



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

February 20, 2019 | 7:30AM– 9:30AM

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

Draft Agenda

- A. Call to Order 7:30AM**
- B. Roll Call
- C. Public Invited to be Heard (*3 Minutes Per Person*)
- D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
- E. Executive Session for the purposes of:
Regarding redevelopment of the backlot properties:
1. To determine positions relative to matters that may be subject to negotiations, to instruct negotiators, and to receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402 (4)(b) and (e).
- F. KEY INITIATIVES: 8:00AM**
1. Mill Project Update – None.
 2. Backlot Boardwalk Update
 3. District Expansion/Sustainability – No Updates
- G. Approval of Minutes from the Regular Board of Directors Meeting January 16, 2019, Special Meeting January 28, 2019, and Special Meeting February 13, 2019 – M. Ashby
- H. Report of Bills & Financial Report – M. Ashby
- I. Executive Director's Report – M. Ashby
- i. Cottage Collaborative Update
 - ii. Crosswalk Project Update, Planting Design
 - iii. Tourism Opportunities – Upcoming Facilitated Session
 - iv. Main Street Transportation Workshop Opportunity
- J. COMMITTEE REPORTS: 8:40AM**
- K. Wayfinding Update (20 Mins) – K. Cypher
- L. Xcel Energy Substation Report (20 Mins) – Bryan Blakely
- M. COMMUNICATIONS & NEWS:**
1. No Marketing Committee this month
 2. Backlot Special Meeting – Friday February 22 – Time: TBD
 3. Main Street Conference – March 23-25
 4. Downtown Colorado Inc – Aspen, April 9-11
- N. Adjourn 9:30AM**

Note: Double Underlined items indicate attachments.



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BOARD OF DIRECTORS MEETING

January 16, 2019 | 7:30AM– 9:30AM

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

Attendance: Kristie Melendez, Dan Stauss, Brent Phinney, Heidi Washburn, Sean Pike, Dean Koehler.

Excused: Dan Brunk. **Staff:** Matt Ashby, Josh Liley. **Guests:** Jay Hardy, Bill Wells (Brinkman), Lauber

Draft Minutes

A. Call to Order 7:30AM

- B. Roll Call
- C. Public Invited to be Heard (*3 Minutes Per Person*)
- D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board - Approved as presented. KM, DK. Unanimously.
- E. Executive Session for the purposes of:
Regarding redevelopment of the backlot properties:
 - 1. Consideration of financial documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, pursuant to C.R.S. 24-6-402(4)(g); and
 - 2. To determine positions relative to matters that may be subject to negotiations, to instruct negotiators, and to receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402 (4)(b) and (e).

BP - Motion: Enter into Executive Session. Second - KM. Approved unanimously at 7:36AM.

Brinkman Reps departed 8:28AM.

HW – Motion: Close Executive Session. Second – DK. Approved unanimously at 9:28AM

F. KEY INITIATIVES: 7:45AM

- 1. Mill Project Update – None.
MA – Get a rep to attend March or April meeting.
- 2. Backlot Boardwalk Update
 - i. 512 Ash Street – **Parking Lot Conditional Use Permit Process, Environmental Study** Discussion included direction for a small committee to move forward with meetings with Brinkman and Town representatives to finalize a recommended approach to incentives. Dan Stauss and Brent Phinney were named as reps to attend. The remainder of the board would be updated via special meetings after the small group discussions.
MA – Schedule meetings with Brinkman/Town.
- 3. District Expansion/Sustainability – No Updates

G. Approval of Minutes from the Regular Board of Directors Meeting December 19, 2018 – M. Ashby – **DK - Moved to approve as presented. Second – SP. Approved unanimously.**

H. Report of Bills & Financial Report – M. Ashby

MA: Double Check on the Xcel bills on 512 Ash. Account transfer and remaining. DK - Motion: Approve. Second - SP. Approved unanimously.

MA: Provide breakdown on Ayres Invoice.

I. Executive Director's Report – M. Ashby

- i. Cottage Plan RFP Update – Matt presented a summary of the 4 proposals that were received. Each had positive attributes. Ultimately the DHM Design proposal fit the

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RFP most effectively with tailored outreach and a strong focus on design sketches. It was also the low bid. Colorado Main Street will be paying for the project, valued at approximately \$30,000. The Board directed Matt to move forward with confirming the selection.

- ii. Crosswalk Project Update, Planting Design – Initial design concepts presented. The board directed to pursue efficient maintenance balanced with as much color as possible. Good feedback on the initial crosswalk concepts to complete low cost and easy improvements soon.

J. COMMITTEE REPORTS:

8:30AM

1. Marketing Committee at Noon

Staff will work with Wendy to consolidate newsletter with her and to have monthly updates sent out. Will also work on Social Media Calendar.

- K. Wayfinding Update (45 Mins) – K. Cypher

Kristin was unable to attend the meeting but available on call. Board identified need for cost estimates, mapping. Need info to start working with partners. (UPDATE: Kristin will be refining the designs and will phase implementation between Town and DDA, and will identify potential grants for implementation.)

L. COMMUNICATIONS & NEWS:

~~Main Street Annual Review – January 23, 9:15–10:45AM~~ **POSTPONED**

M. Adjourn

9:30AM

DK - Motion to adjourn. Second - SP. Adjourned at 9:54AM.

~~Next Marketing Committee – 2/20 – Noon @ Toast~~ Canceled

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WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

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BOARD OF DIRECTORS MEETING

January 28, 2019 | 5:00PM– 6:30PM

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

Agenda

Dan Stauss, Kristie Melendez, Brent Phinney, Heidi Washburn. Staff: Matt Ashby, Josh Lilley.

A. Call to Order 5:00PM

B. Roll Call - None.

C. Public Invited to be Heard (*3 Minutes Per Person*)

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board BP, KM Approve as stated. Approved unanimously.

E. Executive Session for the purposes of:

Regarding redevelopment of the backlot properties:

1. Consideration of financial documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, pursuant to C.R.S. 24-6-402(4)(g); and
2. To determine positions relative to matters that may be subject to negotiations, to instruct negotiators, and to receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402 (4)(b) and (e).

Motion to enter into Executive Session: 5:12PM. HW Moved, BP Second. Approved unanimously.

Motion to close Executive Session at 5:37PM. BP, HW Second. Approved Unanimously.

F. Adjourn 5:38PM

Motion to adjourn meeting at 5:37PM. BP, HW Second. Approved Unanimously.

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BOARD OF DIRECTORS SPECIAL MEETING

February 13, 2019 | 6:00PM

301 Walnut Street, Third Floor, Windsor, CO 80550

Minutes

Attendance: Dan Stauss, Brent Phinney, Dean Koehler, Dan Brunk. **Staff:** Matt Ashby, Josh Liley.

- A. **Call to Order** **6:00PM**
B. Roll Call
C. Presentation by Brinkman representatives; question and answer.

Jay Hardy representing Brinkman Development presented an overview of the proposed backlot development.

Robbie Doman representing the American Legion made statements regarding the potential benefits the new building would provide in serving veterans.

- D. Executive Session. A joint executive session between the Windsor Town Board and the Windsor DDA Board of Directors pursuant to Colorado Revised Statutes § 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 Brinkman redevelopment proposal of the backlot area (Matt Ashby, Executive Director, Joshua Liley, DDA General Counsel, and invited guests).

Motion to enter into Executive Session: 7:00PM. BP Moved, DB Second. Approved unanimously.

Motion to close Executive Session at 8:43PM. BP, DK Second. Approved Unanimously.

- E. **Adjourn**
-

Motion to Adjourn at 8:44PM. BP, DB Second. Approved Unanimously.

Note: Double Underlined items indicate attachments.

Downtown Development Authority

Sales Tax Collections Trend - 2017 Q4 to 2018 Q4

 Decrease Sales Tax
 Increase Sales Tax

Sales Tax 2017 Q4: \$6,978.87
Sales Tax 2018 Q4: \$6,894.26
Increase/Decrease: (\$84.61) [-1.21%]

Sales Tax 2017 Q4: \$3,108.57
Sales Tax 2018 Q4: \$2,833.25
Increase/Decrease: (\$275.32) [-8.86%]

Sales Tax 2017 Q4: \$20,052.00
Sales Tax 2018 Q4: \$22,378.33
Increase/Decrease: \$2,326.33 [11.6%]

Sales Tax 2017 Q4: \$35,836.51
Sales Tax 2018 Q4: \$32,149.36
Increase/Decrease: (\$3,687.15) [-10.29%]

Sales Tax 2017 Q4: \$6,868.93
Sales Tax 2018 Q4: \$5,858.43
Increase/Decrease: (\$1,010.50) [-14.71%]

Sales Tax 2017 Q4: \$13,224.70
Sales Tax 2018 Q4: \$12,075.49
Increase/Decrease: (\$1,149.21) [-8.69%]

Sales Tax 2017 Q4: \$11,739.39
Sales Tax 2018 Q4: \$12,250.39
Increase/Decrease: \$511.00 [4.35%]

Sales Tax 2017 Q4: \$19,298.95
Sales Tax 2018 Q4: \$18,285.94
Increase/Decrease: (\$1,013.01) [-5.25%]

Sales Tax 2017 Q4: \$16,958.59
Sales Tax 2018 Q4: \$17,015.08
Increase/Decrease: \$56.49 [0.33%]

Note: Figures for the Windsor Farmers' Market and Windsor Wonderland have been excluded from these calculations due to the fact they are not DDA members.





WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

Date: February 15, 2019
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: February Report

Meeting Summary:

Extensive time was spent advancing the Backlot project during January into February with several special meetings and document production tasked to the project. We also kicked off two of our Main Street grant projects this month, including activity on the Cottage Plan and Lodging/Tourism Initiative. The following meetings occurred between January 11 – February 13, including:

- Cottage Plan RFP Review w/ CO Main Street – January 15
- Regular Board Meeting – January 16
- Marketing Committee – January 16
- Planning Commission (512 CUG Parking) – January 16
- Lodging/Tourism Kickoff Meeting – January 17
- Backlot Incentives Meeting (Call) – January 22
- Backlot Meeting – Town Manager – January 28
- DDA Special Meeting – Backlot – January 28
- Town Board Meeting (512 CUG Parking) – January 28
- Cottage Plan Kickoff (Call) – February 1
- Cottage Plan – Site Walk w/ Consultant – February 5
- DDA/Town Board Special Meeting (Backlot) – February 13

Billing Breakdown (As of 2/13/19):

General (YTD) - \$4,419 = 6% of Budgeted \$75,560 (with 11% of year completed)

Backlot (YTD) - \$5,447

Mill (YTD) - \$0

Anticipated Workload February - March:

- Backlot Development Agreement Formalization
- 512 Demolition Bidding
- Wrapping up Wayfinding Plan
- Main Street Grants & RFPs
- Cottage Plan – Business Engagement
- Lodging/Tourism – Initial Discussion

Current Initiatives:

Mill –Staff will be meeting with the new representative for Blue Ocean, Phil Hodgkinson, to receive updates on the project.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Backlot –

Extensive activity was focused on the Backlot development with a special meeting on January 28 and communication with the developer to address questions, concerns and refinements.

The appraisal of the Public Works block was added to the prior report ordered for the lot adjacent to the DDA "Through Lot".

Staff requested consideration from EPA to release preliminary results from the Phase II Environmental Study for both the Legion and 512 Ash properties, which had been delayed due to the government shutdown. Full reports were received in late January with estimates for demolition per the EPA Contractor. The Legion has asbestos pipe wrap, fittings and tile as well as lead-based paint on the windows which will require special care during demolition. The estimated remediation and demolition cost is \$135,000. 512 Ash does not have any issues in the buildings and the only remediation is a small area of soil where asbestos pipe remnants were found. Estimated cost for demolition is \$67,800. (The estimated value of the EPA grants to perform this analysis is approximately \$30,000.)

Coordination with the Town Attorney continued over the course of the month regarding the area of unknown ownership. The matter was settled with the two dissenting property owners. Several property owners requested a meeting with Brinkman. We will be tracking this activity as the project moves forward. Jay Hardy noted that the design focus of the project has been on the Public Works Block and that he would like to delay the meeting with neighbors until they have additional time to focus attention on the DDA Block.

The Conditional Use Grant to allow parking on 512 using recycled asphalt and deferring landscape and site development standards was approved by the Town Board on January 28. This permit is valid for 5-years, providing the DDA with the ability to determine the final status of parking options and to decide if this lot will become parking on a permanent basis.

Staff worked with the developer to address the primary concerns expressed by the board regarding the project. Several design adjustments were reflected in the plan concept presented by the developer on February 13. Information was compiled into a cost allocation table to help identify all the elements that are part of the project request.

A visual map with key project elements was produced and will be posted on the website and included with the upcoming newsletter.

The developer received a request from property owners on the 400 block to schedule a meeting. The developer suggested delaying this meeting as primary focus has been on formalizing information, design and incentive elements for the Public Works Block/Legion portion of the project. We anticipate a meeting to be scheduled soon to address the 400 Block.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Parking / Crosswalk / Plantings

Following the review of the draft design at the last DDA meeting, comments from the Town's Parks Department were forwarded to the consultant. Changes were incorporated and updated planting specifications were provided once again to Parks for review. Once approved, the planting and bid will be managed by Parks Director, Eric Lucas. The goal is to have the plantings installed in May or early June. The Main Street Mini Grant has been completed and allocation from DOLA of \$5,000 should be available prior to plant installation. The remaining \$5,000 has been budgeted for in the DDAs 2019 budget. If the results are positive, the DDA can use a similar planting plan for other intersections in future years.

With respect to the pedestrian crossings, short term design concepts will be completed after the planting design. Staff will work with Engineering and CDOT for installation of elements including enhanced pavement markings and signage.

We have received an invitation to host a workshop on "Main Street as a State Highway". If the board is interested, staff will apply to host this regional workshop.

Wayfinding Project

The draft signage designs are currently being reviewed by fabricators, so they can determine relative costs per sign type. The final signage locations are also being finalized. The next step will be to have the DDA review the signage costs, locations, and phasing, while also recommending any final design changes.

Cottage Collaborative

The selection of DHM Design was finalized and work began on the cottage effort with an initial site walk with the consultant to provide a better sense of the area. The consultant will be focused on individual communication and exploring options for property owners to coordinate efforts more successfully. On site meetings will be taking place soon. The overall value of this service being provided by DOLA/Colorado Main Street is approximately \$30,000.

Lodging/Tourism

Staff have kicked off the discussion of promoting visitors and tourism to Windsor. Colorado Main Street approved using technical assistance funds for a round table discussion on whether a lodging fee is something worth pursuing. We will be scheduling a meeting with key players as a first step in the discussion. Sheryl Trent will be facilitating.

Action Checklist Review:

New Items –

- Brinkman – Utility Status to get in Excel Queue (To Do)
- Complete Backlot Info Sheet – Sketch Plan – Post it on Website (Completed, Posting Soon)



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

- Schedule meetings with Town RE Backlot – (Completed)
- Review Xcel Energy Bill on 512 Ash – (Completed, Account Closed)
- Provide Info on Ayres Invoice Breakdown – (In process)
- Request Blue Ocean representative attend March or April Meeting. (In process.)
- Identify Grants for Wayfinding Implementation (In process)

Carryover –

- Check on grant amounts received. (Completed)
- Josh - Review the easement on the property and may issue a cease and desist letter for parking on the DDA's through lot. (To Do.)
- Josh – Provide a 1-page form contract in support of the parking program. (To Do.)
- Add key contacts to the block captain maps. (To Do with next assignment)
- Check with the Legion for names of veterans for posters. (To Do)

