



BOARD OF DIRECTORS MEETING
April 21, 2021 | 7:30AM– 9:00AM
301 Walnut Street, Basement Meeting Room, Windsor, CO 80550
(NOTE: Meeting will be held IN PERSON only.)

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 & Partner Agencies Invited to be Heard (*3 Minutes Per Person*)
- E. Approval of Minutes from the Regular Board of Directors Meeting March 17, 2021.
- F. Report of Bills, Budget Status – M. Ashby
- G. KEY INITIATIVES:** **8:30AM**
1. Backlot Boardwalk Update
- i. Backlot Alley/Thru Lot
1. Ditesco Design/Bid Assistance Contract – M. Ashby, J. Burrell
- Sample Motion: I move that we approve the Ditesco scope of work, including the base bid of \$38,755, and including Add Alternate 1 (Bidding Assistance at \$1,760) for a total not to exceed \$40,515, and authorize the board chair to execute an agreement for such work in a form substantially similar to the 2020 agreement between the DDA and Ditesco.*
2. Ehrlich Update – J. Liley
3. CDOT – Revitalizing Main Street Grant Application
- Sample Motion: I move that we direct staff to work with the Town to confirm support for completing an application for the Alley Project from the CDOT Revitalizing Main Street grant program.*
- ii. Tribe Development, ENA Executed. Work Session 4/29.
- iii. 512 Ash Demolition
1. Demolition Status Update – M. Scholl
2. Temporary Parking Lot Design – M. Scholl
- Sample Motion: I move that we direct the Chairman to meet with members of the Town to identify a value-engineered option to provide a temporary parking solution at 512 Ash that balances the total cost of construction with the anticipated life-span of the facility and provide a recommendation to the board prior to the May board meeting.*
2. Mill Project Update
- i. Entertainment District Feasibility Study – M. Ashby
- ii. TIF Payment Process Update – M. Ashby
3. Committee Assignments – Board Lead and Topics
- H. Executive Director's Report** – M. Ashby
1. Wayfinding Grant Update
- I. COMMUNICATIONS & NEWS:**
1. Main Street – This Place Matters Video – Featuring Windsor Mill.
- J. Adjourn** **9:15AM**

Note: Double Underlined items indicate attachments.



BOARD OF DIRECTORS MEETING
March 17, 2021 | 7:30AM– 9:00AM
301 Walnut Street, Third Floor, Windsor, CO 80550
(NOTE: Meeting will be held via ZOOM only.)

MINUTES

Attendance: Dan Brunk, Jim Cosner, Paul Rennemeyer, Brent Phinney, Dan Stauss. Excused: Dean Koehler, Heidi Washburn. **Staff:** Matt Ashby, Josh Liley. **Guests:** Jill Burrell, Michelle Vance, Kelly Hall.

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

DS presented an update to the agenda would include members of partner agencies. I would also look to have Michelle on the agenda presenting quarterly to get the board up to speed for an expanded 10-15 minutes. MA: Schedule NEXT MEETING in person. MV: Would want to meet as a committee quarterly. BP: A quarterly report would be great.

Motion to approve as presented. Motion BP. Second. JC. Approved unanimously.

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

MV: Chamber has done a lot of work on gaining back trust. One of the items expanding is tourism. Changing the name to Chamber and Visitor Bureau to market. Lots of low hanging fruit. Started a Tourism Commission that has it's own bylaws and work autonomously. Will have a consistent message about Windsor. Want to work together. The BE Local Magazine guide will be published shortly – cover and newsletter included. Cover is an aerial photo of the Downtown. Inside the theme for the edition is Development with an article. Including construction companies and building Windsor. Also want to start up the conversation of the Wine Walk. MA: Schedule meeting with MV to talk about upcoming promotions. Daytrip planner "Discover Windsor." Mother's Day fashion show for Mother's Day.

E. Approval of Minutes from the Regular Board of Directors Meeting February 17, 2021 and Special Meeting February 23, 2021.

Motion to approve as presented. BP. Second DB. Approved unanimously.

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

Motion to approve as presented. BP. Second. JC. Approved unanimously.

G. KEY INITIATIVES: **8:30AM**

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

MA: Provided update. On site discussions will be held next week with the consultant. The report should be ready in draft format in May with a final in June.

3. Backlot Boardwalk Update

- i. Tribe Development, Exclusive Negotiating Agreement & Letter of Intent (ENA) –

Motion: BP. Second: PR. Approved Unanimously. Approve the ENA between the DDA, the Town and Tribe, authorize the board chair to approve changes to the ENA that do not substantially alter the DDA's

Note: Double Underlined items indicate attachments.

rights or obligations thereunder, and authorize the board chair to execute the agreement. I further move that we authorize the executive director to extend the ENA, as provided in Section C(2), without further official action by the DDA board of directors.

MA: Presented an overview. Due to the timing of review of the ENA, the information presented in the packet is a draft. We wanted to provide an option to approve a draft so the process could continue to move forward without delaying an additional month. The motion would allow for minor changes to be made while authorizing the chair to execute. JL: Presented information regarding the structure of the motion. BP: Questioned the timeframe and whether it was too quick. MA: Clarified that this was driven by the developer and that the timeframe doesn't officially start until mid-April. PR: Met with Ashley last week, Tribe is excited about moving forward quickly. I would support the expedited timeline.

ii. 512 Ash Demolition

1. Demolition Status Update – M. Ashby
2. Temporary Parking Lot Design – M. Ashby

MA: Provided update. There were some footers discovered under the slab from a even older building. Discussion of next steps for transitional parking include a concept review meeting with the Town. Many questions regarding costs and ultimate design requirements will be addressed at that meeting on 3/18. DS: If there are concerts, I would expect there to be huge demand. I also think we need to move forward with a basic fence, rather than something fancier. PR: There will be concerts. MA: Will be meeting with Town Staff. PR: I don't envision there will be any issues with getting a reasonable design approved.

iii. Backlot Alley

1. Thru Lot Closing 3/16 – J. Liley

MA: Closed on the Marquardt property yesterday. DS: The quitclaim deed for the Ehrlich property is moving forward. We prepared a summary of the minutes from the meeting where the board approved presenting the quitclaim deed. We are expecting a response soon. JL: There is an open estate and confirming the information to convey the property.

2. Ditesco Design/CM Contract – M. Ashby, J. Burrell

MA: Presented an overview. Staff worked with Ditesco to identify areas that costs could be reduced or design work shifted to the full alley project. Savings resulted in a cost of \$413K, down from closer to \$500K for the remainder of the project. This is within the budget originally identified by the board for FY21. BP: I'm concerned about the overall cost of the project. I know we've been working on this for quite some time. Until we know what's happening on the Backlots, I'm not sure this is a great expenditure. DS: Have we talked with Tribe about the project? MA: We've presented them with the initial design concepts and the timing that the Thru Lot was the construction priority, but not since before their selection. DS: I like the idea of having a trolley stop for customers coming Downtown. When is Legends coming online? A: Spring of 2022. PR: I appreciate Brent's concerns about cost. This would be a great element. I don't know that its worth committing until we know what's going back there. Jill Burrell: Construction cost is based on the area being a gateway feature. There's some landscaping and seat wall to then help pull folks through to the alley. Included are seat walls, landscaping and irrigation. We reviewed the cost to make this phased and could add in the future. Without changing the overall scope, key gateway design intent. MA: Provided options, we can look at trimming the budget or pause the process. DB: I agree meeting with Tribe would be good, but I don't want construction costs increasing. PH: I want people to understand, I'm not opposed to this project and want to make sure we're connecting to somewhere. I think tabling this for 60-90 days would be helpful in having our discussion with Tribe. I also don't think paring down is needed – I'd rather have clarity on what's happening back there. I don't want to miss the opportunity to support another project on an isolated alley. DS: We identified this as a primary project for several years. We have the opportunity to bring people to Downtown with the Legends shuttle. We set this as a priority, I think we should move forward. If we're going to pare down significantly, I think we should complete minimum beautification and pump the money into wayfinding. DB: Can we meet with Tribe and have a discussion

Note: Double Underlined items indicate attachments.

with them to get their thoughts? BP: Can we table for 30-Days and report back with Tribe's info. I don't have a problem moving forward. DS: Agreed. PR: Agreed. JC: Is 30 days enough? We want to make sure what we do is absolutely in sync with what their plans are. I would suggest tabling and having our team report back. BP: I just don't want to table indefinitely. Let's bring back up at the next meeting with updates regarding the discussions with Tribe. DS: At the same time, can we be investigating and possibly consider shifting effort to Wayfinding as well. Let's be proactive so we're getting work done. MA: Provided update on wayfinding.

BP: Motion to table a month and bring back with updates in April. JC second. Approved unanimously.

H. Executive Director's Report – M. Ashby

I. COMMUNICATIONS & NEWS:

1. National Main Street Conference – Registration Open

MA: Provided update and invited members to attend with assistance from Main Street Scholarship.

J. Adjourn

9:15AM

JC: McCauley may still be interested in project. Has anyone else had contact? Would it be appropriate to sit and discuss? Also 115 N 6th – the deal fell through. We as the DDA should work to control. This is great news for us. We should look at providing an option on the property. DB: Its not listed as back on the market. I would suggest bringing it to Tribe and see if there's an option. Back on the market for \$1.1M. If we have some of our key people involved, and request for coordination, that might be a great option. PR: I agree and would be happy to sit in. DS: I agree. JL: Keep it to 2 members or less. JL: There's nothing legally prohibiting meeting with McCauley. PR: I've been surprised at how quiet. JC: Although 4th St has parking issues, it is highly developable. I'd like to meet with a restaurant. I understand the idea that 4th Street should be a sale to a tenant and not a long-term landlord.

MA: Schedule meeting with Brunner family.

Motion to Adjourn. 8:41AM. PR, BP. Approved unanimously.



Thru Lot Status – Updated Project Cost Summary – April 2021

Following the DDA Board discussion at our board meeting in March, staff met with representatives from Ditesco and the DDA to work on looking at refining the scope and to find cost efficiencies. Considering prior cost savings measures, there are few elements to cut out that would reduce the overall costs in a meaningful way without adversely affecting the quality and function of the project. Site furnishings (tables, chairs, trash cans, and planters) have been shifted to one of our CDOT grants to streamline/lower the overall cost of the project.

Additionally, following our March board meeting, we received inquiries from neighboring property owners regarding the status of the project. The discussions were positive and several property owners indicated support for moving forward with the improvements.

Staff have been researching the availability of funding from the CDOT Revitalizing Main Streets program. Shortly after our March board meeting, revised program guidance was issued indicated an opportunity for grants up to \$2 million. We are current researching whether the full alley construction would be a good candidate for this grant in conjunction with the Town. Demonstrating readiness is a key grant consideration, and the progress in completing the Thru-Lot construction could reflect positively on other grant pursuits in support of the alley construction.

The DDA also met with Ashley Stiles to discuss the impact of the Thru Lot construction on Tribe's plans for the Backlot area. She suggested that a slight delay in construction would help in coordinating thoughts regarding the potential DDA Block design with the Thru Lot could be positive. With the pending Town/DDA Vision Session on April 29th, there will be plenty of time to coordinate prior to the DDA approving the final construction contract. We anticipate that final decision on approving the construction contract would be before the DDA board in June or July.

DDA Staff have reviewed our overall budget position and the design budget for Ditesco is available within our 2021 budget. We are also comfortable that if bids come in within the construction estimate, that the funds budgeted for construction of the Thru Lot in 2021 would be sufficient to complete this project.

At this time, DDA staff would recommend moving forward with approval of the Ditesco final design contract, with an Add-Alternate to provide bidding assistance to finalize construction bids. The total for this contract is: \$40,515.00

Sample Motion: I move that we approve the Ditesco scope of work, including the base bid of \$38,755, and including Add Alternate 1 (Bidding Assistance at \$1,760) for a total not to exceed \$40,515, and authorize the board chair to execute an agreement for such work in a form substantially similar to the 2020 agreement between the DDA and Ditesco.

Delivery by email to:
director@windsordda.com

March 4, 2021
Revised April 15, 2021

Matt Ashby, AICP CUD
Executive Director
Windsor Downtown Development Authority

RE: Downtown Alleyway Improvements
Engineering Design Proposal – Through-lot Design

Dear Matt:

Thank you for giving Ditesco the opportunity to provide additional engineering services for the Windsor Downtown Alleyway Improvements project. Our attached scope of services includes advancement of the 30% Conceptual Design to full design documents of the alleyway through-lot.

The intent of this design proposal is to extend design services from 30% Conceptual Design to Issue for Construction (IFC) documents of only the through-lot. The DDA Board plans to utilize this project to promote the project, and spur excitement within the community. We expect the design phase to include advancement of design concepts through review and allocation of space, and engineering design. We expect the design phase will span from May 2021 through June 2021.

Following a scope review meeting on March 23, 2021, with the DDA Executive Director and two board members, we have included proposed fee estimates for Construction Document creation and Bidding management. Construction phase services will be presented in the future.

Thank you again for this opportunity. Our firm is built around successful relationships, successful projects, and successful outcomes.

Please let me know if you have any questions or require further information regarding this proposal, I can be reached by phone at 970.690.1889 and email jill.burrell@ditescoservices.com.

Sincerely,



Jill Burrell, P.E.

Enc. scope of services

Cc: Keith Meyer – Principal
file

Exhibit A

Windsor Downtown Alleyway Improvements

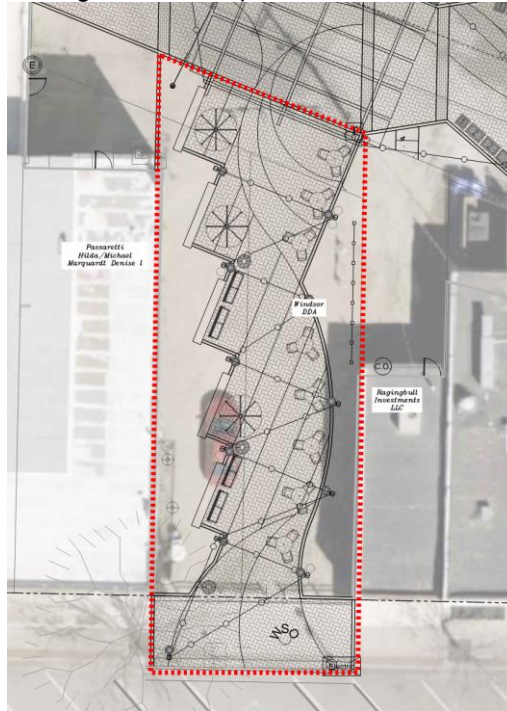
Through-Lot Design Services

Scope of Services

Project Understanding

The Windsor Downtown Development Authority (DDA) is planning a full-scale renovation of the alleyway spanning from 5th Street to Main Street in downtown Windsor. The project is aimed at creating an urban space that can support all modes of transportation, business use and create a sense of place connecting proposed development along the railway tracks spanning from 7th Street to Main Street. The project is targeting a construction budget of \$1.8 million.

Previously, our scope of services was to provide engineering design; urban design, public/stakeholder outreach, utility engineering and drainage design and lighting design to an approximately complete 30% level. This scope of work was completed in November 2020. Following the initial design phase, the DDA Board has requested a scope of services to advance the alleyway “through-lot” to complete Issue for Construction documents.



With this revised proposal, our team will advance the through-lot design to full Issue for Construction (IFC) documents, including construction drawings and specifications. The DDA Board will continue the coordination with Xcel Energy, to coordinate moving all overhead power to underground system. This design effort will continue assuming that undergrounding effort will be completed concurrently with or prior to the construction of the through-lot improvements.

Phase: Concept Design

Complete in November 2020.

Phase: Design

- Our team will prepare lighting design concepts that will enhance the placemaking experience. We expect these lighting concepts to have full lighting controls. Our team will finalize product selections for urban design elements, lighting, and placemaking elements.
- Our team will prepare urban design plans that show materials, site amenities, textures, space allocation and landscaping.

- We will modify the drainage memorandum previously submitted to the Town of Windsor (Town). The drainage memo will summarize drainage routing, basin delineation and design storm flows related to the existing conditions and proposed design improvements. This drainage memo will be specific to the through-lot area only, and will note future build-out of the full backlot alleyway will be completed at a later time. We will submit this drainage memorandum to the Town for their review. Per previous discussions with the Town, this drainage memo will address the improvements occurring during the first phase and assumptions made for future development along the north side of the alley.
- Ditesco will provide 95% design drawings for the through-lot project including:
 - Cover
 - General Notes (1 sheet)
 - Site Layout/Control (1 sheets)
 - Existing Conditions/Demolition (1 sheets)
 - Site Plans (1 sheets)
 - Grading Plans (1 sheets)
 - Utility Design (1 sheets)
 - Urban Design (2-3 sheets)
 - Landscaping and Planting Plans (2 sheets)
 - Irrigation Sheets (2 sheets)
 - Lighting Design Sheets (2 sheets)
 - Subsurface Utility Engineering (SUE) (4 sheets)
 - Details (4-6 sheets)
 - **Total Sheet Count: Approx. 22-25 sheets**
- Our design plans will cover the through-lot, between Main Street and the north side of the through-lot at the future connection to the backlot alley, as shown in the image, above.
- Ditesco will incorporate final feedback from the DDA into the 95% design drawings and provide a final stamped IFC set of contract documents to the DDA.
- Ditesco will prepare and finalize CSI formatted technical specifications for review by the DDA. We will finalize project specifications, and prepare Division 01 specifications to accommodate the construction of the thru-lot portion of the work. It is anticipated the Town of Windsor will complete the front-end bidding documents for this project.
- Ditesco will attend design phase meetings with DDA staff as needed. For these meetings, we will prepare meeting agendas, hand out information and meeting minutes. We have assumed bi-weekly meetings, totally four (4) design meetings.
- Ditesco will prepare a Class 5 level cost estimate based on the final design plans.

Phase: Bidding

- We will assist the DDA staff in preparing and finalizing bid documents for solicitation of a contractor for the thru-lot construction. This will likely include a prequalification statement, invitation to bid/advertisement, supplementary conditions, and construction agreement.
- Ditesco will attend the pre-bid meeting and coordinate responses to contractor questions and prepare addenda, as necessary.
- It is anticipated this project will be a design-bid-build delivery with the lowest qualified bidder awarded the contract. Ditesco will attend the bid opening and complete contractor reference checks of the apparent low and successful bidder. We will recommend award providing our detailed qualifications review to the DDA, as needed.

Deliverables:

- Expected Deliverables and Format:
 - Issue for Construction concept plan set in both PDF format and digital (AutoCAD Civil 3D ver. 2018)
 - Technical Specifications in PDF format (CSI Division)
 - Drainage memorandum in PDF format
 - Construction Cost Estimate (Class 5) in PDF and Excel formats
 - Subsurface utility engineering plan (Level A or B) in PDF format
 - Meetings: Agendas, Meeting Minutes, in PDF format

Schedule

The anticipated schedule is as follows.

Design:	May – June 2021
Bidding:	July – August 2021
Construction:	Not included

Fee Estimate

We have based our fee estimate on the following assumptions.

- Design schedule is two months – May and June 2021
- Design and programming elements outside of through-lot are not included in this phase and will be completed in a future phase.
- Light Pole foundation design will be a deferred design, by the manufacturer.
- Electrical, landscape, and irrigation design is specific to the through-lot only and build-out to the future alleyway is not included in this design effort.
- Space accommodations will be made for future installation of the center focal-point structure, but the structure design will not be completed as part of this phase.
- Early discussions between the DDA and the Town will allow permitting coordination to be completed simultaneous with completion of the design.

It is anticipated the following elements will be completed by the Windsor DDA and Town of Windsor:

- Coordination and design with Xcel Energy
- All public-outreach associated with the project
- Front-end document creation
- Bid Management
- Construction Administration

Designated Subconsultants

- Russell+Mills – urban and landscape design
- Mazzetti – Lighting and Electrical design
- Aqua Engineering – Irrigation design

Design Fee:	\$38,755.00
Bidding Fee:	<u>\$1,760.00</u>
Total Estimated Fee:	\$40,515.00

A detailed task breakdown is included. Please find this on page 6 of this scope of work proposal.

The fee shown above is to be billed on a time and material basis based on the rates shown in the table on page 5, 6, and 7 of this proposal. All reimbursable expenses will be billed at direct cost.

Ditesco
2020 Wage Rate Schedule

Principal:	\$130.00 – \$154.00 per hour
Project Manager:	\$110.00 - \$139.00 per hour
Associate Project Manager	\$110.00 - \$124.00 per hour
Project Engineer:	\$95.00 - \$120.00 per hour
Construction Manager/Resident Engineer:	\$112.00 - \$132.00 per hour
CAD Design:	\$67.00 - \$88.00per hour
Administrative:	\$57.00 - \$69.00 per hour
Mileage Reimbursement:	IRS Rate
Subconsultant Markup	None
All other costs at direct expense	
Terms	30 days net

Windsor DDA

Alleyway Improvements Thru-Lot

3/3/2021

Phase/Task Description	Ditesco					Russell + Mills	Task Total	Comments
	Keith Meyer	Jill Burrell	Kelsey Petersen	Rhonda Bunner	Amber Fisher			
	Principal	Project Manager	Design Engineer	CAD Design	Admin			
	(hrs)	(hrs)	(hrs)	(hrs)	(hrs)			
	\$145	\$125	\$115	\$82	\$65			
Project Management							\$3,103	
PM 1.1 - Contract Management (2 add. Months)	0	2	0	0	2		\$380	
CM 1.4 - Document Management	0	5	0	0	0		\$563	
PM 1.2 - Meetings/Correspondence (Design Mtgs - 2 months)	0	9	9	0	0		\$2,160	includes minutes
Design - 100% Drawings							\$35,080	
PE 1.1 - Design								
Field Investigation	0	0	0	0	0		\$0	
Utility Locating/Coordination with Town & Xcel	0	1	3	2	0		\$634	Minor high-level coordination
Topographic Surveying	0	0	0	0	0		\$0	King Survey completed in previous phase
Civil Engineering Design								
Detailed Grading	0	4	4	8	0		\$1,616	
Utility Design	0	2	4	8	0		\$1,366	
Drainage Memo	0	8	12	0	0		\$2,380	Revised drainage memo for through-lot
Details	0	2	4	8	0		\$1,366	
Urban Design	0	4	4	0	0	\$20,500	\$21,460	
Public Outreach (by DDA)	0	0	0	0	0		\$0	Not included - by DDA
Specifications	0	2	6	0	0		\$940	Front End Documents by Town of Windsor
Internal QA/QC	4	6	4	6	0		\$2,282	
Review Meeting with DDA	0	2	2	0	0		\$480	
Final Drawing Modifications	0	2	6	8	0		\$1,596	
Cost Estimate - Class 3	0	4	4	0	0		\$960	
Other direct costs (mileage, reproduction, etc)							\$573	
Work Effort Subtotal	4	53	62	40	2		\$38,183	
ODCs							\$573	
Cost per labor category	\$580.00	\$6,562.50	\$7,130.00	\$3,280.00	\$130.00	\$20,500.00		
Effort (days)	1	7	8	5	0			
Effort (weeks)	0	1	2	1	0			
Hours per day	0.1	1.1	1.2	0.8	0.0			

Total Fee \$38,755

Assumptions:

- Assume 2-month design phase (May & June 2021)
- Bidding & Construction Administration services are not included
- Assumes all public outreach will be completed by Town of Windsor/Windsor DDA

Windsor DDA

Alleyway Improvements Thru-Lot

3/3/2021

Phase/Task Description	Ditesco					Russell + Mills	Task Total	Comments
	Keith Meyer	Jill Burrell	Kelsey Petersen	Rhonda Bunner	Amber Fisher			
	Principal (hrs)	Project Manager (hrs)	Design Engineer (hrs)	CAD Design (hrs)	Admin (hrs)			
	\$145	\$125	\$115	\$82	\$65			
Bidding Phase							\$1,730	
Draft RFP	0	4	0	0	0		\$500	
Attend Pre-Bid Meeting	0	2	0	0	0		\$250	
Prepare Addenda	0	6	2	0	0		\$980	
Other direct costs (mileage, reproduction, etc)							\$30	
Work Effort Subtotal	0	12	2	0	0		\$1,730	
ODCs							\$30	
Cost per labor category	\$0.00	\$1,500.00	\$230.00	\$0.00	\$0.00	\$0.00		
Effort (days)	0	2	0	0	0			
Effort (weeks)	0	0	0	0	0			
Hours per day	0.0	0.2	0.0	0.0	0.0			

Total Fee \$1,760

Assumptions:

- Advertisement posted by Town of Windsor on Rocky Mountain E-Bids or other purchasing software
- Pre-Bid meeting management, question documentation, addenda preparation by Ditesco

Executive Director Report

Date: April 21, 2021
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: March-April Report

Meeting Summary:

The following meetings occurred between March 13 – April 16, including:

- 4th Street Tribe Tour – 3/16
- March Board of Directors Meeting – 3/17
- Matt/Shane Weekly Meeting – 3/18, 3/25, 4/8, 4/15
- DDA Weekly Call – 3/19, 4/9, 4/16
- Tribe Follow-up Meeting – 3/19
- Entertainment District Meetings – 3/23
- Windsor Wayfinding Meeting – 3/24
- Greenhouse Next Steps Meeting – 3/24
- 512 Ash Meeting – 3/26

Ayres Billing Breakdown Year To Date (As of 4/16/20):

General - \$13,889
Backlot - \$11,474
512 Ash - \$6,967
Alley/Thru Lot - \$1,897
Mill - \$840
Grants (Various) - \$0
Winterization Grant - \$7,830
Wayfinding - \$420

Total Expenditures: \$43,908 of \$150,000 = 29% of Budget with 29% of Year Completed

Anticipated Workload Apr-May:

- Thru Lot Design – Finalize
- Tribe Development – Complete Vision Workshop
- Sidewalk Furniture Grant/Greenhouses – Complete, Request Reimbursement
- Neighborhood Night Downtown—Present Approach to Board
- Wayfinding – Complete Bid Docs w Main Street Assistance

Current Initiatives:

Mill – The Entertainment District Feasibility Study progressed this month with on-site stakeholder interviews. The team gained much valuable insight and in general, there was a lot of excitement for the concept. We will be working with the Town to schedule a meeting with some of the residential neighbors to address some concerns that have been raised. The consultant has drafted a few map alternatives for the consumption area and is beginning to outline the physical design elements needed to support the district.

Staff have been working with the Town on finalizing the process for payment of the TIF incentive to Blue Ocean on the Mill. We still need a recorded Façade Easement before the DDA's portion of the annual payment can be released.

Main Street Colorado is promoting historic preservation month and will be featuring the Windsor Mill in their materials. We will be participating in a video that will be pushed out across Colorado to promote the "historic places that matter" campaign. This effort will bring attention to Windsor and hopefully drive visitors to the downtown.

Backlot –

Backlot Property: The design vision workshop is scheduled for the DDA and Town Bords on April 29th, 4:00-7:00PM at the Public Works Center. The ENA was completed and executed earlier this week. Additionally, staff met with Tribe to discuss the Alley and Thru Lot, as well as the parking at 512 Ash.

512 Ash Abatement and Demolition: Staff have been working to define the minimum requirements for transitional parking at 512 Ash. We received a waiver from the Town for drainage requirements at this time. We have a cost estimate for what an engineered parking lot would cost that would be of higher durability and likely higher cost than is necessary considering the temporary nature of the facility.

With the design in hand, staff would recommend scheduling a meeting with representatives from the DDA board, Town, and staff to value engineer the design to provide the right blend of cost-effectiveness, functionality and durability.

Alley Design/Thru Lot/Undergrounding:

- Staff met with Ditesco to review the most recent discussions from our March board meeting. A revised summary is included with your packet.
- While the undergrounding project is currently on hold, we are still working with Xcel to get a final design completed. They are currently reviewing the plans through their quality control process. Should we pursue infrastructure grants for the Alley, the local portion of the cost would likely get wrapped into the grant request. Having the plans completed and ready to go helps to demonstrate readiness.

CDOT – Revitalizing Main Street Grant Opportunity - \$2 Million:

Following the success of the initial round of grants (of which the DDA/Town applied for and received four), the State has expanded the program to allow for larger infrastructure projects.

Applicants may be awarded up to \$2 million to improve user safety along urban arterials or main street corridors, especially for vulnerable users such as pedestrians, bikers, motorcyclists, transit users, elderly adults, and people with disabilities.

Applicable roadways must be non-freeway corridors that accommodate multiple modes of transportation. This opportunity is open to state highway facilities and local roads. This grant includes the following safety and economic recovery goals:

- Reduce fatal and serious injury crashes on the region's transportation system
- Support a transportation system that safely accommodates all modes of travel (i.e. driving, taking the bus or any transit system, walking, and biking)
- Improve transit access and multimodal mobility
- Support the development of connected urban/employment centers and multimodal corridors
- Provide safe access to opportunity and mobility for residents of all ages, incomes and abilities — including vulnerable users
- Help communities adjust to the new normal travel patterns caused by COVID-19
- Play an important and immediate role in job creation/retention and small business investment

The Backlot Alley project would meet many of these requirements, particularly with the inclusion of the Future Legends Shuttle Stop, and potential expansion to include pedestrian/turning improvements at 4th and Main. We might also consider expanding slightly west to include the Parks Department concepts for enhancing 5th Street in front of the Art and Heritage Center.

While we expect the competition to be high, this is a program that is well tailored to our project. Staff have reviewed the submittal requirements and anticipate it would take 30 hours of time to complete. We will be able to reuse some of the information from our prior DOLA grant, however there is additional transportation data requested that will need to be gathered and synthesized. A mandatory Risk Assessment Form and CDOT Concurrence Form are required, and letters of support are considered beneficial.

In addressing the concept of waiting until we have a clear vision from Tribe, final design would likely not be completed until later in 2021, with construction in 2022. This would allow sufficient time to coordinate a final design with the Tribe development vision. Also, the total project cost would need to be scaled if additional elements are added on the east and west sides.

Local Match will be a consideration in scoring, but is not required. In-kind match via staff time or other contribution is allowed. To maximize points received, the suggested match is 20%. Staff would likely include the value of alley design work completed to date, and could consider the Thru Lot as "leveraged" funds. Additionally, the value of Xcel undergrounding could also be considered part of a cash match. At most, a 20% cash match of \$2 Million is \$400,000.

Staff request direction on whether to prioritize time in completing an application. The grant deadline is May 14, 2021.

Parking / Crosswalk / Plantings

No updates.

Wayfinding Project

CDOT expanded the dollar amount for their grant and staff revised the initial \$50,000 grant application to \$145,000. We anticipated a decision already, but hope to update the board at the meeting. Colorado Main Street is finalizing the RFP to provide a technical assistance grant to finalize the bid documents for Phase I construction.

Business Engagement

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

Staff are also working to consolidate our reimbursement request from CDOT. We will be rounding out the final value of the grant with furnishings for On the Border, and the Thru Lot.

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

Winterization Grant: (CDOT #3 - \$50,000): Units will begin to be removed the week of April 19th. The Town is assisting with storing units at the Public Works Facility and 4th Street. Moving into next season, we will determine how many of the units to retain and a program for managing the cost of storage and delivery.

Façade Improvement Program

408 Main – Update from the owner (March 22): *“We are making progress. The exterior of our building will be done in the next 2 weeks. The roof alignment and brick work will begin on Wednesday and hopefully be done by the end of next week. In our demo we determined that the front brick is not what and where we thought it was and is usable given weather deterioration and being painted. In one area specifically the erosion underneath the stucco is significant given the previous owners lack of care of the roof membrane. And exposing one section of brick in another area on the front facade it appears that the brick painted a pink color of which the effort of removing this stucco and then stripping the paint is excessive especially given that there is obvious deterioration in other areas. With both the weathering and painted brick being an issue we are moving forward with stuccoing the entire building.*

All of that said the stucco will be completed in 2 weeks.



We removed the windows and doors from the building with anticipation of having the install completed this last week though upon installation, our installers realized that they ordered the wrong sizes of doors and forgot to fabricate 2 of our upper windows. With that information we are looking at about 4 weeks before they can re fabricate and install.

The undergrounding of power will be completed the week of April 19th as we have officially received word back from excel energy as of yesterday.” Note – photos are from 4/15/21.

419 Main - Staff continue to monitor and coordinate with Town staff regarding current applications. There was some confusion regarding building permits for 419 Main, which DDA staff helped to bring to light. The applicant is working with SafeBuilt to get moving. Specifically, the building permit application needed additional construction drawings to support the permit approval. In communicating with the applicant, DDA staff we notified that the drawings are in progress and that the owner hopes to submit them soon for review by the Town/SafeBuilt.

Staff received additional inquiries about the Façade Program from two additional businesses in the District. Also, staff provided a response to Colorado Main Street in support of a potential funding request/program that could be considered for grant funding in the future.

Main Street

Projects with Main Street assistance are continuing, including the Entertainment District feasibility study, and Wayfinding Technical Assistance.

DDA General:

No Additional Updates.

Action Checklist Review:

New Items –

- **MA:** Schedule meeting with MV to talk about upcoming promotions. **(Tentative 4/23 – 1:00PM)**
- **MA:** Schedule meeting with Brunner family. **(Initial Communication Completed.)**

Carryover –

- **MA:** Research additional event opportunities for Spring. **(Meeting scheduled with Chamber.)**
- **MA:** Reach out to Michelle and find out alternative date or options regarding Wine Walk. **(Meeting scheduled with Chamber.)**
- **MA:** Coordinate wayfinding with Paul Hornbeck as project progresses. **(Meeting Completed, Upcoming Presentation Scheduled.)**
- **MS:** Complete cost estimate and options for 512 Parking Lot Surfacing. **(Completed.)**