



BOARD OF DIRECTORS MEETING
Wednesday - July 21, 2021 | 7:00AM– 8:30AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550
(NOTE: Meeting will be held IN PERSON only.)

Minutes

Attendance: Dan Stauss, Brent Phinney, Dan Brunk, Jim Cosner, Paul Rennemeyer, Dean Koehler.
Excused: Heidi Washburn. **Staff:** Matt Ashby, Josh Olhava, Josh Liley. **Guests:** Michelle Lauber, Michelle Vance, 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. **DK: Motion to Approve as Presented. BP: Seconded. Approved Unanimously.**

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

- *MV - Provided an update on the wine walk – have sold around 250 tickets. Glass sample and map provided. DS – Asked if there were any copies of the maps to give out? Would like more information. MV – Can bring information and will be dropping information off to each participating business. Radio commercials are running. Attendees will receive a map, lanyard and a glass at the Blushing Bride staging area. Lanyards have a punch pass. Attendees must consume or dump out their glasses before leaving the business. Run Windsor will be at the staging area as a sponsor. Chatted with JO about the option to create a lounge area and shift some of the DDA tables around. (JO to confirm which tables to shift – likely from the former Okole Maluna site) Oktoberfest is coming up. Glasses for that event will be purchased soon. Event will take place around 5th Street and the park. If the Wine Walk goes well, the next Wine Walk would be Small Biz Saturday evening. Proposed the idea to create a weeklong promotion to bring back and complete more shopping beyond the holiday weekend. Similar to what was done for the fashion show. DS – Liked the idea.*

E. Approval of Minutes from the Regular Board of Directors Meeting June 16, 2021. **BP: Motion to Approve as Presented. DB: Seconded. Approved Unanimously.**

F. Report of Bills, Budget Status – M. Ashby.

- *MA - provided an overview of the reports and items staff are monitoring. DB - asked about total downtown advertising (chamber, farmers market, etc.) to get an understanding of where the DDA is at on the year. MA – provided background. DS - asked about the Board expenses since the description does not list full items. MA – provided background. PR – curious where Ayres budget is to date, and costs from 512 Ash demo work. MA - provided an update.*

BP: Motion to Approve the Quarterly Bills as Presented. PR: Seconded. Approved Unanimously.

G. KEY INITIATIVES: **7:30AM**

1. Backlot Boardwalk Update

Note: Double Underlined items indicate attachments.

- i. Backlot Alley/Thru Lot
 1. Ditesco Update – M. Ashby.
 - *MA – Site plan comments addressed, and plans resubmitted to the Town. Bid documents are tentatively scheduled to be published by August 3rd. Anticipating a review of documents August 18th, with a special meeting August 27th. Noted the need for ownership of the property before the Town can approve the site plan. A contract will come for Board review regarding Ditesco serving as project manager, testing, construction bid, and contingency amount. DS - will those be separate motions? JL – will prepare motions beforehand and work with the Chair.*
 2. Ehrlich Update – J. Liley.
 - *JL – provided an update regarding the Title work and confirmation of other encroaching deeds to be reviewed by the surveyor. Should hear from them this week. Need to understand if deeds impact ownership.*
- ii. Tribe Development Update
 - *Staff provided an update to the board. MA/JL – A new ENA would likely come before the board in August. Any future agreements will need to evaluate best interest for Town and DDA. MA – Consider adding a DDA Executive Session to the next meeting. PR – Consider how updates might be provided to the Town Board.*
- iii. 512 Ash
 1. Temporary Parking Lot Site Plan – Status Update and Next Steps – J. Olhava
 - *MA - summarized the staff report. BP – Is the Town going to require us to put lighting on the site? Costs are much higher than anticipated and over what we should even contemplate spending. This site could be part of Tribe’s first phase and be dug up in the near future. There is only a parking problem with Town events at the park. This site wouldn’t be mobilized until the fall, after the events are mostly over for the year. We also need to know where the bid is coming in on the Thru Lot. This is a crazy number. PR – Timber dividers is what the Town did at Eastman Park. It looks good, but it is not temporary. This reflects a more permanent parking area. The timbers are nice, but not needed. I’d like to wait and see on what comes of the Tribe plans for the backlots. DB – Tribe would likely need a staging area for construction and we would end up being here or closing the lot for staging. BP – We can research what the specific costs and requirements are. DS – We also need to make sure the Wayfinding costs come in and we can complete that work. PR – As long as this would be completed by next year. I’m thinking this is a budget for next year. BP – There are other higher priorities at this time. PR – I think if it was going to be permanent parking, the lighting would make sense. DK – I think postponing would be good. JO – Asked for the board to provide clarity in their motion as to whether or not staff should pursue wrapping up the current site plan with the Town. BP – Yes, let’s finish up the site plan. Let’s look at postponing this and reevaluating towards the end of the year.*

Note: Double Underlined items indicate attachments.

BP: Motion to Continue the Site Plan Process and Reevaluate the Costs at a Later Time. DK: Seconded. Approved Unanimously.

PR – anticipate more clarity from Tribe on backlots near end of the year.

MA – leaving the meeting early for a main street conference

2. Mill Project Update - None

H. Executive Director's Report – M. Ashby

1. 7th Street Corridor Plan Update
2. State Façade Program Update
3. Wayfinding Update

JO – Summarized the Executive Director's Report and highlighted staff's July-August workload, including the State Façade/Energy Grant program. DB – Asked if there were any additional updates following Monday's meeting of the Parking Study Committee. JO – I will check with Matt and send a follow-up email to the Board. PR – I am hoping through the façade grant projects we can continue to protect the downtown's unique historical architecture, not the old add-ons from 70s. DS – Concerned when changes are made that were not part of the application. Referenced the lighting stores yellow door. JO – The state grant does encourage preservation of original facades, if historically significant and practical to do so. I am not sure what happened with the yellow door. Sometimes things are done without the Town or DDA's knowledge. I do want to point out the work occurring at 419 Main. The local metal contractor is putting up the awning structures today. PR – I am glad we have JO around to keep an eye on things and connect with people downtown.

I. COMMUNICATIONS & NEWS:

1. Downtown Summer Wine Walk takes place Friday, July 30, 2021. To purchase tickets, please visit the Chambers Events webpage: windsorchamber.net/events. *No further updates provided. Covered earlier by MV.*

PR - provided a brief Town update.

J. Adjourn

8:30AM

DK: Motion to Adjourn. BP: Seconded. Meeting Adjourned at 8:28AM.