



**BOARD OF DIRECTORS MEETING**  
**September 16, 2020 | 7:30AM– 9:00AM**  
**301 Walnut Street, Third Floor, Windsor, CO 80550**  
(NOTE: Meeting will be held IN PERSON)

**MINUTES**

**Attendance:** Dan Stauss, Dan Brunk, Dean Koehler, Heidi Washburn, Jim Cosner, Brent Phinney. Staff: Matt Ashby, Josh Liley. Public: None.

- A. Call to Order **7:30AM****  
B. Roll Call –  
C. Public Invited to be Heard (*3 Minutes Per Person*) – **None Present.**  
D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board – **Approve as presented. DK. BP.**

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

1. Committee Assignments – Board Lead and Topics  
DS: Introduced the concept of committee assignments. We have a limited budget with Ayres and we need board assistance and to provide quicker updates. The individual board member inclusion on specific items to help guide and provide direction faster. Rather than focusing on 4 committees, we think this will be more efficient. Specific assignments were identified. **4<sup>th</sup> Street – Move Dan B to primary, Brent to 2<sup>nd</sup>. Board members need clear instructions. Dean – work on website scoping questions. Heidi – Add as admin on the Facebook page and instagram. MA: Paul – CC any communications with Shane. MA: Send monthly update directly to Town Board.**
  - i. *PR: Matt, go ahead and provide the monthly update to the Town Board. ([TownBoard@windsorgov.com](mailto:TownBoard@windsorgov.com)) Monthly update emailed out to community and posted to website. (Timing is when we send out the board packet.) MA: Website: Update link with virtual map from Dan Brunk – parcel map.*
2. Mill Project Update – No Updates. **Matt email Josh with new Blue Ocean contact.**
3. Backlot Boardwalk Update
  - i. **4<sup>th</sup> Street – Survey of Prospective Businesses. MA: Communicated with Shane regarding the status. Ayres staff are pulling together survey information but also need supporting media releases. PR: We don't necessarily need to update the Town Board on every detail. I'll be the one who monitors the Town Board discussion. BP: So the message I'm hearing is that we need to go ahead and run with this. Making sure to update. MA: finalize survey information. DB: Would like a nice package of basic information with floorplan information/design. Possible 3D rendering. MA: Create a floorplan scenario and public package for the feasibility information we've already produced to include in package. MA: Check if Infusion Arch considered load bearing walls. BP: Matt send footprint of prior Brinkman drawing. Brent to get footprint suggestions from his architect. MA: Check to see if Infusion would provide Food Market Concept. MA: Update Shane.**
  - ii. Backlot Alley
    1. Alley Design Update  
*MA: Provided an update on the progress report from Ditesco. If we'd want to move forward with the construction design and estimate for the full alley project, including the Thru Lot. DB: Will neighboring properties be able to access? JL: Access could be provided.*

Note: Double Underlined items indicate attachments.

2. Thru-Lot Design Acceleration, Scope  
*JL: We've provided an option on purchasing the property. We're unsure if will be signed. The option contract provides \$1,500 paid by the DDA. If the DDA backs out, we pay out that money regardless. If the owner approves the option and we end up purchasing the property, the option money will be credited toward the purchase. A survey will be needed to finalize the purchase as well as a Phase I. DS: The last three weeks of activity in pursuing this effort have been extensive.*

**Motion: BP - In the event the option is executed, authorizing staff to move forward with initiating a survey and ESA on the Thru Lot property not to exceed \$10,000. (Lot 11). Second – DB. Approved Unanimously.**

- iii. 512 Ash Demolition
  1. Utility Removal – Xcel Update. MA: After many calls Demo.
  2. Demolition Status Update. Asbestos Permit. PR: Happy to help expedite.
- iv. Backlot Development
  1. Vision Plan Updated -
  2. Developer Interest – Process for Soliciting Expressions of Interest – MA: *Described the option to pursue interest in about 4 development groups. JL: Do we need to have a broader RFP process? This is a unique project. Something that gets it out to the public. Press release. DS: Get Stacy Miller to push out discussion as well. MA: Push out press release.*
  3. McCauley Update – BP: *I'm concerned about the proposal regarding the loss of the ground parking. It seemed like they were parking the new demand that was generated. We need to account for the loss. I'm also concerned about the financial side. If it pencils out it would be an amazing win. MA: Communicate these concerns to developer in writing, inquire when follow up is planned, discuss process we're looking at, request breakdown of residential to commercial. MA: Provide DB with Brinkman split between Commercial and Residential. DS: We really need to see the numbers. JC: Are they going to get back with us soon? Giving feedback prior to the meeting. BP: Costs for parking needs to be incorporated into the financial split before the 50/50.*
- v. **Executive Session for the purpose of:** determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiators with respect to the purchase or acquisition of real property in downtown Windsor pursuant to Colorado Revised Statutes § 24-6-402 (4)(a) and (4)(e)(I).

*NO executive session was held.*

4. District Expansion/Sustainability – No Updates
- F. Approval of Minutes from the Regular Board of Directors Meeting August 22, 2020, Long Range Work Session August 25, 2020, Special Meeting August 25, 2020 – M. Ashby, J. Liley

**BP – Approve as presented. HW. Approved unanimously.**

- G. Report of Bills & Financial Report – M. Ashby  
**MA: Provided an overview. Motion: Approve bills as presented. DB. Approved unanimously.**

Note: Double Underlined items indicate attachments.

- H. Executive Director’s Report – M. Ashby
- i. Emergency Response Activities
    - a. CDOT Grant Plans (Sidewalk Cafes)
  - ii. Wayfinding Update – Cost Summary *PR: I think the design is good, and specifically for Downtown. It could be that we move forward with Phase I in Downtown. I want the DDA to focus on the setting the tone of the program.*
  - iii. 2021 Budget Process – Work Session
  - iv. Promotional – Neighborhood Night Downtown – *DS: Like the idea. Would like to move forward. MA: Develop additional strategy. Add to Committee listing.*
  - v. Management Updates – Office, Ayres Team, Communications

*PH: Regarding the fire sprinkler issue, we have other issues to tackle. I believe this is a Town issue rather than a DDA issue. I think our money is better spent elsewhere. BP: Is the lodging tax moving forward? PR: Yes, its on the ballot. BP: Can we put together a resolution of support? JL: Yes. MA: Add resolution to October agenda on 3A. Get language from Ian regarding their resolution. JL: To provide information on whether we can support. (Via reposting on Facebook.)*

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

- i. Chamber Update – Photography, Wine/Chocolate Walk Budget - M. Vance  
*DS: I have a concern with the charge of the tickets. DB: I think we should roll forward to the next meeting. MA: Add to next agenda.*

**J. COMMUNICATIONS & NEWS:**

**K. Adjourn **9:15AM****

**Adjourn. DK, HW at 9:29AM**

*Note: Setting a firm deadline of 9:30 as hard stop. Move Minutes/Agenda Review/Roll Call to top on consent calendar prior to Public Invited to be heard.*