREAK, THIS MONTH'S BOARD MEETING WILL BE HELD BY TELECONFERENCE. THE GENERAL PUBLIC IS WELCOME TO ATTEND THIS TELECONFERENCE MEETING AND MAY DO SO BY FOLLOWING THE BELOW INSTRUCTIONS.

CONFERENCE CALL – Dial In # (800) 617-4268, Pin: 2781223#

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

MINUTES

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 - BP. DK Moved to approve. Unanimously.

E. KEY INITIATIVES: 7:45AM

1. Mill Project Update – Incentive Payment Completed

2. Backlot Boardwalk Update

i. Brinkman – Press Release

MA: Provided an update on the project and the status of 4th Street. DS: Would like to move on as quickly as possible. KM: This poses a new option and opportunity. The Town Board is adamant about claiming that property. BP: Is there any way to find the information on who Brinkman has had discussions with. MA: Discuss with Shane Hale on how to create a process moving forward.

ii. New Development Options/Process

MA: Outline process to present to board in writing.

iii. DOLA Grant – Alley

1. DOLA Grant – Withdrawal

2. Alley Design – Next Steps, Mini Grant

Agreement. MA: Ditesco selected. Working on minimizing scope of work. KM: Town has enacted a hiring freeze and will be pausing any capital construction projects that have not yet started. Suggests that we might put a hold on our budget. There are the possibility of impacts to oil and gas industry. We will need to prioritize necessities as we emerge from this event. DS: This could have an impact on property tax ramifications. KM: Key Town Folks are going to be discussing how to support businesses. After the call, we will be pushing information out. Encourage all business owners to register for disaster relief – this is part of why an emergency declaration was made to enable access to funds. BP: Tabling the discussion with Ditesco is a good idea at this point. I don't want to stop the process entirely out of fear though. DK: I concur. DS: I think we should table it with the development at this point. KM: The one that we can continue to move forward with is the undergrounding with Xcel. BP: Agreed.

3. Plat Map – Update – MA: Plat survey was completed.

4. Xcel 1% Undergrounding Status Update

iv. 512 Ash Utility Removal Costs

1. Xcel Status Update

Note: Double Underlined items indicate attachments.



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MA: We have received information that Xcel will pay for the utility removal.

BP: Move forward with issuing the RFP for Demo.

2. 512 Ash Topo Survey -

3. District Expansion/Sustainability – No Updates

Discussion regarding Emergency Business Assistance. Mayor will be holding a Q&A session on Friday. KM: Started a "Keep Calm and Carry Out". DS: We need to increase our communication efforts extending information from the Town. MA: Provided an overview of a few programs happening around the country. Requested information from the board on how the DDA might be able to support businesses. BP: In terms of guidance, we want to make sure we're providing a Superpowered version of Small Business Saturday to get out and shop after this is over – the small businesses need support. Constant reminder for people get out and support. When KM was talking, we might want to reprioritize our budget. It could be that we increase the amount of the small façade program to keep employees busy. DS: It would be great to assign Board members to focus on how businesses are responding and get them some exposure. MA: Start reaching out to businesses, link to Town assistance and find out how they are responding and any needs.

F. Approval of Minutes from the Regular Board of Directors Meeting February 19, 2020 – M. Ashby
Motion: DK. Second HW. Approved unanimously.

G. Report of Bills & Financial Report – M. Ashby
Motion: Move to Approve. KM. BP second. Approved Unanimously.

H. Executive Director's Report – M. Ashby

i. Small FIP Application – 423 Main

KM: Not sure how this application fits as an improvement. BP: This would be an improvement within the Right-of-Way. These are small requests and miniscule. If there's any support of business, I'm in favor. DS: I guess I don't know that it is an improvement. I'm concerned about us getting a lot of applications for signs. KM: Where does it fall with regard to our guidelines? MA: Typically, we would support electrical and structural. DK: I don't have a problem with the sign – the style should blade style. BP: I don't have a problem with the electrical. I'm wondering where the other cost comes from. General board discussion regarding approval of the \$425. Motion: BP – Approve the application in \$425 to cover the electrical. Second - HW. Approved Unanimously.

ii. CO Main Street Mini Grant 2020 - authorization to purchase street furnishings.

BP Approved to move forward with purchase. DK. Second. Approved unanimously.

I. COMMITTEE REPORTS:

8:30AM

1. Marketing Committee – Lodging Tax Discussion, Regional Map

*KM: Presented a summary of information regarding Sheryl Brown. The board was generally positive with having her assist. The Town Attorney could assist in creating an additional arm or committee of the DDA where these funds would be managed. BP: We're a quasi-governmental agency, so having the DDA involved would be positive. With the DDA, we have assistance and oversight from the Town. **KM: Direct Ian and Josh to move forward with structuring the arrangement of how this would be set up.***

J. COMMUNICATIONS & NEWS:

1. Advisory Board Appreciation – April 13 – 5:00-7:00PM - **Cancelled**

Note: Double Underlined items indicate attachments.



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2. Downtown Colorado Inc Conference – April 14-17 Colorado Springs -

K. Adjourn

9:15AM

KM: At the top of the Town Website, click on Covid-19 link. In the blue, there's Emergency Business Assistance where Town will placing information.

BP, Second HW. Approved unanimously at 9:05AM.

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