



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

[www.windsordda.com](http://www.windsordda.com)

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### BOARD OF DIRECTORS MEETING – DRAFT MINUTES

April 15, 2020 | 7:30AM– 9:00AM

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

Notice: due to health concerns related to covid-19, this month's board meeting will be held by zoom. The general public is welcome to attend this meeting and may do so by zoom meeting, click on the link:

<https://zoom.us/j/565712302?pwd=OTZTL2pXZFZyWFhNeW00WjQ3WmtEQT09>

Or by calling: 1-346-248-7799 | Meeting ID: 565 712 302 | Password: 009573

One tap mobile +13462487799,,565712302#,,#,009573# US

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

**Staff:** Matt Ashby, Josh Liley. **Guests:** Shane Hale, Paul Rennemeyer.

### MINUTES

**A. Call to Order** **7:30AM**

- B. Roll Call – *DS: Welcomed new Mayor Paul Rennemeyer. Expressed gratitude to outgoing mayor Kristie Melendez. You built a bridge of trust through providing an example. Paul has big shoes to fill. KM: Excited to still be working in the community. Will be working with Sheryl on the lodging tax in the future. It has been an honor to work with the DDA through the inception. The DDA's focus in on the downtown, but benefits the entire community. You are the heartbeat of the community. Everything you do is keenly important and impacts the community. I wish you continued success. PR: To Kristie – much respect and anticipate filling some big shoes. Look forward to working with the board. Kristie will be a great bridge in the future.*

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

**DK, DB. Moved as presented. Approved Unanimously.**

**E. KEY INITIATIVES:** **7:45AM**

1. Mill Project Update – No Updates. – *DS – Question regarding the brewery. Conference called with the project manager. Construction is still moving forward and they are anticipating a summer opening.*
2. Backlot Boardwalk Update
  - i. Brinkman – 4<sup>th</sup> Street Closure Completed, Next Steps – Targeted Businesses  
*MA: Presented options. There is still current interest in purchase of the property. An alternate vision is to consider pursuit of specific uses. DS: I like the idea of pursuing specific businesses. BP: I would like additional information regarding the existing interest. The lending market is likely to be difficult in the future. It could be a long hold for us. DK: I agree. I think if we can entertain an offer, that would be positive. KM: There is also a church that has a huge interest in the property in addition to the retail use. We should be prepared to review both offers and provide a response and decision. DK: If a church, it would not be on the tax rolls. DB: Want to make sure that if the property is listed, we need to present and consider all offers. If it is listed we need to communicate properly.*

*SH: It would be positive to get together with the Town Board to discuss the vision for the property. We will need clear direction regarding the decision-making process.*

Note: Double Underlined items indicate attachments.



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*We need to review the current offer and allow both boards to consider whether the offer meets our vision. We've been in this for 2-years and we don't want to simply flip the property and lose control of what goes into the space.*

*JL: With the joint decision, conducting a joint meeting via zoom may be difficult.*

*BF: Another option is to also check in with the Legion. DK: I agree that it would be good to check in with them.*

*JL: Regarding the process, is the concept to lease the property? MA: Probably looking to pursue a specific use and then sell the property. SH: I would be more inclined to sell. JL: I will review fair housing act to determine specific applicability.*

*MA: Email out current offer information. MA: Check in with the Legion. KM: To identify contact at the Legion. MA: Work with SH to schedule a joint discussion. MA: Reach out to Cushman-Wakefield to see if there are any other interested targeted businesses?*

ii. New Development Options/Process – Public Works Parcel

*MA: Not much action on this front, rather focusing effort on 4<sup>th</sup> Street.*

iii. Alley

1. Alley Design

a. Mini Grant (Visualization) Proceeding

b. Ditesco – Targeted Scope of Services Review

*MA: Provided an overview of the status. BP: We will need this design completed at some point. Is there capacity within the budget to accommodate this expense? MA: Yes. See budget. DK: I think the 4<sup>th</sup> Street Property is first priority, followed by 512 Demo, and then Alley.*

*MA: Confirm with Ditesco to hold.*

2. Plat Map – Update

3. Xcel 1% Undergrounding Status Update

a. 1-Line Drawings – Contract ready

iv. 512 Ash Utility Removal Costs

1. Xcel Status Update

2. 512 Ash Topo Survey

*KM: Have we secured the Earlich property? MA: I don't have any updates. DB: The last discussion was to consider making an offer. I can reach out to owner to identify tax bill information. DS: I wonder if we could consider purchasing the second half of the pass-through property as well. It could be positive timing to pick up properties. DB – We could certainly ask. JL: Assessor call should provide the information.*

*MA: Board directed MA to work with Dan and Dan to start discussions.*

3. District Expansion/Sustainability – No Updates

F. Approval of Minutes from the Regular Board of Directors Meeting March 18, 2020 – M. Ashby  
**Motion to approve. HW. DS. Second. Approved unanimously.**

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### G. Report of Bills & Financial Report – M. Ashby

*MA – Reported on the status of bills. This payment report includes the initial payment to Blue Ocean for the Mill.*

**KM. BP Second. Motion approved unanimously.**

### H. Executive Director's Report – M. Ashby

#### i. 2020 Retrenched Budget – Projections & Allocation

*MA: Provided an overview of potential adjustments. BP: Clarification that if 4<sup>th</sup> Street was sold, this cost would come back to us. DS: We should also continue with progress on 512. Board is generally comfortable with this approach. Staff to check in over the coming months.*

#### ii. Draft Extension Letter – Master IGA with Town

*MA: Provided an update regarding the letter. KM: If this is approved, this item could be included on the agenda for April 27<sup>th</sup>.*

**Motion: Approve letter requesting extension of the Master IGA to include request for 5-year extension from the current end date of 2021 to ensure the longevity of the agreement and requesting consideration on April 27<sup>th</sup>, 2020. BP, DK. Approved unanimously.**

**MA – Send letter and include request to include on April agenda and request 5-year extension.**

#### iii. Discussion of IGA with Town for 4<sup>th</sup> Street Purchase

*MA: This IGA is a separate IGA that would formalize the timing and payment to the Town regarding the purchase of the 4<sup>th</sup> Street property. Based on the discussion regarding the revised.*

**MA – Follow up with Ian regarding 2 payments and finalize.**

#### iv. Parking Study – IGA with Town for payment (Action Item)

*MA: This parking study IGA is ready for consideration and formalizes our payment to the Town. **Motion: Approve DB. DK. Approved unanimously.***

#### v. Main Street – Grant Extension (Training, Mini-Grants)

*MA: Grants have been extended into next year. Additionally, changes to the program will allow us to bundle up to 3-years of grants to help pursue other larger projects.*

#### vi. Emergency Response Activities

*MA: Provided an overview of the DDA response. DS: Would like to consider DDA BBQ and be able to assist with gathering and promoting our social media. KM: Great idea. Wondering how many of the folks are aware of the grants and funds that are available? Key one is the Emergency Economic Injury Grant. Town has pushed out information. Maybe DDA should. Can we help push info out? DS: I've applied. PPP is working great. DK: PPP is working. KM: Loveland Chamber included discussions with the institutions – applications need to be specific to the institutions. Money has just come onboard.*

*KM: Creating a Windsor Strong T-shirt. Dean will be printing with 100% of the proceeds to go into the recovery fund. \$13.50 per shirt will go to the recovery fund. Hoping to launch soon.*

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**MA – Push out additional information. Update with info from Stacy – latest and greatest. MA – Promote ad on social.**

**I. COMMITTEE REPORTS: 8:30AM**

1. Marketing Committee – Social Media Activity

**J. COMMUNICATIONS & NEWS:**

*BP: Appears that work is taking place in Brunner's. Additionally former Pike's site is reported to have a lease including a fitness user.*

**K. Adjourn 9:15AM**

**Motion. DB. BP. 9:09AM.**

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