



**BOARD OF DIRECTORS MEETING**

**November 18, 2020 | 7:30AM– 9:00AM**

**301 Walnut Street, Third Floor, Windsor, CO 80550**

(NOTE: Meeting will be held IN PERSON, access via South Doors however, ZOOM attendance will be available as well.)

<https://us02web.zoom.us/j/85771689941?pwd=OVVmbE1Sbk5pSWozTWEEwcmVRTE1ydz09>

Meeting ID: 857 7168 9941

Passcode: 286812

One tap mobile +13462487799,,85771689941#,,,,,0#,,286812#

**Attendance:**

Dan Stauss, Dean Koehler, Paul Rennemeyer, Heidi Washburn. (In Person). Brent Phinney (Digital.)  
Excused: Jim Cosner, Dan Brunk. Staff: Matt Ashby, Josh Liley (Digital.) Guests: Kelly Hall, Ken Puccinera,  
Liz Newman.

**MINUTES**

- A. Call to Order **7:30AM****
- B. Roll Call
- C. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board – **Move to approve as presented. DK, HW. Approved unanimously.**
- D. Public Invited to be Heard (3 Minutes Per Person) *None.*
- E. Approval of Minutes from the Regular Board of Directors Meeting October 21, 2020 **Motion to adopt as presented. DK, HW. Approved unanimously.**
- F. Report of Bills– M. Ashby – **Move to approve. DK. HW. Approve unanimously.** *Discussion - PR: Just wanting additional transparency. Including additional billing detail. DS: Matt emails me the invoice to review completely for approval. Request – Matt to send invoices to entire board.*
- G. Postponement of Wine/Chocolate Walk - *DS: Michelle has been in communication with the DDA and requested postponement of the event. This was confirmed by the Chamber Board Chairman. There's concern about attendance and the amount of tickets that might be sold. HW: Halloween was a success, Windsor Wonderland is on board. We put a lot of time into pursuing this and are frustrated. The way I'm reading this is whether we're passionate about this event and make it a success. Are we going to have to scramble at the last minute to run this event? DS: We could reach out to our prior contractor to see if she can proceed. PR: I'm in favor of the event either way. In Feb or May. We are contemplating requesting from CDOT a request to close down Main Street. The event date is/was scheduled for Saturday, February 6. This event would be a great option. The only thing about putting this off is that we kick the can with CDOT. With their support, we lose the momentum working with CDOT. DK: Possibly consider shifting to the spring. DK: We could look at coordinating with the weekend before Mother's Day. PR: I think we would need to shift the theme? DS: I think we could expand the event to be geared toward families. HW: we could have cotton candy, and other music options. DS: Carriage rides, etc. DK: I'd like to see about shifting to April/May. PR: I want to make sure this is not taking away steam. If this is coming from the Chamber, I don't want to take away steam from the organization. **MA – Reach out to Michelle and find out alternative date or options.** PR: The only thing to contrary is that Feb is a slow time for retailers and restaurants. That would be the primary push. If our goal is to promote business activity, then a late Spring date wouldn't meet that goal. HW: I feel like spending that amount of money, with the uncertainty is tough. Is there something that we can shift to in Feb to see what options might be. We need to get on it quickly. I would prefer to reach out to Amie (DS also suggested Kristie Melendez). Request is to provide an promotional event that can be executed in Feb with varying conditions and flexibility. DK: I'm concerned that we wouldn't have enough funds to support 2 events. DS: We need to check in with*

Note: Double Underlined items indicate attachments.



Michelle and see about shifting to April/May. **I'm in favor of contacting several people and seeing what our options are, report back.** Deadline prior to next board.

H. Liz Newman – McCauley Development – Development Presentation – LN presented highlights of the concept she is pursuing. KP: Provided detailed concepts and comprehensive look at the area they are pursuing in response to the RFP. Discussion: DK – Questioned traffic patterns and would like additional information in the future. KP: Noted that a proposed parking structure was reduced from 5-stories to 3, with a happy medium to just under 200 spaces. DK: Adding more density could add traffic issues to resolve as well. KP: Traffic is positive for retailers. DS: Any information on the Legion? LN: Concept would be to finish out the 4<sup>th</sup> Street property to shift the Legion. DS: I would encourage consideration of building vertical on 4<sup>th</sup> Street. **MA – Provide presentation out to the entire board.** HW: I like the scale of the project. It feels like a good fit. DK – Raised some discussions regarding support for the housing component was raised a

I. Covid-19 Relief Funds Grant Program. Authorizing the Chair to execute a grant agreement with the State of Colorado/Weld County for the receipt of CARES Act funds, in a form acceptable to DDA legal counsel.

Matt provided an overview of the grant and that the agreement is geared toward small business. JL clarified the elements of the agreement. **Motion: HW. Second: DK. Approved unanimously.**

J. A resolution of the Board of Directors of the Windsor, Colorado, Downtown Development Authority recommending to the Town Board of the Town of Windsor the determining and fixing of the mill levy of the Windsor Downtown Development Authority for the fiscal year ending December 31, 2021 – Resolution 2020-DDA-02

Discussion: DS – Recommend leaving the Mill Levy at the current rate. DK, BP both expressed support. **Motion to adopt. DK, Second. HW. Approved unanimously.**

K. A resolution of the Board of Directors of the Windsor, Colorado, Downtown Development Authority approving and recommending to the Town Board of the Town of Windsor the budget of the estimated amounts required to pay the expenses of conducting the business of said authority, and the appropriation of funds therefor, for the fiscal year ending December 31, 2021 – Resolution 2020-DDA-03, 2021 Final Budget, 2021 Final Workplan

MA presented an update on the projected property taxes. **DK – Motion to adopt the resolution as presented. Second. HW. Approved unanimously.**

L. **KEY INITIATIVES:** **8:30AM**

1. Committee Assignments – Board Lead and Topics
2. Mill Project Update – No Updates.
3. Backlot Boardwalk Update
  - i. 215 4<sup>th</sup> Street Update
    1. Construction Estimate
  - ii. Backlot Alley
    1. Alley Design Update
    2. Public Meeting – 11/18/20 at 4:30PM via Zoom
  - iii. 512 Ash Demolition
    1. Demolition Status Update – (Mike Scholl)
  - iv. Backlot Development
4. District Expansion/Sustainability

M. Executive Director’s Report – M. Ashby

N. **COMMUNICATIONS & NEWS:**

Note: Double Underlined items indicate attachments.



Congratulations – Governor’s Award – Windsor Mill

**O. Adjourn**

**9:15AM**

Motion to adjourn at 9:37AM.

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