



**BOARD OF DIRECTORS MEETING
DRAFT MINUTES
April 21, 2021 | 7:30AM– 9:00AM
301 Walnut Street, Basement Meeting Room, Windsor, CO 80550
(NOTE: Meeting will be held IN PERSON only.)**

Minutes

Attendance: Dan Stauss, Dean Koehler, Brent Phinney, Dan Brunk, Heidi Washburn, Paul Rennemeyer.
Excused: Jim Cosner. Staff: Matt Ashby, Josh Liley. Guests: Jill Burrell, Michelle Vance, Denise Marquardt,

- A. Call to Order** **7:30AM**
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- 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 – Noon **BP, DK. Approve as presented.**

- D. Public & Partner Agencies Invited to be Heard (*3 Minutes Per Person*)
- MV – Provided an overview on the Be Local publication. Will be published 2-3 times per year. Current issue is on development. Next week will be a fashion show at the American Legion. 100 people registered and 6 businesses registered to host. Will be meeting soon with DDA reps on discussing options for festivals – Taste of Windsor, Oktoberfest and Easter Egg Hunt. Looking to complete a Wine Walk on July 17th with the Town. Possibly an “ugly sweater wine walk”. DS – We talked about focusing on an event every Quarter. Dan is representing the DDA on the monthly tourism committee. The Power to Play facility is a great linkage to bringing people into town. MV is also on KFK radio every Friday and is plugging downtown. PR: Can we use the funding that we had planned for the February Wine Walk – can we shift that funding forward to the July event? MV – We are working on sponsorships for events. DB – What are the four events? MV – Wine Walk – 7/17, Oktoberfest – 9/18, Valentines Event, Easter Egg Hunt. \$5000 was pre-approved. 1:00 at Chamber 4/23/21. Added 115 business members into the fold. Looking to add staff to assist with paperwork.*

Kelly Hall – Was not able to attend but is continuing the Library’s small business podcast.

- E. Approval of Minutes from the Regular Board of Directors Meeting March 17, 2021. - *PR, DK. Approved unanimously.*
- F. Report of Bills, Budget Status – *M. Ashby In talking with the Finance team, they suggested a quarterly review. MA will bring the report forward next month as customary for further discussion on how to most effectively review.*

- G. KEY INITIATIVES:** **8:30AM**
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1. Backlot Boardwalk Update
- i. Backlot Alley/Thru Lot

1. Ditesco Design/Bid Assistance Contract – M. Ashby, J. Burrell

DS – We met and reviewed the process for moving forward. The next step is to get 100% construction drawings, then get the bids, then finalize the contractor selection at special meeting. JB – The Thru Lot was value-engineered to reduce the cost without impacting the quality of the project. Key items included reducing the pedestrian light poles from 11 to 7 and the concrete base under the pavers. Reduced the quantity of seat walls as well. MA – The change from pavers to stamped concrete was evaluated and didn’t provide significant savings. DS – We also thought about phasing options, but that would cost us even more as construction costs increase. JB – Timeline is 8-weeks to complete the design. We will need

Note: Double Underlined items indicate attachments.



to confirm the Town permitting process to streamline that review. Bidding process is about 3-weeks. Public bid opening, and then selection. There are some smaller construction projects. PR – Using a local contractor would be positive if possible. Board Approval in August. Sept/Oct construction timeframe. DS – Have been talking with Legends Park for Trolley Drop Off. BP – The difference is that we’re approving the contract for \$40K today, not the full construction process. PR – Main Street grant could be the contingency. DS – We have Main Street Grant Money that could be applied to other projects. MA – What is the process for reviewing the Bids? JB – We will reviewing for “lowest qualified bidder” and will check references. DS – We would like to get the bid approval scheduled quickly.

Motion HW. Second BP. I move that we approve the Ditesco scope of work, including the base bid of \$38,755, and including Add Alternate 1 (Bidding Assistance at \$1,760) for a total not to exceed \$40,515, and authorize the board chair to execute an agreement for such work in a form substantially similar to the 2020 agreement between the DDA and Ditesco. Approved unanimously.

2. Ehrlich Update – J. Liley

DS – The estate on the property is closed. We are asking them to open the estate and draft a document to transfer the property to the DDA. We simply need approval from the DDA to offer to pay the attorney’s fees to open the estate. DS – We would reimburse the family or the attorney? JL – We can work it out either way to pay for the work. Under the bylaws, Dan can authorize up to \$1,500. Its not a difficult thing, probably 5-6 hours of work.

Motion to approve the expenditure not to exceed \$3,000 to cover costs and fees incurred by the Ehrlich family in reopening the estate of Rachel Ehrlich for the purpose of transferring to the DDA the parcel of land directly abutting the DDA through-lot to the north, and authorize the board chair to execute agreements and other documents in connection therewith. PR, BP. Approved unanimously.

3. CDOT – Revitalizing Main Street Grant Application

Sample Motion: I move that we direct staff to work with the Town to confirm support for completing an application for the Alley Project from the CDOT Revitalizing Main Street grant program.

MA: Presented information on the grant program and how it could work. DS – I heard about the earmark process in Congress and wondering if there’s an option for Windsor to take advantage of available funding. PR – We’re working on that issue. Anything we do benefits the Town – project has to be more than 60% shovel-ready. Projects would likely be more regional projects.

Don’t move forward, support the Town’s application for 7th Street.

ii. Tribe Development, ENA Executed. Work Session 4/29.

iii. 512 Ash Demolition

1. Demolition Status Update – M. Scholl

2. Temporary Parking Lot Design – M. Scholl

Sample Motion: I move that we direct the Chairman to meet with members of the Town to identify a value-engineered option to provide a temporary parking solution at 512 Ash that balances the total cost of construction with the anticipated life-span of the facility and provide a recommendation to the board prior to the May board meeting.

PR – We need to get this done and it needs to happen before summer. If staff has the direction, bring out the gravel. I think a lot of this comes down to certain staff, relating to the fact that 4th Street has taken.

MA: Provide the 2-year life span design and the 10-year design. Update Ashley and Shane.

2. Mill Project Update

i. Entertainment District Feasibility Study – M. Ashby

Note: Double Underlined items indicate attachments.



DS: We had a meeting to discuss options with Ashley. We expressed concerns about Office use on 4th Street.

MA: Provided an update on the process. We will be scheduling a meeting with the residential neighbors to address concerns about the existing concerns.

ii. TIF Payment Process Update – M. Ashby

MA: We have identified the process for determining the value of the payment and will be coordinating with Town.

3. Committee Assignments – Board Lead and Topics

H. Executive Director’s Report – M. Ashby

1. Wayfinding Grant Update

MA: We received comments and questions back from CDOT that we are working on responding to. Additionally, Main Street will be issuing an RFP to finalize the construction designs and phasing.

I. **COMMUNICATIONS & NEWS:**

1. Main Street – This Place Matters Video – Featuring Windsor Mill.

MA: Share promotion with the Chamber. Also send to Historic Preservation board.

PR: Note there are two board vacancies. There are some ribbon cuttings taking place downtown, we would encourage board members to attend.

J. **Adjourn**

9:15AM

Motion to Adjourn. PR. Second. HW. 8:58AM.

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