



BOARD OF DIRECTORS MEETING
February 17, 2021 | 7:30AM– 9:00AM
301 Walnut Street, Third Floor, Windsor, CO 80550

(NOTE: Meeting will be held via ZOOM only.)

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Minutes

Attendance: Dan Stauss, Brent Phinney, Dan Brunk, Heidi Washburn, Jim Cosner, Dean Koehler, Paul Rennemeyer. **Staff:** Matt Ashby, Josh Liley. **Guests:** Marisa Pashby, C Katofsy, Jonathan Hitchcock, Kelly Hall, Michelle Vance, Shane Hale.

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

Motion to add 408 Main Façade Improvement Program application to the agenda. Motion: HW. Second: JC. Approved. Unanimously.

Motion to approve the agenda. DK. Second. DB. Approved Unanimously.

D. Public Invited to be Heard (*3 Minutes Per Person*)

None.

E. Approval of Minutes from the Regular Board of Directors Meeting January 20, 2020 and Special Meetings February 9, 2021 and February 10, 2021.

Motion to approve as presented. BP. Second DK. Approved Unanimously.

F. Report of Bills, Budget Status – M. Ashby Motion: DB. Second DK. Approved unanimously.

G. Future Legends Presentation – M. Pashby, C. Katofsky

Marisa and Casey presented an overview of the project. Stadium can seat 6000 people for sports events and over 10000 for concert events. Covered Dome will be the 4th largest in the country. Visitors will stay onsite. A retail center at the stadium will have between 8-20 restaurants, including new and chain options. Approximately 1300 parking spaces on site. We see this as a compliment to businesses in Windsor. MP: We want to create more community events to collaborate. We will be sending out surveys in the future.

DB: Will these fields be open for local use or rental? CK: Yes, there will be options for locals to practice. The three existing fields will be available, plus other clubs will have availability.

CK: Connection to downtown. We have discussed both physical and community connection to Windsor. We want to connect visitors to the Downtown. We can achieve through a shuttle or

Note: Double Underlined items indicate attachments.

trolley system. Also planning community events to connect with other events that are happening in the area. MP: There are cross-marketing opportunities. DK: What's the best way to reach out?

KC: Will send email out, communication options, including sponsor information.

DB: Will sponsorships be available for the fields? CK: Yes we will.

DB: How near are the railroad tracks? CK: About 2-blocks.

BP: How soon will elements be available? CK: Locally available fields should be available first.

We want 99% complete in 2022.

DS: I like the idea of linking the shuttle system. It would be great to have a sports store downtown as an outpost.

MA: When would the shuttle system be anticipated to launch? CK: We are looking at options right now. We foresee shuttle partnership would become active first half of 2022.

H. Consideration of 408 Main Façade Improvement Program Application – J. Hitchcock. (Added)

Jonathan Hitchcock, representative of 408 Main provided an overview of the project. The goal on the south façade is to expose the brick and the higher transom windows, including raising the internal ceiling. New windows and doors would be installed. Signage would need approval by the town. Stucco on the west and north facades would be updated, with the stepped roofline evened out. Construction costs are estimated at \$40,000. Power would be undergrounded from the pole to a pedestal and then to a new panel on the building. Restoring the brick on the south façade is the preference for the owner, but in the event that the brick isn't salvageable, the façade would be stuccoed.

DB: What's the difference in cost between the application and today? JH: We've already ordered the windows and the cost increase is related to the windows. Also, an increase of the cost of the awning. Overall cost is \$40,000. On the north side of the building, we are adding a concrete patio and new exterior door to access. Door will be glass with transom similar to the front door.

DK: I would be in favor of 25% of eligible costs up to \$10,000.

MA: Would like clarity on the brick vs stucco eligibility. BP: I'm comfortable that either will be an improvement. The preference is for brick, but in the event that isn't possible, stucco is acceptable.

BP: Motion - Approve up to \$10K conditioned upon acceptable costs, with preference toward brick on the South façade with documentation regarding stucco decision and approval of the permit by Town Staff. DB Second. Approved unanimously.

JL: We normally require the owner pay for a title policy. Given the low amount value, I don't believe there's much risk.

DK: Motion to remove title insurance requirement based on recommendation from attorney. Second: BP. Approved unanimously.

I. KEY INITIATIVES:

8:30AM

1. Committee Assignments – Board Lead and Topics (Website Discussion)
MA: Presented update regarding potential Main Street assistance. HW indicated a comfort level with moving forward with the update to the website with the scope presented by Main Street as a template. DK: I'm in favor with moving forward with the grant program. HW: I think there are other pressing items and our budget is tight.
2. Mill Project Update – Entertainment District Feasibility Study
MA: Project kicked off with consultant. We are awaiting case studies and will then move forward with property owner outreach.
3. Backlot Boardwalk Update
 - i. 215 4th Street – No Updates

Note: Double Underlined items indicate attachments.

- ii. Backlot Development – No Updates
- iii. 512 Ash Demolition
 - 1. Demolition Status Update – M. Scholl

MA: Work has begun in earnest and the tenting is up. Anticipate 4-6 weeks to completion.

- iv. Backlot Alley
 - 1. Thru Lot Closing Update – J. Liley

JL: Closing scheduled for March 15th pending title company.

- 2. Status Summary, Prioritization of next steps – M. Ashby

MA: Presented an overview of the memo included in the packet. Effectively, we had budgeted \$463,000 for the Alley and Thru Lot to move forward (alley design and construction budget.) With more detailed estimates from Ditesco, the total estimate, including contingencies is \$500,000. Although this isn't a huge difference, the budget is already tight and staff wanted to make sure the DDA Board was aware of the risks of moving forward. There are options to consider that could bring additional funds to the project, including grants, but these are not guaranteed. Additionally, we can explore other assistance options from Town Staff that could help lower professional services from Ditesco.

MA: Options before the board include delaying the design to better coordinate with the selected Backlot developer. Another option would be to split the design and construction cost into two fiscal years. The third option is to secure backup from the Town in the event unanticipated costs are encountered.

PR: I'm concerned about just getting into February and already having concern raised about the budget that was just recently adopted. MA: The changes to the project scope were identified in late 2020 after the budget had already been finalized. The Board's decision to shift focus from the full Alley Design helped, but there is still a \$37,000 difference in what was originally budgeted and the cost estimate from Ditesco.

DK: I'm in favor of moving forward. We can look at shifting funds from other line items to cover the expense. If this is a matter of cashflow, if we're getting near the end of the fiscal year and need assistance, we may be able to defer payments until next fiscal year. HW: I'm also in favor of moving forward. PR: I'm in favor of moving forward.

MA: Requested clarification on moving forward with Ditesco or waiting for Backlot developer to be selected and involved? DK: Move forward. (Group indicated to move forward without waiting for selection/involvement from the Backlot developer.)

MA: We will get with Ditesco to present the updated/revised contract to the board, potentially at a special meeting.

- J. Executive Director's Report – M. Ashby

K. COMMUNICATIONS & NEWS:

- 1. National Main Street Conference – Registration Open

MA: Provided update on availability of training grant to pay for registrations. Board members should contact Matt if interested in attending.

- L. Adjourn

9:15AM

Motion to Adjourn, DB, Second HW. Approved unanimously.

Note: Double Underlined items indicate attachments.