



**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.)**

Join Zoom Meeting

<https://us02web.zoom.us/j/81219800802?pwd=bkh0aW9jWjRzTW9TcjZGbzdRNdNUT09>

Meeting ID: 812 1980 0802

Passcode: 223751

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**Agenda**

- 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
- D. Public Invited to be Heard (*3 Minutes Per Person*)
- E. Approval of Minutes from the Regular Board of Directors Meeting January 20, 2020 and Special Meetings February 9, 2021 and February 10, 2021.
- F. Report of Bills, Budget Status – M. Ashby
- G. Future Legends Presentation – M. Pashby, C. Katofsky
- H. KEY INITIATIVES:** **8:30AM**
1. Committee Assignments – Board Lead and Topics (Website Discussion)
  2. Mill Project Update – Entertainment District Feasibility Study
  3. Backlot Boardwalk Update
    - i. 215 4<sup>th</sup> Street – No Updates
    - ii. Backlot Development – No Updates
    - iii. 512 Ash Demolition
      1. Demolition Status Update – M. Scholl
    - iv. Backlot Alley
      1. Thru Lot Closing Update – J. Liley
      2. Status Summary, Prioritization of next steps – M. Ashby
- I. Executive Director's Report – M. Ashby
- J. COMMUNICATIONS & NEWS:**
1. National Main Street Conference – Registration Open
- K. Adjourn** **9:15AM**

Note: Double Underlined items indicate attachments.



**BOARD OF DIRECTORS MEETING**

**January 20, 2021 | 7:30AM– 9:00AM**

**301 Walnut Street, Third Floor, Windsor, CO 80550**

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

<https://us02web.zoom.us/j/83545131638?pwd=Zzh2OTZqbU1HU1B1ZXNsUEZMWXowdz09>

Meeting ID: 835 4513 1638

Passcode: 249734

One tap mobile

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**Draft Minutes**

**Attendance:** Dan Stauss, Brent Phinney, Heidi Washburn, Paul Rennemeyer, Dean Koehler, Dan Brunk.

**Absent:** Jim Cosner. **Staff:** Matt Ashby, Josh Liley, Mike Scholl. **Guests:** Paul Hornbeck, Carlos Hernandez, Steve Tuttle, Michelle Vance, Stephen DeNardo, Jason Grant (Nisely), Kelly Hall, Roger Sherman, Dave Roberts.

**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: Approve as presented. DK Second: PR Approved unanimously.**

D. Public Invited to be Heard (3 Minutes Per Person) – *None*.

E. Approval of Minutes from the Regular Board of Directors Meeting December 16, 2020 and Special Meeting January 6, 2021.

**Motion: Approve as presented. BP Second: HW Approved unanimously.**

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

*MA: We received the update on the budget just yesterday afternoon. Our projected expenditures for the end of the year were higher than actuals. 2020 budgeted expenditures: \$959,250. Actual thru November was \$575,422. Projected at year end \$797,091. Any funds not spent will roll over into 2021 budget. \_ MA – Update Executive Director contract notes for Year End Date.*

G. Resolution 2021-DDA-01. A Resolution of the Board of Directors of the Windsor, Colorado, Downtown Development Authority Designating a Location for the Posting of Public Meeting Notices and Establishing Regular Meeting Dates. – J. Liley

*JL: Housekeeping item setting location for meeting notices on the public meeting board. Formal will be placed at the Town's board. We also post to the DDA website and Town website. No changes from years past. BP, Second DK. Approve as presented. Unanimously approved.*

H. Small Façade Improvement Grant – 427 Main Street – Dave Roberts. Staff Recommend Approval.

**Sample motion: Move to approve funding not to exceed \$500.00 for a Small Façade Improvement Grant for 427 Main. BP. Second: PR. Approved Unanimously.**

*DR: Was the ugliest building until the upgrade. We've already sanded and refinished the wood on the front of the building. I am relighting the windows to help highlight product better. I'll be completing the install, so there will be no fees. New electrical will need to be pulled. The project will likely run about \$1,300. DS: Can a building owner re-apply in subsequent years? MA: Check on any reapplication limitation. BP: Wondering if the lighting is inside or outside? DR: We are lighting up the window from the inside and are looking to light up the wheel on the outside sign. I'd like to light up the windows to help showcase product. BP: is the cost eligible? JL: There certainly leeway for the*

Note: Double Underlined items indicate attachments.

*lighting to be considered because it is associated with the façade. BP: Looks like a great project. DS: I'm in favor.*

- I. **Façade Improvement Grant** – 419 Main Street – Grant Nisely. (Jason Grant). *Staff Recommend Conditional Approval.*

**Sample motion: Move to conditionally approve funding not to exceed \$19,250.00 for a Façade Improvement Grant for 419 Main pending revisions to the plans for natural materials on the base and planning department approval. BP. Second: HW. Approved unanimously.**

*Jason Grant: Represent the property. We have buildings in Cheyenne, Greeley, and enjoy the trendy downtown style of building. We acquired from Bob Winter this past summer. They owned it since 1987. The Beauty Academy currently occupies the main level and the building has a 1980's style façade with stucco DS: Question regarding the wood grain siding and hard board. JG: This is a panel system, not hardwood. DB: Are you planning just the front? JG: It would be just the front. DK: Is the awning similar to Hayden? JG: It would be providing image and shade, not water-shedding. BP: Are costs broken down? Concern about the stone veneer. JG: We are open to changing the material at the bottom to natural masonry. Conventional brick would be an option. BP: If we give initial approval, how to the costs work? JL: It would be up to 25% of eligible costs. Signage isn't eligible and we would need to deduct that cost. BP: Are you considering anything on the rear of the building? JG: We may at a later time. We want to start with the prominent façade. I'm being conservative in our cost estimate. There are often surprises. DB: Is the tenant going to continue. What signage are you planning? JG: Current tenant is planning to stay. In the long term, we would consider self-occupying the building with our general contracting, real estate, and brokerage company. We have not discussed the signage with the tenant. JL: Signage would require DDA Approval. DS: Can you describe the conditional approval? MA: This provides the board with the opportunity to provide general direction to the applicant, and if the board is comfortable, approval to move forward. BP: I'm not concerned about approving the project but would like to see the final design. DS: I'm in favor of approving with the condition to use natural stone rather than delaying. HW: I like that approach. BP: I'm in favor of that.*

- J. **7<sup>th</sup> and Walnut Corridor Plan Update** – Paul Hornbeck (Town), Carlos Hernandez.

*Paul Hornbeck – Wanted to introduce two projects – 7<sup>th</sup> Street and Walnut Corridor Plans. Kicked off in August and have been gathering community input. [www.Windsorprojectconnect.com](http://www.Windsorprojectconnect.com) Town Board work session next week. Have sent over 10,000 post cards. The project includes “basic design” elements that could be built in 2021, plus “enhanced design” that would require increased funding and possibly grants. Roger Sherman – We appreciate the concepts of where your design is going. We want to explore ideas for 7<sup>th</sup> and Main Gateway. We should discuss the gateway treatment in this block. The corner treatments could include capturing options for landscaping improvements on the corners – trees, planters, pots, enhanced crosswalks. Steve Tuttle – Performing traffic engineering and operations issues. Changes would allow to incorporate a buffered bike lane on 7<sup>th</sup>. Roger – Provided some of the secondary gateway features at the corners – could be pointing toward different elements and wayfinding. Could tie in new lighting and hanging basket poles. We know these would be somewhat costly elements. DS: What are you doing for pedestrian safety on the crosswalks? We could incorporate similar solutions. ST: The curb extensions would shorten the crossing distances and times, while also making the pedestrian more visible. RS – We could use different materials in addition to paint. It comes down to budget. DS: Setting the tone with this project would be helpful. DB: I've seen a lot of trailers have trouble. ST: The southwest corner is the tightest movement. The bike lane widths will be as tight as possible to accommodate all uses but not create new issues. We could work to create ‘mountable surfaces’ to accommodate movement. PH – Regarding the crossings further east, the Town will be working CH: The gateway function at 7<sup>th</sup> and Main transitions lanes and functions as a natural gateway. We want to slow traffic down. One of the new CDOT engineers lives on Walnut.*

Note: Double Underlined items indicate attachments.

*Walnut – RS: Looking at 3<sup>rd</sup> and Walnut and 6<sup>th</sup> and Walnut, looking to create corner improvements. Again, reducing crossing distance and visibility. CH: The goals of these projects are to help create a more walkable connection to downtown. Walnut it about slowing people down. Posted limit is exceeded. We’re looking at a parallel corridor for bike lanes. Projects narrow the street to slow traffic. The buffered bike lane would provide a 2.5-foot buffer. Travel lane is currently wider than an interstate lane. There are some areas on Walnut that have angled parking – backing into the lane has a higher crash rate. Safety is key. Conversion to parallel parking is safer. Could construct this summer. Converting 2 blocks, you would have a net loss of 15 parking spaces and could complete this summer. We acknowledge options for adding in more parking back in. Possibility of angled impact parking. We’ve looked at a lot of different designs and this option provides the lowest amount of impact. Angled back in parking is proposed in front of Town Hall. DS: Thanks for presenting. DS: I really like the corner treatments at 7<sup>th</sup> Street.*

*MA: Email out 7<sup>th</sup> St Presentation to Board.*

*MA: To coordinate wayfinding with Paul Hornbeck as project progresses.*

**K. KEY INITIATIVES:**

**8:30AM**

1. Committee Assignments – Board Lead and Topics
2. Mill Project Update – Entertainment District Feasibility Study

*MA: Selection process. Colorado Main Street is facilitating this study for us. We received one proposal from a qualified team and are comfortable moving forward. Board identified Heidi as key board contact.*

3. Backlot Boardwalk Update
  - i. 215 4<sup>th</sup> Street Update
    1. Proposals Received, Interviews Scheduled (*See notes below.*)
  - ii. Backlot Alley
    1. Prioritization of next steps

*JL: Closing documents will be circulated to Marquardt in the coming week. Ehrlich quitclaim – questions for Dan – Josh to follow up.*

*BP: We need to discuss costs associated with undergrounding and construction of the pass-thru. It depends on the overall costs for the joint project. When we select a developer, these discussions will help shape our priorities. If Xcel will pay for more, that could change circumstances. Move forward with as much information as possible. We need to gather the cost information. DK: We need the costs and am disappointed in Xcel for the increased costs incurred. The Thru Alley needs to be a priority. DB: It would be good to stub out the electrical – but don’t want to delay the Thru Lot. PR: Discussions are ongoing with Xcel on several fronts. Currently working on a substation, street light negotiations. Working to maintain positive relations. BP: Didn’t we provide a resolution that we supported their substation? Yes. DS: I think we should prioritize the pass-thru. We need information on how to move forward with the best option. DB: I think once the alley goes thru, we can work with the chosen developer that provides the vision for the back alley with a sign. MA: Complete status memo on Thru Lot, Undergrounding costs, options.*

- iii. 512 Ash Demolition
  1. Demolition Status Update – (Mike Scholl)

*Mike Scholl – Presented an overview of current status. Hudspeth contract is \$126K plus contingency. The Open Air abatement variance was not approved. A negative-air containment is required. This will cover the abatement and demotion of current building and rough grading. Fencing and future paving will be separate costs in the future. The Town will be paying for half the costs of demolition. Approximately \$79K total. We are seeking approval today to get the permit pulled from CCDPHE. Work will begin in earnest by mid-February. We will receive a letter of completion from CDPHE to provide a clean bill of health and no liability to future development of the site.*

Note: Double Underlined items indicate attachments.



*The second contract is for Stephen DeNardo to serve as the owners rep. He's helped us work through the permitting and NeuMark issues. This would be for his time in helping manage the contractor and pay applications. He represents the DDA and makes sure the contractor does what they need to do.*

*The third is to compensate NueMark for their time invested. To move forward in a positive manner, we will provide them with a letter describing that the scope changed. This also enables the bond can be returned.*

*DS: What did NeuMark do for the \$3000. MS: This is a negotiated settlement. They did some work with the utilities. Goal was to not create a fight. SD – NeuMark had completed a lot of work on the utility disconnects – particularly the water and sewer disconnects. There was a fair amount of administrative time. Because of the scope change – environmental oversight, there wasn't experience. We wouldn't have received the necessary value. He did introduce to subcontractors. This also provides us with no legal concerns regarding the contract. DS: Was there any additional payments made to NeuMark? SD: Locates are provided by 811. MS: There was an initial invoice paid for \$600. JL: Note that Dan Stauss will sign the termination agreement. BP: Spending \$150K to demo – how did we miss from the original environmental reports? MS: We had relied on the Phase II report that indicated the Transite Pipe in a small area of the building with the assumption that they could be easily picked up. CDPHE required the soils test that changed the character of the project. When we got to the permitting process, CDPHE required an expanded process. SD: Whomever did the due diligence missed an important inspection. When NueMark applied, they sent in the incorrect document, when CDPHE wanted the inspection report. We engaged a third-party to complete the report. We're fortunate that we didn't end up being liable for the circumstances. DS: Good to have Mike on Board to bring Steve to the table. I don't see any other option but to move forward. The good news is that the Town is still partnering. BP: It has to be cleaned up. I just don't understand how they missed the issue. JL: Wasn't there an EPA grant involved? MA: Correct – EPA provided a report that we relied on. CDPHE wanted additional information. BP: Regarding the process, was the contract competitive? MS: It was bid. NueMark completed a bid to gather abatement contractors and Hudspeth was the low bid. JL: To address the NueMark dismissal, there are elements they are eligible to conduct. By consolidating the work under Hudspeth, this enables us to save money. DS: When we look to move forward in the future, we'll have an understanding of how the process works.*

2. Consideration of the following agreements:

a. Hudspeth Abatement and Demolition Agreement

*Sample motion: **Move to approve the attached agreement with Hudspeth and Associates, Inc., and authorize DDA legal counsel to make minor changes to the agreement that do not substantially alter the DDA's rights or obligations and further authorize the board chair to execute the agreement. DK.***  
*Second: BP. **Approved Unanimously.***

b. DiNardo Agreement (DDA owners rep)

*Sample motion: **Move to approve the attached agreement with Mr. Di Nardo and authorize DDA legal counsel to make minor changes to the agreement that do not substantially alter the DDA's rights or obligations and further authorize the board chair to execute the agreement. PR.***  
*Second: DB. **Approved Unanimously.***

c. NeuMark Agreement Termination – J. Liley

*Sample motion: **Move to approve termination of the agreement with Neumark Commercial Builders, LLC, with payment to Neumark of \$3,000 for services rendered and mutual acknowledgement of no-fault, and authorize the board chair to***

Note: Double Underlined items indicate attachments.



DOWNTOWN DEVELOPMENT AUTHORITY

**execute a termination agreement. DK. Second: BP. Approved unanimously.**

iv. Backlot Development

1. Proposals Received, Interviews Scheduled

*MA: Provided overview of the interview process and materials we will be providing. Watch for updated Zoom calendar links. Staff report will be provided prior to the interviews.*

*MA: Send out staff report materials for interviews.*

4. District Expansion/Sustainability – No Updates

L. Executive Director's Report – M. Ashby

*BP: What's the status of moving forward with the parking lot construction? MS: We've completed engineering in anticipation to get permits from the railroad. It should be pretty well worked out. MA: This will be a next step now that the budget for demolition is solidified. DS: When do you think demo will be completed? MS: Some of the timeline is dependent on weather. We can start to look at pricing for the surface now. DS: Let's be organized to minimize down time. BP: I'd like to look at different styles of fencing. Pelican Shores – I'd like to gather pricing options. MS: We did that already and would have included if the demo budget hadn't increased significantly. Question will be posed to the Board regarding how much budget to allocate. MS: Complete cost estimate and options for 512 Parking Lot surfacing.*

*MA: Update on Greenhouses – We expect delivery and installation of the next 10 units this week. We will be working with the Town on placement of a portion at other non-downtown restaurants and will then be circulating back through the list. DB: Question on use post-pandemic? MA: The DDA/Town will own the units. If there's not a desire for use in the future, the boards could decide how to repurpose those units. We also received approval on using temporary extension cords to power heaters in the units. We are working on buying these and will be supplying the original 5 as well as the next installations with a power/heating kit.*

M. COMMUNICATIONS & NEWS:

N. Adjourn

**9:15AM**

Moved and second to adjourn at 9:30AM. DK. BP. Approved unanimously.

To Do Items:

*MA: Update Executive Director contract notes for Year End Date.*

*MA: Check on any reapplication limitation for mini-FIP program. (Note: Upon review, there are no limitations, but the board can use discretion if the program isn't being used as intended/desired.)*

*MA: Email out 7<sup>th</sup> St Presentation to Board. (Completed.)*

*MA: To coordinate wayfinding with Paul Hornbeck as project progresses.*

*MA: Complete status memo on Thru Lot, Undergrounding costs, options*

*MS: Complete and send out staff report materials for interviews.*

*MS: Complete cost estimate and options for 512 Parking Lot surfacing.*

Note: Double Underlined items indicate attachments.



**BOARD OF DIRECTORS SPECIAL MEETING**

**February 9, 2021 - 5:30 PM**

**Town Board Chambers, 301 Walnut Street, Windsor, CO 80550**

**<https://windsorgov.zoom.us/j/92147722757> OR join by telephone at (888)**

**788-0099 or (877) 853-5247 - Webinar ID:921 4772 2757**

**Draft Minutes**

**Attendance:** Heidi Washburn, Dan Stauss, Dean Koehler, Dan Brunk, Jim Cosner, Brent Phinney. **Staff:** Josh Liley, Matt Ashby, Mike Scholl.

**A. CALL TO ORDER**

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration – **Motion to Approve as Presented. BP. Second DK. Approved Unanimously.**

**B. EXECUTIVE SESSION**

A Joint Executive Session with the Town Board of the Town of Windsor Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to the Backlots Project.

**Motion: BP, Second DB. Approved unanimously at 5:45PM.**

**C. RECESS**

Executive Session: Closed at 8:42PM

Motion to recess until 5:45PM on February 10, 2021. HW. Second BP. Approved Unanimously.



**BOARD OF DIRECTORS SPECIAL MEETING**

**February 10, 2021 - 5:30 PM**

**Town Board Chambers, 301 Walnut Street, Windsor, CO 80550**

**<https://windsorgov.zoom.us/j/94682356333> OR join by telephone at (888)**

**788-0099 or (877) 853-5247 - Webinar ID:946 8235 6333**

**Minutes**

**Attendance:** Jim Cosner, Dan Brunk, Dean Koehler, Heidi Washburn, Dan Stauss, Brent Phinney. **Staff:** Matt Ashby, Josh Liley, Mike Scholl.

A. CALL TO ORDER

B. EXECUTIVE SESSION

A Joint Executive Session with the Town Board of the Town of Windsor Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to the Backlots Project.

**Motion to Open Executive Session: 6:00PM BP, Second HW. Approved Unanimously. Town Board ended Executive Session at 9:19PM**

C. ADJOURN

**Motion to adjourn: 9:20PM BP, Second HW. Approved Unanimously.**

## DOWNTOWNTOWN DEVELOPMENT FUND - 19

| ACCT. NO.                   | ACCOUNT NAME                            | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 BUDGET | 2020 ACTUAL | 2021 BUDGET | 2021 ACTUAL | NOTES                                                                               |
|-----------------------------|-----------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------------------------------------------------------------------------|
| DDA FUND REVENUE - 10       |                                         |             |             |             |             |             |             |             |                                                                                     |
| 4001-000                    | Beginning Fund Balance                  | 657,431     | 855,519     | 846,687     | 595,894     | 595,894     | 351,144     | 351,144     |                                                                                     |
| 4311-00                     | Property Tax From Mill Levy             | 21,343      | 25,542      | 27,137      | 41,380      | 45,392      | 42,289      |             |                                                                                     |
| 4312-00                     | Auto Tax                                | 1,432       | 1,953       | 1,826       | 1,500       | 1,967       | 1,500       |             |                                                                                     |
| 4324-00                     | Incremental Property Tax                | 26,692      | 32,333      | 49,120      | 76,505      | 68,556      | 89,768      |             |                                                                                     |
| 4334-00                     | Grants                                  | 2,811       | 2,712       | 4,273       | 8,000       | 0           | 8,000       |             |                                                                                     |
| 4364-00                     | Interest Income                         | 89          | 94          | 23          | 5           | 16          | 5           |             |                                                                                     |
| 4367-00                     | Donations                               | 0           | 0           | 1,840,000   | 0           | 0           | 0           |             |                                                                                     |
| 4376-00                     | Transfer from TOW General Fund          | 332,004     | 614,500     | 382,000     | 393,460     | 393,460     | 393,460     |             |                                                                                     |
|                             | Sub-Total                               | 384,371     | 677,134     | 2,304,378   | 520,850     | 509,391     | 535,022     | 0           |                                                                                     |
| DDA REVENUE TOTAL           |                                         | 384,371     | 677,134     | 2,304,378   | 520,850     | 509,391     | 535,022     | 0           |                                                                                     |
| AVAILABLE RESOURCES         |                                         | 1,041,803   | 1,532,653   | 3,151,066   | 1,116,744   | 1,105,286   | 886,166     | 351,144     |                                                                                     |
| DDA FUND EXPENDITURES - 19  |                                         |             |             |             |             |             |             |             |                                                                                     |
| 6210-0                      | Office Supplies                         | 78          | 0           | 0           | 200         | 665         | 3,600       | 1,800       | Office Lease                                                                        |
| 6213-0                      | Public Relations/Advertising            | 13,518      | 10,708      | 10,598      | 25,000      | 19,010      | 20,000      |             |                                                                                     |
| 6214-0                      | Board Development                       | 3,561       | 2,415       | 3,574       | 5,000       | 608         | 2,500       |             |                                                                                     |
| 6217-0                      | Dues/Fees/Subscriptions                 | 1,552       | 724         | 1,631       | 1,500       | 5,638       | 6,500       |             | Includes Chamber @ \$5000                                                           |
| 6218-0                      | Small Equipment                         | 0           | 0           | 0           | 0           | 0           | 0           |             |                                                                                     |
| 6219-0                      | Special Equipment                       | 0           | 19,900      | 5,364       | 115,000     | 38,864      | 20,000      |             | Wayfinding Phase I                                                                  |
| 6242-0                      | Street Repair/Maintenance               | 0           | 271         | 14,760      | 5,000       | 2,618       | 8,000       |             | Discuss Thru Lot Maintenance                                                        |
| 6245-0                      | Travel/Mileage                          | 0           | 0           | 0           | 500         | 0           | 500         |             |                                                                                     |
| 6246-0                      | Liability Insurance                     | 243         | 4,380       | 7,513       | 4,500       | 3,800       | 5,000       |             |                                                                                     |
| 6252-0                      | Legal Services                          | 78,347      | 22,506      | 28,135      | 35,000      | 15,692      | 35,000      |             |                                                                                     |
| 6253-0                      | Contract Service                        | 20,301      | 75,251      | 59,418      | 80,000      | 78,655      | 150,000     |             |                                                                                     |
| 6256-0                      | Publishing/Recording                    | 0           | 0           | 0           | 750         | 0           | 0           |             |                                                                                     |
| 6260-0                      | Utilities                               | 0           | 0           | 142         | 0           | 0           | 0           |             |                                                                                     |
| 6263-0                      | Postage                                 | 186         | 217         | 37          | 500         | 119         | 500         |             |                                                                                     |
| 6264-0                      | Printing/Binding                        | 0           | 0           | 0           | 500         | 0           | 0           |             |                                                                                     |
| 6267-0                      | Study/Review/Analysis/Consulting        | 52,888      | 34,871      | 70,110      | 185,000     | 197,738     | 187,000     |             | Alley construction plans (\$162K) Parking (\$25K)                                   |
| 6268-0                      | County Treasurer Fees                   | 610         | 870         | 8,890       | 800         | 1,709       | 800         |             |                                                                                     |
| 6269-0                      | Miscellaneous                           | 0           | 0           | 0           | 0           | 0           | 0           |             |                                                                                     |
| 6270-0                      | Façade Program                          | 0           | 15,891      | 0           | 120,000     | 0           | 40,000      |             | *Priority for increase as budget clarity progresses                                 |
| 6290-0                      | Elections                               | 0           | 0           | 0           | 10,000      | 0           | 0           |             |                                                                                     |
|                             | Operating & Maintenance Total           | 171,284     | 188,004     | 210,172     | 589,250     | 365,116     | 479,400     | 1,800       |                                                                                     |
| 7302-00                     | Admin Support Charge by Town of Windsor | 5,000       | 5,000       | 5,000       | 5,000       | 5,000       | 5,000       |             |                                                                                     |
| 7321-00                     | Interest Expense/Loan                   | 0           | 0           | 0           | 0           | 0           | 0           |             |                                                                                     |
| 7350-00                     | Principal Expense/Loan                  | 0           | 0           | 0           | 0           | 0           | 0           |             |                                                                                     |
| 7340-00                     | Debt Issuance Cost                      | 0           | 0           | 0           | 0           | 0           | 0           |             |                                                                                     |
|                             | Interfund Loans & Transfers Total       | 5,000       | 0           | 5,000       | 5,000       | 5,000       | 5,000       | 0           |                                                                                     |
| 8410-000                    | Land                                    | 10,000      | 497,962     | 0           | 300,000     | 383,338     | 300,000     |             | Thru Lot 11 (2020), Construction (2021)                                             |
| 8412-000                    | Site Improvements                       | 0           | 0           | 2,340,000   | 65,000      | 688         | 70,592      |             | Mill TIF Payment (\$20,592), 512 Ash Transitional Parking (Shared w TOW) (\$50,000) |
| 8440-000                    | Machinery & Equipment                   | 0           | 0           | 0           | 0           | 0           | 0           |             |                                                                                     |
|                             | Capital Outlay Total                    | 10,000      | 497,962     | 2,340,000   | 365,000     | 384,026     | 370,592     | 0           |                                                                                     |
| DDA FUND EXPENDITURES TOTAL |                                         | 186,284     | 685,966     | 2,555,171   | 959,250     | 754,141     | 854,992     | 1,800       |                                                                                     |
| BEGINNING FUND BALANCE      |                                         | 657,431     | 855,519     | 846,687     | 595,894     | 595,894     | 351,144     | 351,144     |                                                                                     |
| REVENUE                     |                                         | 384,371     | 677,134     | 2,304,378   | 520,850     | 509,391     | 535,022     | 0           |                                                                                     |
| AVAILABLE RESOURCES         |                                         | 1,041,803   | 1,532,653   | 3,151,066   | 1,116,744   | 1,105,286   | 886,166     | 351,144     |                                                                                     |
| EXPENDITURES                |                                         | 186,284     | 685,966     | 2,555,171   | 959,250     | 754,141     | 854,992     | 1,800       |                                                                                     |
| ENDING FUND BALANCE         |                                         | 855,519     | 846,687     | 595,894     | 157,494     | 351,144     | 31,174      | 349,344     |                                                                                     |
| EXPENDITURES BY CATEGORY    |                                         |             |             |             |             |             |             |             |                                                                                     |
|                             | Operating & Maintenance                 | 171,284     | 188,004     | 210,172     | 589,250     | 365,116     | 479,400     | 1,800       |                                                                                     |
|                             | Debt Service & Transfers                | 5,000       | 0           | 5,000       | 5,000       | 5,000       | 5,000       | 0           |                                                                                     |
|                             | Capital Outlay                          | 10,000      | 497,962     | 2,340,000   | 365,000     | 384,026     | 370,592     | 0           |                                                                                     |
| TOTAL EXPENDITURES          |                                         | 186,284     | 685,966     | 2,555,171   | 959,250     | 754,141     | 854,992     | 1,800       |                                                                                     |

# DDA Report of Bills

December 2020



**TOWN OF WINDSOR**  
301 WALNUT STREET  
WINDSOR, CO 80550  
[WWW.WINDSORGOV.COM](http://WWW.WINDSORGOV.COM)  
(970) 674-2400  
MON-FRI 8AM TO 5PM

| Check No.                                  | Vendor/Employee              | Transaction Description          | Date       | Amount     |
|--------------------------------------------|------------------------------|----------------------------------|------------|------------|
| Fund: 19 DOWNTOWN DEVELOPMENT AUTHORI      |                              |                                  |            |            |
| Department: 486 DOWNTOWN DEVELOPMENT AU    |                              |                                  |            |            |
| 96854                                      | XCEL ENERGY                  | DDA XCEL BILL - 10.22 - 11.20.20 | 12/11/2020 | 39.11      |
| 96871                                      | K AND W PRINTING INC         | WINDSOR DDA SIGN POST BANNER     | 12/11/2020 | 1,520.00   |
| 96895                                      | SMART MARKETING LLC          | ELF HUNT PROMO ITEMS AND WEB     | 12/11/2020 | 2,224.63   |
| 96896                                      | AYRES ASSOCIATES INC         | PROJECT 19-0624.70 DDA MEAL FOR  | 12/11/2020 | 81,913.70  |
| 96911                                      | SPECIAL DISTRICT ASSOCIATION | C ANNUAL MEMBERSHIP 2021 DDA     | 12/11/2020 | 637.72     |
| 96924                                      | BRENT EVANS                  | MATTERPORT VIRTUAL TOURS         | 12/11/2020 | 1,045.00   |
| 96931                                      | STEPHEN P DINARDO            | CONSULTING AGREEMENT FOR ASI     | 12/11/2020 | 5,089.32   |
| 96936                                      | STREETSCAPES INC             | BIKE RACK- DDA RESTAURANTS - C   | 12/11/2020 | 10,057.00  |
| 97086                                      | DITESCO LLC                  | 20-02-01 DOWNTOWN ALLEYWAY IMP   | 12/18/2020 | 5,748.01   |
| 97098                                      | ERIC SELINGER                | 6X8 THERMAGRO OUTDOOR DINING     | 12/21/2020 | 18,750.00  |
| 97099                                      | STREETSCAPES INC             | 50% REMAIN BALANCE DUE - OUTD    | 12/22/2020 | 10,056.97  |
| 97117                                      | MAIL N COPY                  | OVERNIGHT PACKAGE STREETSCAPES   | 12/28/2020 | 27.00      |
| 97244                                      | SMART MARKETING LLC          | ELF HUNT POSTS THROUGH ALL OF    | 12/31/2020 | 225.00     |
| 97265                                      | WENDY BURT-THOMAS            | WINDSOR DDA EMAILS, NEWSLETT     | 12/31/2020 | 1,300.00   |
| 97338                                      | AYRES ASSOCIATES INC         | PROJECT 19-0624.70 DDA ON-CALL I | 12/31/2020 | 17,525.12  |
| 97353                                      | DITESCO LLC                  | DOWNTOWN ALLEYWAY IMPROVE        | 12/31/2020 | 24,742.50  |
| Total for Department: 486 DOWNTOWN DEVELOP |                              |                                  |            | 180,901.08 |

Total for Fund:19 DOWNTOWN DEVELOPMENT A

180,901.08

Grand Total

180,901.08





## **Executive Director Report**

**Date:** February 17, 2020  
**To:** Downtown Development Authority Board of Directors  
**From:** Matt Ashby, DDA Executive Director  
**Re:** January-February Report

### **Meeting Summary:**

The following meetings occurred between January 16 – February 12, including:

- January Board of Directors Meeting – 1/20
- Matt/Shane Weekly Meeting – 1/21, 1/28, 2/4, 2/11
- DDA Weekly Call – 1/22, 1/29, 2/5, 2/12
- Downtown Parking Study – 1/25
- Windsor Wayfinding Meeting w Parks/Public Works – 2/2
- Windsor Annual Visit with DOLA – 2/3
- Greenhouse Installation – 2/3-2/4
- Windsor Mill Entertainment District Study Kickoff – 2/4
- Backlot Interviews – 2/9, 2/10

### **Ayres Billing Breakdown Year To Date (As of 2/11/20):**

General - \$5,681  
Backlot - \$4,662  
512 Ash - \$3,634  
Alley/Thru Lot - \$336  
Mill - \$252  
Grants (Various) - \$0  
Winterization Grant - \$4,241  
Wayfinding - \$0

Total Expenditures: \$20,121 of \$150,000 = 13% of Budget with 11.5% of Year Completed

### **Anticipated Workload Jan-Feb:**

- 512 Ash Demolition
- Thru Lot, Undergrounding – Finalize Direction
- 4<sup>th</sup> Street/Backlot – Finalize Selection
- Sidewalk Furniture Grant/Greenhouses – Complete, Request Reimbursement
- Neighborhood Night Downtown—Event planning strategizing
- Wayfinding – Complete Bid Docs w Main Street Assistance

**Current Initiatives:**

**Mill** – The Entertainment District Feasibility Study kicked off. The team is working on case studies and will then launch into stakeholder contact next month. Staff met with Eric Lucas (Parks/Public Works) to discuss options to collaborate on the initiative. Report should be completed by June.

**Backlot** –

**Backlot Property:** Interviews were held the evenings of February 9<sup>th</sup> and 10<sup>th</sup>. The interview panel directed staff to proceed to a second-round discussion with two finalists and to address specific questions.

**4<sup>th</sup> Street:** See above.

**512 Ash Abatement and Demolition:** The contractor has mobilized and we expect completion by early April depending on weather. Parking lot cost estimates are forthcoming and a rough estimate should be available by early next week.

**Alley Design/Thru Lot/Undergrounding:**

- Thru Lot Closing Date is pending. Anticipate the DDA will close before the middle of March.
- Costs for completing design and construction on the Thru Lot will be presented at the February Board Meeting.
- A meeting with Xcel is pending to explore options for using additional 1% funds to cover a greater portion of the project costs.

**Parking / Crosswalk / Plantings**

A follow up meeting was held regarding the Parking Study. A list of quick wins was presented by the consultant.

**Wayfinding Project**

Staff are in the process of completing an additional CDOT grant for \$50,000 in support of the wayfinding installation. We are also working with Main Street to secure a technical assistance grant to finalize the bid documents for Phase I.

**Business Engagement**

**Streetscape Grant (CDOT #1 - \$50,000):**

We are currently reviewing the remaining budget and will identify additional furnishing needs to use up the remainder of the funds. We are also working with businesses to complete an approach to railing delineation and installation. Staff are also working to consolidate our reimbursement request from CDOT. The 2020 budget includes an expenditure for approximately \$34,000 that will be reimbursed to the DDA.

Virtual Shopping (CDOT #2 - \$5,000): – The reimbursement request has been submitted to CDOT.

Winterization Grant: (CDOT #3 - \$50,000): 10 units were delivered the week of 1/18, with another shipment the week of 2/3. The total number of units has been revised down due to several restaurants cancelling their orders. A total of 25 units have been/will be placed. Downtown units (12) include: 2 Peculier, 1 Tavern, 2 Toast, 1 Hearth, 1 Chimney Park, 3 Windsor Lake Coffee, 2 Yuzu Asian Café. A final requirement of our grant application was to install additional bike racks downtown to improve multimodal access. These are in process of being ordered and coordinating installation with Town staff. DDA Staff assisted with coordinating delivery and installation for other units (13) in Town: 3 Pizza Vino, 4 Summit, 2 Doug's Day Diner, 2 Lonesome Buck, 2 Dickey's BBQ. Once the final units are placed, we will be submitting reimbursement request. Staff were featured in a presentation at the Colorado Preservation Inc conference with over 100 attendees in the session.

#### **Façade Improvement Program**

Staff continue to monitor and coordinate with Town staff regarding current applications.

#### **Main Street**

We conducted our Annual Review with the Colorado Main Street program. State staff were complimentary of the DDAs progress and noted the success of the program and its volunteers.

Additional resources (mentioned in prior topic updates) included highlighting additional technical assistance for Wayfinding, Thru Lot, Website and to aid in updating our strategic plan. The presentation was helpful and it was suggested that Gayle (DOLA Main Street Program Manager) be invited to share some highlights with the Town Board.

Regarding our Mini-Grant funding, up to three years can be tapped to help fund a larger project. Due to our move to Graduate Status, we can look at allocating \$30,000 to projects that need additional funding in our budget.

#### **DDA General:**

No Additional Updates.

Action Checklist Review:

#### **New Items –**

- MA: Update Executive Director contract notes for Year End Date. **(Completed)**
- MA: Check on any reapplication limitation for FIP. *A: There is no limit to businesses reapplying for funding. If it becomes problematic, the grant approval is at the DDAs discretion.* **(Complete.)**
- MA: Email out 7<sup>th</sup> Street Presentation to Board. **(Complete.)**
- MA: Coordinate wayfinding with Paul Hornbeck as project progresses. **(In process.)**

- MA: Complete status memo on Thru Lot, Undergrounding costs, options. **(Complete.)**
- MA: Send out staff report materials for interviews. **(Complete.)**
- MS: Complete cost estimate and options for 512 Parking Lot Surfacing. **(In process.)**

**Carryover –**

- Identify Grants for Wayfinding Implementation **(Complete.)**
- MA: Research additional event opportunities for Spring. **(To Do.)**
- MA: Requested to send Ayres Invoice to entire board. **(Complete.)**
- MA: Reach out to Michelle and find out alternative date or options regarding Wine Walk. **(In process.)**
- MA: Check into insurance on new property. **(Complete.)**

### **Undergrounding + Thru Lot Status Summary**

The Thru Lot and Electric Undergrounding projects have reached a point where direction is required regarding timing and execution. Although the DDA Board has expressed some mixed thoughts regarding proceeding with the undergrounding, staff recommend continuing to push forward with the effort.

Recent communication from James Wilson, design engineer for Xcel, has indicated the following on December 29, 2020:

*"I also had a conversation with Xcel design manager and the quality controller about this job. It was decided that the undergrounding of the alley falls under a different type of job than a normal design. This job will fall under a 1% job and design. What that means for you is that the construction time frame will be longer. Once the design is approved, Xcel will put the design and construction work order out for a bidding process. During the bidding process, different construction companies will bid on the design, and Xcel will select the winner of the bid. Sometimes, this process can take up to 4 months or longer. There will be a walk through with Xcel and construction of what needs to be done during the bidding process and after the bidding process. When I find out when the walk throughs are I will send the day and time to you so you will be able to attend also."*

Based on this communication, staff believe that undergrounding of the utilities should occur to ensure timely completion of the work. Although there may be some thoughts of delaying to coordinate with any development plans for the DDA Backlot Parcels, our concern is that a delay now could compound the delay when development is ready to go. Additionally, we believe that the bidding process described by Xcel for the 1% fund could put us in a better position to argue that Xcel cover the full cost of the project with the 1% fund. We could also argue that the complexity of the project would be much more efficient with just one contractor.

### **Action Item 1 – Schedule Meeting with Xcel to discuss more advantageous cost-sharing using the 1% Fund.**

The following two alternatives outline the approach to take in negotiating with Xcel:

Alternative 1 In Alternative 1, the DDA proposes that Xcel complete the design and installation for the primary and secondary system, complete in place, to underground all overhead primary power and service line power. 1. Xcel complete design for all electrical undergrounding, complete in place (primary and secondary) 2. Xcel contract directly with contractor to complete all undergrounding conversion and surface restoration and includes, but is not limited to, the following major elements a. Xcel primary power line installation b. Duct bank c. Transformers, pedestals, meters d. Secondary power line installation to all meters e. Disconnect overhead-fed services and reconnect underground-fed services f. Service connection, meter housing g. Complete all surface restoration required to underground services and main line 3. This work is managed entirely by Xcel and completed in-house by Xcel

Alternative 2 In Alternative 2, the DDA proposes that Xcel complete the design for the primary and secondary system, complete in place, to underground all overhead primary power and service line power. The DDA would be responsible for surface restoration drawings and repair for the secondary



services to each building. 1. Xcel complete design for all electrical undergrounding, complete in place (primary and secondary) 2. Xcel contract directly with contractor to complete all undergrounding conversion and includes, but is not limited to, the following major elements a. Xcel primary power line installation b. Duct bank c. Transformers, pedestals, meters d. Secondary power line installation to all meters e. Service connection, meter housing f. Disconnect overhead-fed services and reconnect underground-fed services g. Complete surface restoration associated with undergrounding primary power 3. This work is managed entirely by Xcel and completed in-house by Xcel 4. The DDA would be responsible to create surface restoration drawings for secondary services, solicit a General Contractor to complete these repairs, and complete the surface restoration for the secondary services only.

If neither of these options are successful, the DDA and Town should have discussions to evaluate whether the project should move forward, and how to fund it. Information from Ditesco indicates that the total cost currently for undergrounding is \$300,000, including design fees to specify locations of service lines and surface restoration and the element Xcel currently is not covering.

One other consideration regarding timing. If the Thru Lot is constructed prior to the Undergrounding, there is the likelihood that some of the surface treatments may need to be disturbed when the Undergrounding is ultimately completed. This could lead to damage and would be less efficient overall.

As for moving forward with the Thru Lot design (to 100% plan sets), the DDA would require approximately \$500,000 to complete this project. The following table lists the breakdown of anticipated costs.

| THRU LOT CONSTRUCTION ESTIMATE (Ditesco) |                      |
|------------------------------------------|----------------------|
| Construction                             | \$ 278,591.00        |
| ROW/Land/Easements                       | \$ 3,000.00          |
| Professional Services                    | \$ 183,060.00        |
| Contingency                              | \$ 35,000.00         |
| <b>Total</b>                             | <b>\$ 499,651.00</b> |

The Professional services costs are outlined in greater detail below. This line item includes construction management, as well as some additional placeholders for possible legal and DDA contingency.

|       |                                               |         |
|-------|-----------------------------------------------|---------|
| 12.00 | DESIGN (DITESCO / R+M)                        | 104,679 |
|       | DESIGN (DITESCO / MAZETTI) - POWER CONVERSION | -       |
| 13.00 | CONSTRUCTION MANAGEMENT                       | 46,881  |
| 14.00 | LEGAL                                         | 6,000   |
| 15.00 | PERMITS AND FEES                              | 4,000   |
|       | Water Tap Fees                                | 14,000  |
| 16.00 | ALLEY DESIGN GRANTS                           | -       |
| 17.00 | MATERIALS TESTING                             | 2,500   |
| 18.00 | INVESTIGATIONS, POTHOLING (in CM budget)      | -       |
| 19.00 | DDA MISC                                      | 5,000   |
| 20.00 | CCTV INSTALLATION                             | -       |

For Fiscal Year 2021, the DDA originally budgeted for \$162,000 for the full alley design to be completed, along with \$300,000 for the construction of the Thru Lot based on early estimates from Ditesco/Russell Mills. This leaves a remaining gap of approximately \$40,000 necessary to complete the Thru Lot project with DDA-controlled resources.

| THRU LOT CONSTRUCTION + BUDGET SOURCES |                      |                         |
|----------------------------------------|----------------------|-------------------------|
|                                        | Estimate (Ditesco)   | 2021 Adopted DDA Budget |
| Construction                           | \$ 278,591.00        | \$300,000               |
| ROW/Land/Easements                     | \$ 3,000.00          |                         |
| Professional Services                  | \$ 183,060.00        | \$162,000               |
| Contingency                            | \$ 35,000.00         |                         |
| <b>Total</b>                           | <b>\$ 499,651.00</b> | <b>\$462,000</b>        |

The other expenditure the DDA is juggling is the 512 Ash Block. Now that the costs for the demolition and asbestos abatement have been dialed in, the budget will need to shift to accommodate the increased cost. The DDA originally estimated \$50,000 for the demolition and \$50,000 for surface improvements. The DDA's portion of the demolition cost is approximately \$75,000, leaving approximately \$25,000 remaining for the surface improvements. Once estimates for surface improvements area received, staff will update this memo. **If reallocating these resources, we would have an estimated shortfall of \$37,651 to complete the project.** Additionally, this tight of a budget doesn't account for any wiggle room for other costs that might crop up during the year.

Should the DDA and Town desire to include the electric undergrounding, Ditesco has estimated an additional \$300,000 to complete that work (absent any additional cost-sharing from Xcel.) See below for the combined Through-Lot and electrical undergrounding.

|                       |                      |
|-----------------------|----------------------|
| Construction          | \$ 538,591.00        |
| ROW/Land/Easements    | \$ 3,000.00          |
| Professional Services | \$ 198,060.00        |
| Contingency           | \$ 60,000.00         |
| <b>Total</b>          | <b>\$ 799,651.00</b> |

It is important to note both budgets have assumed percentages/plug numbers, especially for the electrical undergrounding scope as this is unknown without a design.

Additional information was provided in early February from Xcel's engineer regarding provision on 3-phase power, which could impact the overall design:

*I asked around about what can be done about the overhead transformer. I was told there is nothing that Xcel can do to replace the transformer with an underground one, because the underground 3 phase transformers run on a different voltage. Everything else can be undergrounded, but Xcel will need to place a new pole beside the existing 3 phase transformer*



*pole. The reason for is because a transformer can not a place on a pole that has primary going underground.*

We are working to identify options for addressing this complication as well, but it could require that some power elements will need overhead service to remain.

As the books on the 2020 DDA budget haven't yet been finalized, our anticipated year-end expenses included a few items that haven't settled out yet. Staff have projected what the 2020 carry over will be to the best of our knowledge to date.

**The key question is, could the DDA move forward with the Thru Lot Construction under our current budget and resources?**

In reviewing the budget, at this point, we cannot comfortably assume that the DDA would be able to move forward with the construction of the Thru Lot without either cutting other budgeted expenses or additional financial support from the Town.

If the DDA desires to move forward with the Thru Lot Construction, options include:

- 1) Pursuing a request for funding assistance from the Town on the order of \$200,000 to ensure that all uncertainties are covered. Should discussions with Xcel prove fruitful, any additional costs not covered by the 1% undergrounding funds could also be included in this request.
- 2) Explore reduction of the overall cost of the project by partnering with Town Staff oversee or assist with bidding and construction management. This line item totals \$46,000 in the Ditesco budget.
- 3) An alternative option includes collaborating with the Prospective Backlot Developer team to ensure coordination of the overall design and function.
- 4) Complete design (\$105K) in FY21, and push hard construction until Spring FY22.

Staff Recommendation:

In reviewing the options, staff recommend continuing to move forward. With the Board's consent, staff will:

- Connect with Xcel regarding the costs on the underground;
- Explore funding options/assistance with the Town, including staff assistance on construction management;
- Defer completion of construction plan design until collaboration can occur with the prospective backlot developer.
- Anticipate delaying construction until Spring 2022.

# Stephen P. Di Nardo

**Business Consulting**

**Project Management**

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Feb 12, 2021

Mike Scholl  
Ayers Associates Inc

RE: 512 Ash Street Abatement and Demolition

## **PROGRESS REPORT #2**

### **Progress and completed and in process items**

- Hudspeth mobilized on site 2/8/2021
- Full containment construction will be 100% complete today.
- JD Enterprises scoped sanitary sewer line and reviewed with public works.
- JD Enterprises located water line.
- Preconstruction meeting completed on 2/9/2021. Attendees:
  - Hudspeth and Associates
  - Great West Railroad – Demolition firm start date of 3/1/2021
  - Windsor Public Works – Requested Hudspeth install one rock sock at north end of property.
- Right of Entry permit from OmniTrax (Great Western Railroad) is fully executed.
- Hudspeth Insurance cert for OmniTrax in place
- The project schedule has been revised to accommodate utility disconnection.

### **Problems / Changes / Potential schedule delays**

- The water line tap was in the middle of the property next to the scall house. The physical cut will need to be completed in street. At this point there has been no requests for additional funds or additional time.
- The Excel power disconnection and pole removal have been rescheduled to 2/24/2021. No delays.
- The extreme cold weather has frozen the dirt solid. Hudspeth has installed some heaters to try to loosen up the soil. Potential schedule delay.

### **Plans Week 2**

- Finish containment construction
- Asbestos abatement
- Disconnect water and sewer.
- Install rock socks on storm water drains.

### **Items requiring COL assistance and Follow up**

- None currently

### **Attachments**

- Project Action Items