



BOARD OF DIRECTORS SPECIAL MEETING
Wednesday – May 11, 2022 | 7:00AM– 8:30AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550
(NOTE: Meeting to be held IN PERSON only)

Minutes

Present: Dan Stauss; Brent Phinney; Heidi Washburn;
Andy Higa; Grant Nisly; Paul Rennemeyer
Absent: Dean Koehler
Staff: Josh Olhava; Josh Liley (*via phone*)
Guests: Michelle Vance – Windsor Chamber

- A. **Call to Order** **7:00AM**
B. Roll Call

Chairman Stauss called the meeting to order at 7:02AM

C. **Consent Agenda**

1. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
 - **Chairman Stauss noted that the Chamber update to the Board will occur following the first agenda item, to allow Mr. Liley to sign-off from the meeting early. There were no concerns raised by the Board.**
2. Approval of Minutes from the Regular Board of Directors Meeting – March 16, 2022
3. Approval of the Bills

BP motioned to approve the Consent Agenda, with the modification presented by Chairman Stauss; HW second; Board unanimously approved the Consent Agenda with the modification

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

- **There was no public in attendance. Chamber to provide an update after the Board Action Items.**

E. **Action Items**

1. Façade Improvement Grant Application – 429 Main Street – J. Olhava
 - a. Applicant: Cheryl Evans
 - b. **Staff recommend conditional approval as detailed in the sample motion**
 - **Due to his company’s involvement in the project, Board Member Grant Nisly recused himself from the deliberation and vote on this item.**
 - **JO – summarized the application and accompanying staff report. Mr. Olhava noted that Ms. Evans was unable to attend this meeting, but noted the DDA and staff have been closely involved with this project as one of the four projects associated with the Main Street Open for Business grant efforts over the past nine months.**

Note: Double Underlined items indicate attachments.

- BP – asked the status of the façade improvement program budget, given the number of recent requests. He also complimented the design and noted he was in favor of the request.
 - JO – highlighted the remaining budget allocation and noted additional requests to the program would require shifts to the budget line items, which would be presented by staff at the time of an application, as needed.
- HW – asked for clarification regarding the sides of buildings and if they were eligible for grant funding through the DDA’s program.
 - JO – noted that the current program criteria identifies building elevations adjacent to public rights-of-way, and noted that the Board has allowed highly visible side elevations, such as the recently completed 408 Exchange building, due to its’ visibility and adjacency to the DDA’s pedestrian plaza.
- Board members – stated their interest in allowing building side elevations that are visible to count towards the DDA program. As this adds value and improved aesthetics to the entire district.
 - JO - noted that he and Mr. Liley would work on language to allow additional flexibility under the program’s criteria and will bring that to the Board for further discussion and action.

BP motioned to “conditionally approve funding not to exceed \$20,452.00 for a Façade Improvement Grant for the front and rear elevation façade enhancements to 429 Main Street, pending revisions as a result of final inspection by DDA staff, with any substantial deviations from such plans requiring the review and approval of the DDA Board, and authorize the board chair to execute documents in connection therewith”; PR Seconded; the Board approved the request with a 5-0 vote, with GN recusing himself from the vote.

- JL – signed off from the meeting following the vote on the façade application.

Chamber Update – Michelle Vance

- MV – provided an update on upcoming DDA – Chamber events, including the Blues and Brews Event on July 9th; the Savor the Flavor Event on August 6th; and the Oktoberfest Event on September 25th.
 - Other highlighted items include the challenges downtown events are having with permitting and participant limitations, based on feedback from the Town.
 - PR and JO said they would follow-up with the Town to gain a better understanding of the discussion and what the Town is looking at.

F. Executive Director’s Report

JO - provided an overview of the Executive Director report, highlighting:

- Upcoming events, including the National Main Street Conference and Pints w/ Paul Events
 - PR – provided an update on the Pints w/ Paul schedule
- An update was provided regarding a May 25th downtown Business and Property Owner Stakeholder Meeting.

- Staff highlighted the current state of the budget and what is anticipated over the coming months.
- Additional highlights included the Wayfinding program; State MSOB program; distribution of the Warming Huts to local non-profits and businesses; streetscape enhancements; Thru Lot updates; and general coordination and collaboration efforts with the Town on downtown parking strategies.
 - GN – noted that the Thru Lot project set the tone for the backlot project and really emphasized the DDA’s commitment to quality.
 - He also suggested the Board find ways to place stickers or decals on the Warming Huts that are donated and given away to show our commitment to our local partners and businesses
 - AH – suggested Atmosphere Creative as an option for the vinyl decals and said he would connect them to staff.

G. **Communications & News**

DS – thanked the board members for coming together and helping inform fellow business and property owners, as well as residents about the height increase.

GN – noted there are State Grants available for incorporating EV Stations into the community and downtown area and highlighted his experience working on these types of projects.

BP – suggested the Board reimburse DS for expenses incurred with the backlot project efforts, such as meals and printing. These efforts went far and above the expectation and should be covered by the DDA.

- Board members agreed with this and asked for DS and staff to bring a request w/ documentation to an upcoming Board meeting to discuss.

H. **Adjourn**

Chairman Stauss adjourned the meeting at 8:44AM