



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

June 17, 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://us02web.zoom.us/j/85226587498?pwd=c1FsZnlwZmc3cHV3Yzl2cExLeDgzUT09> or by calling: 1-669-900-9128 | Meeting ID: 852 2658 7498 | Password: 587539
One tap mobile +16699009128,,85226587498#,,1#,587539#

Attendance: Dan Stauss, Brent Phinney, Heidi Washburn, Paul Rennemeyer. Excused: Dean Koehler, Dan Brunk. Staff: Matt Ashby, Josh Liley. Guests: Scott Neuenschwander, Ryan Woodland, Michelle Vance.

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. *DS: Would like to add Michelle Vance, new Chamber director for an introduction to review and discuss membership levels. Moved: PR, HW. Approved unanimously.*

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

1. Mill Project Update – No Updates.

2. Backlot Boardwalk Update

i. 4th Street – Committee Progress – Joint meet w/ Town Board Week of July 6.

ii. Backlot Alley

1. Alley Design Visualization Finalized

2. Plat Map - Ready

3. Xcel 1% Undergrounding Status Update

iii. 512 Ash Demolition

1. Consideration of Bid (Action Requested.) Directing staff to negotiate and execute a contract with Neumark Construction for the demolition of 512 Ash, not to exceed \$48,000.

2. **Motion: Directing staff to negotiate and contract with Neumark Construction, in a form acceptable to DDA legal counsel, for the demolition of 512 Ash, not to exceed \$48,000, and authorizing the DDA Chair to execute the contract. Motion: BP. Second. HW. Approved unanimously.**

BP: Is this cost all coming from the DDA? JL: I believe we have language in the IGA describing the sharing of costs. (Confirmed 50/50 split per IGA.)

BP: When would this move forward? MA: We would need to execute the contract. SN: We also would need to move forward with permitting and coordination with Xcel. I would hope that the contract could be executed in 2 weeks and hopefully Xcel will be ready in less than 4 weeks.

*MA: We have been approached by a property owner who is interested in scrapping materials. JL: As the contract is drafted, the materials would become the contractor. We could certainly leave the discussion between the parties. **MA: Connect NueMark with property owner to work out any details if possible.** JL: Legally it would be best if NueMark handles everything. SN: I'm comfortable with having a discussion with the interested party. If salvaging a few pieces, it could be reasonable.*

Note: Double Underlined items indicate attachments.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

Otherwise salvaging could become labor intensive and wouldn't be reflected in the bid.

3. District Expansion/Sustainability – No Updates
- F. Approval of Minutes from the Regular Board of Directors Meeting May 20, 2020 – M. Ashby
Motion to approve as presented: BP, HW. Approved Unanimously.
- G. Report of Bills & Financial Report – M. Ashby
MA: Reviewed the report of bills. Motion to approve: HW. BP. Approved unanimously.
- H. Executive Director's Report – M. Ashby
- i. 500 Main Street – Façade Improvement Program – Grant Application
RW: Introduced the project describing improvements. DS: Have you reviewed the Downtown Corridor plan? RW: We have sent that plan to our architect for review. BP: Can you describe the cost requests? RW: The painting is \$25,000. The glass, and door replacement. Lights are \$1,200. JL: The amount is based on 2 stages for what you actually build. These designs will be part of the easement. The program would reimburse based on receipts and invoices. BP: Personally, this only looks like there are only changes to colors but minimal aesthetic improvement. The DT corridor plan considers earth tone colors. RW: We're here today to review. We started out with a brewery tenant, but financials couldn't work out. We're simultaneously reviewing with the Town. BP: We are responsible for wise expenditures of taxpayer funds – I'm not seeing an improvement at this time. DS: I did raise the question regarding the plan and colors. General: Board members concurred. BP: Before this moves forward, I would want to review the confirmed bids and specific colors. RW: We can provide additional information. MA: Has there been any consideration of removal of the sign structure? RW: We anticipate getting to that soon. BP: The direction would be to table this item to receive additional guidance or we can schedule a special meeting once we have additional detail. The other question – is there any conflict of interest paying a property owner that is also the contractor? JL: No. Regarding the motion, you could propose a motion, but if guidance to the applicant is to return with additional information, no action is needed today. RW: We will work through the Town Process, provide additional details, and return at the next board meeting. PR: Would the commentary received today impact the design for the board? JL: The types of expenses are types of work that is eligible. However, if the board doesn't like the details on colors or quality materials, that would be the board's prerogative. PR: I'd like to hear from the Board if changing the color would have a sufficient impact to award? BP: Painting of the building alone doesn't provide an aesthetic improvement. At this point, I don't believe this is a wise use of funds and could invite criticism. DS: I agree – painting would warrant a smaller grant. BP: At this point we could vote to deny and invite a resubmittal in the future. PR: My intent is to clarify direction. RW: This definitely helps clarify the process for future improvements. There's a list of acceptable improvements but still requires board approval. BP: There is also the façade easement consideration, which would also need to be updated/amended for future changes. JL: The façade policies provide information regarding the program.
Motion: Move to deny the application as presented. BP. HW. Approved Unanimously.

Note: Double Underlined items indicate attachments.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

ii. **Item Added: Introduction of Michelle Vance, new Chamber of Commerce Director.**

*DS: Welcomed. MV: My background is in Main street and served as economic development director in Wellington. My goal is to grow quality of life in communities. As you know, the Chamber is evolving to become more relevant and involved. We met yesterday with the DDA, Town and Chamber. We are establishing a renewed partnership and we need to be creating opportunity. It was a time for me to hear about past issues and opportunities to discuss how to partner. I've been working with my board and planting seeds for what we can do. We see the evolution of the office into a visitor's center – a one stop shop for DDA information and visitor information. Providing a physical location for information and projects would be great. We also have the opportunity to attract more dollars into the community. MY background is in event planning. We pitched an opportunity for the Windsor Chamber to partner with the DDA in promotions and event planning. We're spit balling opportunity and exploring how the Chamber partners more effectively. DS: I was on the selection committee to hire Michelle and feel that it is a better opportunity to collaborate. I feel we should strengthen our relationship and financial support due to the new leadership to help bring events into our downtown to a higher level of potentially \$5,000. MV: We want to create a hub and be a great partner. Bringing and attracting visitors would be positive. BP: How many of the Downtown businesses are members? MV: We have a giant data issue and are working to get that information. We are working on the Return on Investment. Because of my economic development background, I'm looking to add value to their membership. You will see a brand new, energized Chamber in this community. I'm here to ask today for your faith and support. We need you more than you need us. I can check a box that will help grow enthusiasm with the DDA. HW: I definitely see value in the Chamber (which we haven't seen in some time.) I appreciate your background. In good faith, I would support to increase our membership to a level of \$5000. BP: I'm always a fan of the Chamber and don't know what the levels might be. I used to sit on the board but dropped because there was no value. I think \$5000 is a big investment that we need. Its not the money that concerns me, but the results that I'm interested and want to know that we are receiving value. DS: It's tough to get results, this would need a start with seed money. This is a bit like the Town has stood up and supported the DDA. BP: I agree and think we should support. MA: We can move forward with specifying and MOU to add details. PR: I'm excited about the results we've seen from Michelle in the few weeks she has been on board. With her economic development background, we have a solid engine. I'm also concerned that without support, the Chamber might face such steep up winds and could fold. I would support additional funds. If after a year, the direction is not moving forward, I would suggest revisiting our support level. SH: The Town had cancelled our Chamber membership previously. After meeting Michelle, we have sent our check along the way. It would be a worthy risk to join at a higher level. MV: My job is to repair relationships. I've spent a lot of time working with businesses. BP: In our budget, I am comfortable moving forward. **Motion: Approve increase of membership to a level of \$5000. HW, PR. Approved unanimously.***

- iii. Emergency Response Activities
- a. Sidewalk Café Permitting
 - b. Town Supplied (Borrowed) Furniture

Note: Double Underlined items indicate attachments.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

MA: Thanks to the Town for support in both these initiatives. We would not have been able to provide support to our businesses without their help and leadership.

c. To-Go Parking Space Designation (Signs, Paint)

MA: Signs have been placed. We are awaiting feedback from the restaurants on placement before asking the Town to paint the pavement with the restriction.

d. Open Flags Ordered/Distributed

e. Window Display/Visual Merchandising Workshop – June 23

f. Additional Virtual Tours

iv. Banners – Sample complete, 10 New Arms on order

MA: Provided overview that banners are moving forward with fabrication. We discovered that 10 poles in the Mill Block do not have hardware. Discussion among the board to proceed with purchasing the banner arms.

I. COMMITTEE REPORTS: 8:30AM

1. Marketing Committee – Social Media Activity

J. COMMUNICATIONS & NEWS:

K. Adjourn 9:15AM

Meeting Adjourned. 9:08AM.

Note: Double Underlined items indicate attachments.