



BOARD OF DIRECTORS MEETING

Friday June 25, 2021 | 7:00AM– 8:30AM

301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550

(NOTE: Meeting will be held IN PERSON only. Note Day and Time Change.)

MINUTES

Attendance: Dean Koehler, Dan Brunk, Heidi Washburn, Brent Phinney, Jim Cosner, Dan Stauss, Paul Rennemeyer. **Staff:** Matt Ashby, Josh Olhava, Josh Liley. **Guests:** Kelly Hall, Lauber.

- A. Call to Order 7:00AM**
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 - BP: To approve as presented. Second. HW. Approved unanimously.
- D. Public & Partner Agencies Invited to be Heard (*3 Minutes Per Person*)
Welcome Josh Olhava, new staff member with Ayres.
- E. Approval of Minutes from the Regular Board of Directors Meeting May 19, 2021.
Motion – BP: To approve as presented. Second DK. Approved unanimously.
- F. Report of Bills, Budget Status – M. Ashby
MA: Staff met with Dean Moyer and reviewed the current budget and billing allocation. There are several adjustments being made. We also requested that the prior report format be provided. Next month will have a full report.
- G. KEY INTIATIVES: 7:30AM**
1. Backlot Boardwalk Update
 - i. Backlot Alley/Thru Lot
 1. Ditesco Update – M. Ashby, J. Burrell
MA: Provided an update on status.
 2. Ehrlich Update – J. Liley
JL: Family has been presented with a transfer of property in May. They don't have any issues with the agreement. Title work is being completed, carved out by metes and bounds. It was adjacent to the area of unknown ownership, so a bit messy. Estimated delivery – 1 to 2 weeks.
 - ii. Tribe Development Update
 1. *MA: Completed NDA to help evaluate a user for 4th Street property. A second tenant option has materialized. We will be working through the options to ensure that the DDA is respecting the intent of the ENA.*
 2. *A worksession with Tribe on July 13th will help to explore these issues and get feedback from the Boards.*
 3. *PR: Provided an update on the Town staff involvement in providing information to users regarding 4th Street. MA – Under the ENA with Tribe, they will have the right to present their vision.*
 - iii. Non-Disclosure Agreements Regarding Backlot Development Projects – Authorizing the Board Chair to execute NDAs on behalf of the DDA.

Note: Double Underlined items indicate attachments.

BP -motion: "I move that we authorize the Board Chair to execute non-disclosure agreements on behalf of the DDA, in a form acceptable to the Board Chair and DDA legal counsel, regarding backlot development projects." Second – HW. Approved unanimously. DK – I believe this is necessary.

iv. 512 Ash

1. Temporary Parking Lot Site Plan – M. Ashby

MA – Presented timing on issuing a bid.

DS – If Tribe identifies that they are interested in developing 512, would this be funding spent unnecessarily. PR – We have to remember, even if its developed, it would be a year before development might happen. So we should probably move forward. JL – The bid doc does not need to be approved by the board.

2. Mill Project Update

i. Entertainment District Feasibility Study Update –

MA – Provided an update. Existing Mill team is working on their own internal ED. The current study will be prefaced to note how the concepts and tools can be used by other groups.

3. Board Officer Appointments and Committee Assignments – Board Chair, Vice Chair, Secretary and Treasurer and Related Topics

JL – Provided an overview of the roles and duties of the offices. Some history was provided regarding prior administration. For secretary, would look to define that role to attest contracts, but directing our staff to maintain minutes and forward those to the Town. For treasurer, there is a shared responsibility with staff and the Town. The Town maintains the ongoing budget and records, as well as paying invoices. This would be consistent with past practices. Regarding the Board Chair – it is a two term. Bob Winter served three terms. If you'd like to continue to have Dan serve, it would be an option. The original IGA provides a section that the Town provides services and there is a budget line in the DDA budget to pay for a portion of services.

MA – Dean Moyer indicated support to continue to provide services. Options for Board Chair would be to waive or change.

BP – I think changing horses during one of our largest development projects would be a good idea.

DK – Dan do you want to stay as Chair?

BP – Its definitely time consuming.

DS – It is time consuming. I enjoy it and it's a challenge. I'd like to see more dedicated participation. I want know what timing would be working best. And we need to advance the committee work. I also appreciate that staff answer the phone anytime I call, Saturdays, evenings. If there's any concerns, I'm happy to leave for the rest of the board to discuss. JL – A waiver has been presented.

PR – I appreciate the work that Dan puts in and think he should stay on. Dan's also had a lot of crucial relationships.

JL – I don't think folks realize the time that Dan puts in. Many of the projects wouldn't have happened without Dan.

DS – We also have a very supportive Mayor.

Motion - DB: To Nominate Dan Stauss and waive the two-term limit contained in Section 3.1 of the DDA bylaws. Second. BP. Approved Unanimously.

PR – Regarding the 90-minute meeting and individual situations, moving to 7AM would be positive.

Motion BP – Move our regular meeting time to 7AM on the 3rd Wednesday of the Month moving forward. Second. HW. Approved unanimously.

JL - For Secretary, we would make a nomination. BP – Nominate Dean Koehler but move that we delegate to the DDA's executive director the secretarial duties of record keeping, the taking of meeting minutes and the filing of meeting minutes with the Town Clerk of the Town of Windsor. Second – HW. Approved unanimously.

JL – For Vice Chair, there would be an open nomination. Brent is our current Vice Chair. DS – Our Friday morning calls have been positive and help to create continuity. Brent has good working relationships as well. Motion DS – Nominate Brent Phinney to continue as Vice Chairman. Second – DB. No other nominations. Approved Unanimously. PR – This role is generally the backup for the chairman.

BP – Treasurer. Motion BP – That the DDA delegate the duties of treasurer to the DDA's executive director, and authorize the DDA's executive director to delegate to the Town of Windsor's Finance Department certain of the financial record keeping responsibilities consistent with how the DDA and the Town of Windsor have shared this responsibility in the past. Second – HW. Approved Unanimously.

H. Executive Director's Report – M. Ashby

1. 7th Street Corridor Plan Update

MA – Had a meeting to discuss the design. BHA is working to provide some blended options to consider.

2. Wayfinding Grant Update

MA – presented an update on the Wayfinding grant and projected timeline. Expect to have sign content this week. Blended design next week and then Mead and Hunt will finalize the construction drawings to put out to bid.

3. State Façade Program Update

MA – Summary of what we know about the program. It is a great opportunity and would provide a boost to many downtown buildings. PR – I'm excited about this program. It could help to address some of the historic preservation efforts. HW – We've had a tough time to even get contractors to give us a bid. Who do I even call. MA – Provided information on consolidated grant and design opportunity.

I. COMMUNICATIONS & NEWS:

PR – Wine walk was approved by the liquor commission. Tickets are available.

J. Adjourn

8:30AM

**** Map question.**

Move to adjourn - DK. Second – BP. Approved unanimously at 8:30AM.

Note: Double Underlined items indicate attachments.