



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

May 20, 2020 | 7:30AM– 9:00AM

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

Notice: due to health concerns related to covid-19, this month's board meeting will be held by zoom. The general public is welcome to attend this meeting and may do so by zoom meeting, click on the link:

<https://us02web.zoom.us/j/85226587498?pwd=c1FsZnlwZmc3cHV3YzI2cExLeDgzUT09>

or by calling: 1-669-900-9128 | Meeting ID: 852 2658 7498 | Password: 587539

One tap mobile +16699009128,,85226587498#,,1#,587539#

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. KEY INITIATIVES: 7:45AM

1. Mill Project Update – No Updates.

2. Backlot Boardwalk Update

i. 4th Street – Committee Progress

ii. Consideration of IGA regarding payment of DDA portion of 4th Street Purchase (Action Required.)

iii. Backlot Alley

1. Alley Design

a. Mini Grant (Visualization) Proceeding

b. Ditesco – Targeted Scope of Services Review

2. Plat Map - Update

3. Xcel 1% Undergrounding Status Update

iv. 512 Ash Demolition

1. Demo RFP Published – Deadline June 5

2. Site Plan Scope of Work (Action Requested.)

3. District Expansion/Sustainability – No Updates

F. Approval of Minutes from the Regular Board of Directors Meeting April 15, 2020 – M. Ashby

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

H. Executive Director's Report – M. Ashby

i. 500 Main Street – Façade Improvement Program – Grant Application

ii. Emergency Response Activities

iii. Grant Updates – AARP, Main Street Mini Grant

iv. Banners

I. COMMITTEE REPORTS: 8:30AM

1. Marketing Committee – Social Media Activity

J. COMMUNICATIONS & NEWS:

K. Adjourn 9:15AM

Note: Double Underlined items indicate attachments.

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF WINDSOR
AND
THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY
REGARDING REPURCHASE OF 4TH STREET PARCEL**

This INTERGOVERNMENTAL AGREEMENT (“IGA”) is executed this 20th day of May, 2020, by and between the TOWN OF WINDSOR, a Colorado home rule municipal corporation (“Town”), and the WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate and politic (“DDA”). The parties may be herein referred to collectively as “Parties”, and individually as “Party”.

RECITALS:

WHEREAS, by Ordinance No. 2011-1401, the Town created and established the DDA with all the purposes and powers now or hereafter authorized by Part 8 of Colorado Revised Statutes Title 31, Article 25 (the “DDA Statute”), and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part 8 within the boundaries of the DDA as such boundaries presently exist and may in the future be expanded (“DDA Boundaries”); and

WHEREAS, the DDA Statute has declared that the organization of downtown development authorities serves a public use; promotes the health, safety, prosperity, security, and general welfare of the inhabitants thereof and of the people of this state; halts or prevents deterioration of property values or structures within central business districts; halts or prevents the growth of blighted areas within such districts, and assists municipalities in the development and redevelopment of downtowns and in the overall planning to restore or provide for the continuance of the health thereof; and

WHEREAS, the DDA has prioritized redevelopment of downtown Windsor in its 2016 Strategic Plan, noting that advancing development proposals for the Boardwalk Backlots Development “...will provide new development opportunities in Downtown while expanding the DDA’s tax base”; and

WHEREAS, on February 22, 2010, the Town Board adopted Resolution No. 2010-13, within which the Town Board approved and adopted the Town of Windsor Downtown Design Guidelines and Financing Plan (“Downtown Plan”); and

WHEREAS, on June 15, 2011, the Board of Directors of the DDA adopted the DDA Plan of Development, which identifies the needs of downtown, and the programs, projects and actions that will be necessary to satisfy those needs and authorized the use of property tax increment pursuant to the DDA Statute; and

WHEREAS, beginning in February 2017, the DDA solicited proposals from qualified redevelopment professionals, and in September 2017, selected Brinkman Capital, LLC (“Brinkman”), to provide the DDA with redevelopment concepts for the Boardwalk Backlots and related downtown properties; and

WHEREAS, despite the best efforts of all involved, the Town, DDA and Brinkman were unable to reach agreement for redevelopment of the Boardwalk Backlots; and

WHEREAS, under the terms of that certain *Exclusive Negotiation Agreement and Non-binding Term Sheet* dated March 11, 2019 (“ENA”), a Brinkman affiliate acquired the property located at 213 and 215 East 4th Street, the legal description of which is the South Ninety-five feet (95’) of Lots 26, 28, 30 and 32, Block 11, Town of Windsor, County of Weld, State of Colorado, also known by street and number as: 213 and 215 4th Street, Windsor, CO 80550 (“4th Street Parcel”); and

WHEREAS, the ENA further provided that, in the event the parties were unable to reach agreement on a Redevelopment Plan and Redevelopment Agreement (as those terms are defined in the ENA), Brinkman’s affiliate was required to sell the 4th Street Parcel to the Town and DDA as joint tenants, and the Town and DDA were required to purchase the 4th Street Parcel from the Brinkman affiliate; and

WHEREAS, on April 10, 2020, the Town and DDA acquired the 4th Street Parcel with funds advanced by the Town in the amount of \$766,674.00; and

WHEREAS, the Town and the DDA intend to continue to hold the 4th Street Parcel for a future redevelopment project which will result in new downtown residents and visitors, increased commercial activity, and investment in other properties in the downtown area, which will in turn provide direct economic benefit to the Town and DDA; and

WHEREAS, the Town and the DDA reaffirm their desire to promote redevelopment of the 4th Street Parcel through the purchase of the 4th Street Parcel and the financial arrangements described herein; and

WHEREAS, pursuant to C.R.S. §31-25-808, the DDA is empowered to cooperate with the Town, to enter into contracts with the Town and to make or receive from the Town grants, contributions and loans; and

WHEREAS, on March 14, 2016, the Town and DDA entered into that certain *Amended and Restated Intergovernmental Agreement Between the Town of Windsor, Colorado and the Windsor Downtown Development Authority Regarding Continuing Town Support of the Windsor Downtown Development Authority* (“2016 IGA”), which provided Town funding for DDA operations and capital projects for a five-year period through March 14, 2021; and

WHEREAS, in order to facilitate and reconcile the parties’ contributions to the acquisition of 4th Street Parcel, certain aspects of the 2016 IGA require modification and certain additional terms are required; and

WHEREAS, the parties intend that this IGA will modify the terms of the 2016 IGA only as to the matters set forth herein; and

WHEREAS, except as expressly modified herein, the parties reaffirm the 2016 IGA.

NOW, THEREFORE, in consideration of the mutual promises and other valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

ARTICLE ONE DEFINITIONS

As used in this IGA, the following terms shall have the meanings set forth in this Article:

1.1 “4th Street Parcel Purchase Price” means the sum of \$766,674.00, representing the total amount of funds advanced by the Town at closing to complete the purchase of the 4th Street Parcel from 215 East 4th Street, LLC.

1.2 “DDA Portion” means the sum of \$383,337.00, representing one-half of the 4th Street Purchase Price.

ARTICLE TWO TOWN ADVANCES TO DDA

2.1 Advances by Town to DDA.

The Town and DDA recognize that the DDA did not and does not have sufficient reserves to pay the DDA Portion. The DDA Portion will be deemed an advance by the Town to the DDA, to be recovered as provided herein.

2.2 DDA Repayment of Advanced Funds.

- a. **Revenue Withholding by the Town.** The Town and DDA agree that, notwithstanding the Town’s obligation to collect, set aside and pay over the Sales Tax Base (as that term is defined in the 2016 IGA) to the DDA, the Parties agree that the Town shall withhold the following sums from the Sales Tax Base as repayment for the advance of funds provided in Section 2.1 above:
 - (1) One-Hundred-Ninety-One-Thousand-Six-Hundred-Sixty-Eight Dollars Fifty Cents (\$191,668.50) to be withheld by the Town in Fiscal Year 2020; and
 - (2) One-Hundred-Ninety-One-Thousand-Six-Hundred-Sixty-Eight Dollars Fifty Cents (\$191,668.50) to be withheld by the Town in Fiscal Year 2021.
- b. **Reinstatement of Sales Tax Base.** After recovering the foregoing repayments from the DDA, absent any future-approved agreements to the contrary, the Town will resume collecting, setting aside and paying the Sales Tax Base to the DDA as provided in the 2016 IGA.
- c. **Sales Tax Increment not Affected.** This Section 2 shall not affect the collection and disbursement of the Sales Tax Increment as defined and as provided in the 2016 IGA.

ARTICLE THREE MISCELLANEOUS

3.1 Reaffirmation of Remaining Provisions of 2016 IGA. The parties reaffirm the terms of the 2016 IGA, except as specifically modified herein.

3.2 Notices. All notices to be given to parties hereunder shall be in writing and shall be sent by certified mail to the addresses specified below:

If to the DDA: Windsor Downtown Development Authority
Attn: Chairperson
P.O. Box 381
Windsor, CO 80550

With a copy to: Liley Law Offices, LLC
Attn: Joshua Liley, Esq.
419 Canyon Ave., Ste.220
Fort Collins, CO 80521

If to the Town: Town of Windsor
Attn: Town Manager
301 Walnut Street
Windsor, CO 80550

With a copy to: Windsor Town Attorney's Office
Attn: Town Attorney
301 Walnut Street
Windsor, CO 80550

3.3 Governing Law. This IGA shall be governed by, and its terms construed under the laws of the State of Colorado.

3.4 Third Party Beneficiaries. It is the mutual intent of the parties hereto that this IGA shall inure to the benefit of only the parties hereto. Accordingly, nothing in this IGA shall be construed as creating any right or entitlement which inures to the benefit of any third party.

3.5 Annual Appropriation. All financial obligations of the Town or the DDA arising under this IGA payable after the current fiscal year are contingent upon funds for that purpose being annually appropriated, budgeted and otherwise made available by the Town Board of the Town, in its discretion, and/or the Board of Directors of the DDA, in its discretion, as applicable.

3.6 Benefit, Binding Effect, Covenant. The parties hereto recognize that there are legal constraints imposed upon them by the constitution, statutes, and rules and regulations of the State of Colorado and of the United States, and imposed upon them by their respective governing

statutes, charters, ordinances, rules and regulations, and that, subject to such constraints, the parties intend to carry out the terms and conditions of this IGA. Notwithstanding any other provision of this IGA to the contrary, in no event shall either of the parties be obligated hereunder to exercise any power or take any action that is prohibited by applicable law. Whenever possible, each provision of this IGA shall be interpreted in such a manner so as to be effective and valid under applicable law.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

TOWN OF WINDSOR, COLORADO, a municipal corporation

By: _____
Paul Rennemeyer, Mayor

ATTEST:

Krystal Eucker, Town Clerk

[Seal]

APPROVED AS TO FORM:

Ian McCargar, Town Attorney

WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate and politic

By: _____
Dan Stauss, Chair

ATTEST:

Dean Koehler, Secretary

Delivery by email to:
director@windsordda.com

March 12, 2020

Matt Ashby, AICP CUD
Executive Director
Windsor Downtown Development Authority

RE: Downtown Alleyway Improvements
Engineering Design Proposal and Scope of Work

Dear Matt:

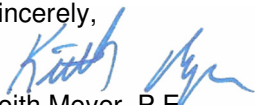
Thank you for giving Ditesco the opportunity to provide engineering services for the Windsor Downtown Alleyway Improvements project. Our attached scope of services includes design to a 30% complete level to enhance the alleyway from 5th Street to Main Street in downtown Windsor.

The intent of this design proposal is to provide for an initial phase for renovation of the alley including urban design and placemaking elements. We expect the initial design phase to include a thorough review and allocation of space, utility condition assessment and utility plan, surveying and engineering design, limited public outreach and project management. From this phase, we should be able to abbreviate a future design development/construction document phase setting the project up for success should the plans be shelved for a period of time. We expect the design phase will span from May 2020 through early fall 2020.

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 970.988.8605 and email keith.meyer@ditescoservices.com.

Sincerely,



Keith Meyer, P.E.

Enc. scope of services

Cc: Jill Burrell
file

Exhibit A

Windsor Downtown Alleyway Improvements

Concept Engineering Design

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 a 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.

Overall, our scope of services is to provide engineering design; urban design, public/stakeholder outreach, utility engineering and drainage design and lighting design to an approximately complete 30% level.

The conceptual design schedule is expected to last through early fall 2020.

Phase: Concept Design

- We will conduct utility potholing and perform a subsurface utility engineering study creating a plan that will form the basis of our design. We will utilize surveying data collected as part of our design effort to identify all utility locations. We will prepare subsurface utility engineering plans to a Quality Level B or greater.
- Our team will perform a full topographic survey of the project site. This effort will generate a detailed 0.2' contour map and locate all utilities based on 811 locates.
- We will develop an abbreviated communications and outreach plan to engage stakeholders.
- We will develop engineering design concepts and plans that include utility relocation and drainage design to support the urban design concepts. This work will include utility relocation plans, drainage routing and preliminary grading plans. If desired by the Town, we can provide a brief drainage memorandum summarizing the intent and calculations behind the drainage plan.
- Our team will design the urban context of the space including place making elements, space allocation, site interrelationships and develop plans to a 30% complete level from this effort. This work will include thorough collaboration with stakeholders to convey the design concepts, receive feedback and update the plans. Both illustrative concept plans and sketches will be provided.
- Ditesco will prepare a Class 5 level cost estimate based on the concept design plans.
- We will conduct routine meetings to further the design along through the concept stage, communicate progress and coordinate with the DDA and the Town of Windsor.

Deliverables:

- Expected Deliverables and Format:
 - Concept design plans, handouts and maps supporting the stakeholder engagement process
 - Preliminary concept plan set in both PDF format and digital (AutoCAD Civil 3D ver. 2018)
 - 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.

Concept Design:	May through August 2020
Final Design:	not scheduled
Construction:	not scheduled

Fee Estimate

We have based our fee estimate on the following assumptions.

- Potholing will be provided by Ditesco
- Topographic surveying is included and provided by Ditesco staff
- SUE plan to level A or B

Designated Subconsultants

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

Total Estimated Fee:	\$71,837.00
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A detailed task breakdown is included. Please find this on page 5 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 4 and 5 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

3/12/2020

Phase/Task Description	Ditesco					Russell + Mills	Sub Consultants	Task Total	Comments
	Keith Meyer	Jill Burrell	Jenna Beairisto / Kelsey Petersen	Rhonda Bunner	Cassidy Hill				
	Principal	Project Manager	Design Engineer	CAD Design	Admin				
	(hrs)	(hrs)	(hrs)	(hrs)	(hrs)				
	\$145	\$125	\$115	\$82	\$65				
Project Management								\$8,705	
PM 1.1 - Contract Management	2	6	0	0	4			\$1,300	
CM 1.4 - Document Management	0	9	0	0	0			\$1,125	
PM 1.2 - Meetings/Correspondence (Design Progress Meetings)	6	18	18	0	0			\$5,190	includes minutes
PM 1.2 - Kick off meeting and prep	2	3	2	0	3			\$1,090	
Conceptual Design - 30% Drawings								\$62,421	
PE 1.1 - Design									
Field Investigation	1	3	4	2	0			\$1,144	
Utility Locating	0	2	4	4	0		\$1,500	\$2,538	private locating
Utility Condition Assessment	2	7	16	4	0			\$3,333	
Potholing & SUE Design	0	6	10	6	0		\$10,500	\$12,892	Class A or B level; assumes 15 potholes
Civil Engineering Design (concept grading and utilities)	4	8	20	24	0			\$5,848	
Geotechnical Investigation	0	0	4	0	0		\$4,500	\$4,960	assumes 2 bore holes
Topographic Surveying	0	2	16	8	0			\$2,746	by Ditesco
Cost Estimate - Class 5	2	6	4	0	0			\$1,500	
Urban Design Update	2	4	4	0	0	\$26,210		\$27,460	
Other direct costs (mileage, reproduction, etc)								\$711	
Work Effort Subtotal	21	74	102	48	7			\$71,126	
ODCs								\$711	
Cost per labor category	\$3,045.00	\$9,250.00	\$11,730.00	\$3,936.00	\$455.00				
Effort (days)	3	9	13	6	1				
Effort (weeks)	1	2	3	1	0				
Hours per day	0.2	0.7	1.0	0.5	0.1				

Total Fee \$71,837

Assumptions:

- Project Start - May 2020
- SD through August 2020

May 13, 2020



Logan Ward
Ayres Associates
214 W. Lincolnway, Suite 22
Cheyenne, WY 82001

Re: Proposal for Civil Engineering Services: 512 Ash Street Parking Lot, Windsor, CO

Dear Ms. Ward:

Thank you for contacting me for the design of a temporary parking lot at 512 Ash Street in Windsor, Colorado. This letter contains a scope of work and fee proposal to complete civil engineering construction plan design services including: Site Grading and Site Layout Plan based on lot layout concept provided Ayres Associates. Ayres Associates will complete the site plan submittal to the Town of Windsor as the Applicant.

Summit Engineering, LLC, hereinafter referred to as the Engineer, proposes to furnish Professional Services to Ayres Associates.; hereinafter referred to as the Client, the Scope of Services and for the fees outlined below.

SCOPE OF SERVICES

PART 1 – Construction Plans:

Provide Engineering Services for the preparation of complete Site Construction Plans, including the following plan sheets.

1. Cover Sheet
2. Site Layout Plan including layout and dimensions for: drive aisles, parking stalls, approached; proposed sidewalk, proposed chain link fence.
3. Temporary Paving and Grading Plan (Recycled asphalt pavement surface)
4. Grading, Erosion and Sediment Control Plan
5. Construction Details, if necessary

This scope of services is based on the assumption that the existing sidewalk on the both the east and west sides of the site will remain. Proposed improvements will be limited to the north property line, existing sidewalk on the west side of the site, existing pavement in Ash Street on the south side of the site, and existing sidewalk on the east side of the site. It is assumed that the existing curb and gutter on the south side of the site/north side of Ash Street will be removed and replaced with mountable curb and gutter to accommodate the diagonal parking.

The survey of the site provided on May 11, 2020 does not contain all the information necessary to complete the design. Please provide the following additional survey data:

- Sidewalk on the west side of the site, along N. 6th Street is not in the survey
- Additional topographic data around the existing metal control building in the northwest corner of the site. I am requesting shots at the corners of the building, at the utility meter, and ground data around the building to ensure that the surface adequately shows the changes in topography around this building.

Total fee: \$8,100

SCOPE OF SERVICES

The Scope of Services listed above represents our best effort to set forth those services which we believe to be those requested by you, the client, and or those we can determine to be needed to accomplish a particular objective. However, we recognize, and we ask that the client recognize, that as the project progresses the scope of services as originally defined may change in content to include work not initially identified. Several factors will cause this to happen:

- Better understanding of the project and the client's goals as progress on the project is made.
- Additional requirements identified by client.
- Policy changes or additional requirements by the permitting agencies.

If these influences occur and are identified, we will advise you and seek your direction as to how you wish to proceed.

This is a time and materials contract with an upset limit of \$8,100. Summit Engineering will bill according to the following rates:

Principal Engineer, Larry Gallagher, PE: \$120/hour

Project Engineer, Darci Hendon, PE: \$110/hour

Engineering Technician: \$65/hour

SERVICES OUTSIDE THE SCOPE OF THIS PROPOSAL

The Scope of Services listed here-in does not include the following:

1. Landscape Plan
2. Drainage plan and/or report
3. Coordination with utility company(ies) for removal of existing utility poles internal to the site
4. Traffic Engineering Services including Study/Traffic Letter
5. Electrical Engineering Services, including site lighting
6. Structural Engineering Services
7. Surveying Services
8. Geotechnical Engineering Services
9. Irrigation design
10. Application fees
11. Plan production, including mylar prints

It is our understanding that all existing structures and structure foundations have been removed from the site. Summit Engineering was not present when the structures or any associated foundations were removed and can not verify that any and all voids in the soil, as a result of the structure removal, were adequately backfilled to support any future development on the site. A geotechnical analysis of the soil would need to be complete in order to verify the stability of the soil to support a structure.

INVOICING AND PAYMENT

Work will be invoiced on approximately on the 1ST day of each month, with payment expected no later than 30 days. If payment is not received within 30 days of the invoice date, a late charge may be added to the invoice in an amount not to exceed 1.5% per month on the outstanding balance.

If payment is not received within 45 days of the invoice date, consultant may terminate the agreement or suspend work under the agreement until payments have been made in full. Client agrees to pay all costs of collection, including reasonable Attorney fees, should such action be required.

ACCEPTANCE OF PROPOSAL

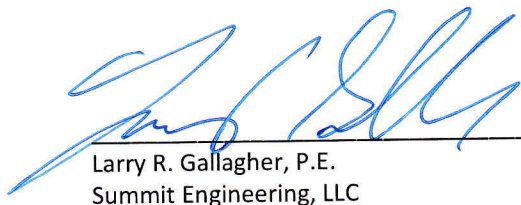
The above fees, terms, conditions and specifications are satisfactory and are accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

THIS PROPOSAL ACCEPTED BY:

(Signature)

Date:

(Written Name)
Ayres Associates


Larry R. Gallagher, P.E.
Summit Engineering, LLC

5-13-20

Date:



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING – DRAFT MINUTES

April 15, 2020 | 7:30AM– 9:00AM

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

Notice: due to health concerns related to covid-19, this month's board meeting will be held by zoom. The general public is welcome to attend this meeting and may do so by zoom meeting, click on the link:

<https://zoom.us/j/565712302?pwd=OTZTL2pXZFYZWFhNeW00WjQ3WmtEQT09>

Or by calling: 1-346-248-7799 | Meeting ID: 565 712 302 | Password: 009573

One tap mobile +13462487799,,565712302#,,009573# US

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

Staff: Matt Ashby, Josh Liley. **Guests:** Shane Hale, Paul Rennemeyer.

Agenda

A. Call to Order **7:30AM**

- B. Roll Call – *DS: Welcomed new Mayor Paul Rennemeyer. Expressed gratitude to outgoing mayor Kristie Melendez. You built a bridge of trust through providing an example. Paul has big shoes to fill. KM: Excited to still be working in the community. Will be working with Sheryl on the lodging tax in the future. It has been an honor to work with the DDA through the inception. The DDA's focus is on the downtown, but benefits the entire community. You are the heartbeat of the community. Everything you do is keenly important and impacts the community. I wish you continued success. PR: To Kristie – much respect and anticipate filling some big shoes. Look forward to working with the board. Kristie will be a great bridge in the future.*

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

None.

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

DK, DB. Moved as presented. Approved Unanimously.

E. KEY INITIATIVES: **7:45AM**

1. Mill Project Update – No Updates. – *DS – Question regarding the brewery. Conference called with the project manager. Construction is still moving forward and they are anticipating a summer opening.*
2. Backlot Boardwalk Update
 - i. Brinkman – 4th Street Closure Completed, Next Steps – Targeted Businesses
MA: Presented options. There is still current interest in purchase of the property. An alternate vision is to consider pursuit of specific uses. DS: I like the idea of pursuing specific businesses. BP: I would like additional information regarding the existing interest. The lending market is likely to be difficult in the future. It could be a long hold for us. DK: I agree. I think if we can entertain an offer, that would be positive. KM: There is also a church that has a huge interest in the property in addition to the retail use. We should be prepared to review both offers and provide a response and decision. DK: If a church, it would not be on the tax rolls. DB: Want to make sure that if the property is listed, we need to present and consider all offers. If it is listed we need to communicate properly.

SH: It would be positive to get together with the Town Board to discuss the vision for the property. We will need clear direction regarding the decision-making process.

Note: Double Underlined items indicate attachments.



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We need to review the current offer and allow both boards to consider whether the offer meets our vision. We've been in this for 2-years and we don't want to simply flip the property and lose control of what goes into the space.

JL: With the joint decision, conducting a joint meeting via zoom may be difficult.

BF: Another option is to also check in with the Legion. DK: I agree that it would be good to check in with them.

JL: Regarding the process, is the concept to lease the property? MA: Probably looking to pursue a specific use and then sell the property. SH: I would be more inclined to sell. JL: I will review fair housing act to determine specific applicability.

MA: Email out current offer information. MA: Check in with the Legion. KM: To identify contact at the Legion. MA: Work with SH to schedule a joint discussion. MA: Reach out to Cushman-Wakefield to see if there are any other interested targeted businesses?

ii. New Development Options/Process – Public Works Parcel

MA: Not much action on this front, rather focusing effort on 4th Street.

iii. Alley

1. Alley Design

a. Mini Grant (Visualization) Proceeding

b. Ditesco – Targeted Scope of Services Review

MA: Provided an overview of the status. BP: We will need this design completed at some point. Is there capacity within the budget to accommodate this expense? MA: Yes. See budget. DK: I think the 4th Street Property is first priority, followed by 512 Demo, and then Alley.

MA: Confirm with Ditesco to hold.

2. Plat Map – Update

3. Xcel 1% Undergrounding Status Update

a. 1-Line Drawings – Contract ready

iv. 512 Ash Utility Removal Costs

1. Xcel Status Update

2. 512 Ash Topo Survey

KM: Have we secured the Earlich property? MA: I don't have any updates. DB: The last discussion was to consider making an offer. I can reach out to owner to identify tax bill information. DS: I wonder if we could consider purchasing the second half of the pass-through property as well. It could be positive timing to pick up properties. DB – We could certainly ask. JL: Assessor call should provide the information.

MA: Board directed MA to work with Dan and Dan to start discussions.

3. District Expansion/Sustainability – No Updates

F. Approval of Minutes from the Regular Board of Directors Meeting March 18, 2020 – M. Ashby
Motion to approve. HW. DS. Second. Approved unanimously.

Note: Double Underlined items indicate attachments.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

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

MA – Reported on the status of bills. This payment report includes the initial payment to Blue Ocean for the Mill.

KM. BP Second. Motion approved unanimously.

H. Executive Director's Report – M. Ashby

i. 2020 Retrenched Budget – Projections & Allocation

MA: Provided an overview of potential adjustments. BP: Clarification that if 4th Street was sold, this cost would come back to us. DS: We should also continue with progress on 512. Board is generally comfortable with this approach. Staff to check in over the coming months.

ii. Draft Extension Letter – Master IGA with Town

MA: Provided an update regarding the letter. KM: If this is approved, this item could be included on the agenda for April 27th.

Motion: Approve letter requesting extension of the Master IGA to include request for 5-year extension from the current end date of 2021 to ensure the longevity of the agreement and requesting consideration on April 27th, 2020. BP, DK. Approved unanimously.

MA – Send letter and include request to include on April agenda and request 5-year extension.

iii. Discussion of IGA with Town for 4th Street Purchase

MA: This IGA is a separate IGA that would formalize the timing and payment to the Town regarding the purchase of the 4th Street property. Based on the discussion regarding the revised.

MA – Follow up with Ian regarding 2 payments and finalize.

iv. Parking Study – IGA with Town for payment (Action Item)

*MA: This parking study IGA is ready for consideration and formalizes our payment to the Town. **Motion: Approve DB. DK. Approved unanimously.***

v. Main Street – Grant Extension (Training, Mini-Grants)

MA: Grants have been extended into next year. Additionally, changes to the program will allow us to bundle up to 3-years of grants to help pursue other larger projects.

vi. Emergency Response Activities

MA: Provided an overview of the DDA response. DS: Would like to consider DDA BBQ and be able to assist with gathering and promoting our social media. KM: Great idea. Wondering how many of the folks are aware of the grants and funds that are available? Key one is the Emergency Economic Injury Grant. Town has pushed out information. Maybe DDA should. Can we help push info out? DS: I've applied. PPP is working great. DK: PPP is working. KM: Loveland Chamber included discussions with the institutions – applications need to be specific to the institutions. Money has just come onboard.

KM: Creating a Windsor Strong T-shirt. Dean will be printing with 100% of the proceeds to go into the recovery fund. \$13.50 per shirt will go to the recovery fund. Hoping to launch soon.

Note: Double Underlined items indicate attachments.



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MA – Push out additional information. Update with info from Stacy – latest and greatest. MA – Promote ad on social.

I. COMMITTEE REPORTS: 8:30AM

1. Marketing Committee – Social Media Activity

J. COMMUNICATIONS & NEWS:

BP: Appears that work is taking place in Brunner's. Additionally former Pike's site is reported to have a lease including a fitness user.

K. Adjourn 9:15AM

Motion. DB. BP. 9:09AM.

Note: Double Underlined items indicate attachments.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

Date: May 15, 2020
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: May Report

Meeting Summary:

Covid-19 has continued to influence our daily activities. Much of the month was spent sending out information on business resources, updating critical business information online, keeping residents informed about openings and closures, and hosting virtual meetings. We also were able to deploy some innovative tools to help drive business activity- one tool being the Virtual Shopping Fix. Ongoing projects also received attention and considerable progress was made. The demolition RFP for 512 Ash was reissued and conversations continued with Xcel.

The following meetings occurred between April 15 – May 15, including:

- Regular Board Meeting – April 15
- DDA Catch Up Call – April 17
- Windsor Recovery Meeting – April 23
- Windsor Town Board Meeting – April 27
- Sidewalk Café Brainstorming Meeting – May 1
- Windsor Biz Photos and Video – May 4
- CO Main Street – Recovery Webinar – May 6
- Sidewalk Café Discussion (Town) – May 8
- Parking Study Update – May 11
- DDA Districts Meeting w DCI (Sidewalk Café Legislation) – May 11
- Grant Opportunities Webinar – May 12
- CO Main Street – Post Covid Architecture – May 13
- Windsor Recovery Meeting (Town, Chamber) – May 14
- Economic Development Quarterly Update – May 15

Billing Breakdown (As of 5/10/20):

General - \$29,859 = 38% of Budgeted \$78,560 (with 38% of year completed)

Backlot - \$8,620

Mill - \$1,429

Brunner - \$0

DOLA Grant - \$2,110

(Note: Staff are tracking hours related to emergency response. Typical activities include increased communication and outreach to district businesses, informational webinars, and other similar activities.)

Anticipated Workload May-June:



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

- 512 Utility Removal Demolition Bidding and Site Planning for Parking
- Wayfinding Plan – Redirect
- Undergrounding Design, One Line Drawings
- Alley Visualization
- Alley Plat and Dedication
- Additional Business Reopening Response

Current Initiatives:

Mill – No Updates.

Backlot –

4th Street: First Committee meeting and tour of property is scheduled for Friday, May 22.

512 Ash: Staff have published the demolition RFP, with a new deadline of June 5. The topographical survey has been completed and will be used to complete a site plan that is suitable for review by the Town. Staff sent the survey to an engineer to get a quote for construction drawing services. The quote for services is \$8,100.

Alley Design/DOLA Grant: Russell-Mills is currently building the Sketchup model that will be the main structure for the 3D model and subsequent fly through. Ditesco has provided a reduced scope of services that would provide an initial foundation for the design of the alley. This scope would provide for subsurface potholing and utility analysis as well as 30% construction design documents. Following the board discussion, staff will provide Ditesco with an update on the status of the project and potential timelines.

The replat map for the alley has been completed. Staff will begin work with the Town regarding replatting of the property.

Utility Undergrounding: Communications are ongoing with Xcel. The contract with Emily Royal, engineer with BG BUILDINGWORKS, has been reviewed and edited. She will begin completing the 1-line information and will field-verify any remaining information in the coming month after restrictions have been lifted. Xcel indicated that a proportion of the utility costs could be paid for through the 1% fund. Windsor's underground fund balance as of Q3 2019 is \$1,164,545.

Brunner

The Corner Liquor Store has closed. No updates on their future plans.

Parking / Crosswalk / Plantings

Parking Study – The website is up and running: <https://www.windsorgov.com/1267/2020-Downtown-Parking-Study>

Wayfinding Project



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Staff consolidated all prior documents and information. We are working to provide an estimate on cost to complete the project. Once we have an estimate, staff will bring that back to the Board for direction.

Business Engagement

Efforts to provide emergency response and business assistance continues. The DDA has responded to provide information and assistance in a variety of ways. Webinars are being pushed out, along with newsletters and social media posts. Hand sanitizer growlers were ordered and are being distributed to businesses in need. Our most recent effort included the launch of a "Virtual Shopping Fix" where shoppers can browse the inventory of three retailers from a computer. We have reached out to other businesses to gauge their interest in being a featured business.

Social media has continued to be very active. Here's some information from the last 28 days (April 14th through May 11th):

- 3,880 people reached (up 26%)
- 1,095 post engagements (up 9%)
- Video views are up 234%
- Page followers and likes (down, but likely because we aren't gaining new people since DDA members already follow the page)
- The page currently has 721 followers
- 79% of fans are women
- The May 5th post, "Join us for Downtown Windsor's Virtual Shopping Fix!" reached 3.3k people and had 303 engagements (258 clicks and 45 reactions, comments and shares)

We are continuing to repost information from our businesses to help them reach a broader audience.

As the situation evolves, staff are monitoring additional resources and will continue to push out the latest information.

Virtual Shopping – the initial pilot project was well received. We did get requests from at least one additional shop expressing interest in the program. The board should decide if wrapping up additional stores in the near term. Otherwise, we are planning to track toward promoting a "Virtual Elf Hunt" program near the holiday season.

Sidewalk Café space will be in high demand. The DDA purchased and placed 4 sets of tables/chairs. Staff are monitoring the demand and anticipate that additional requests will be made for expanding space. Specifically, we anticipate additional tables will be needed in association with Okole, Toast, and the Border. Staff are also monitoring state-level discussions regarding service of alcohol on patio spaces. Staff also submitted a grant application to AARP to provide additional seating. This grant will not likely have funds available until July or August. The DDA should consider how to assist with expanded patio spaces.

Open for Business – One option for the board to consider is purchase and distribution of "OPEN" flags for our businesses. Many already have pole brackets available based on our Sertoma American Flag program. Costs for flags are approximately \$25 each.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Marketing Assistance - The Town of Windsor has allocated funding to assist businesses with promotion and advertising. Staff are checking to see how this program might dovetail with assistance the DDA could provide. We are researching a variety of options for online and website enhancements that could be made available.

Façade Improvement Program

Staff received an FIP application from Red Zone NOCO Athletics LLC located at 500 Main. Work to be performed on the building includes the addition of awnings and lights, rehabilitation of the exterior to include restoration of brickwork and repair of architectural details, the addition of a display area, and repair of windows. The total estimated cost of the improvements is \$40,000 with an anticipated start date of June 1st, 2020. The applicant is using Markley Designs and Woodland Home Company. Staff is waiting to receive the required supporting documentation from the applicant.

Lodging/Tourism

No Updates.

Branding

A few revisions were made to the banners that were produced through Pickaxe and will be processed for printing. We are looking to have the banners installed when the Town switches out the banners that are currently in place.

Main Street

The Main Street Mini Grant projects from 2019 and 2020 are progressing. The benches and trash cans have been ordered with delivery anticipated between 5/11 and 5/17. We will need to identify final placement and coordinate with the Town for installation, however, Suite C Salon has re-approached the DDA for an additional bench in the vicinity. One of the trash cans has been requested to be placed near Windsor Lake Coffee nearer to Boardwalk Park. The second mini grant providing 3D Visualization of the alley enhancements was approved and is proceeding.

Several changes to the grant opportunities has been announced by Main Street. Our training grant has been extended for a year to allow for funds from 2020 to roll over and be used next year. Additionally, they will be allowing us to pool our mini-grant funds from 5-years to be able to tackle larger projects in the future. The yearly value of the mini-grants is \$5,000 at our current level. We are looking to move up in the program to a Graduate program, which would increase our annual dollar value of grant.

Action Checklist Review:

New Items –

- **MA – Promote Windsor Strong ad on social.** (Completed)
- **MA – Follow up with Ian regarding 4th St IGA.** (Completed)
- **MA – Send letter requesting 5-year Master IGA extension.** (Completed)
- **MA: Board directed MA to work with Dan and Dan to start discussions.** (Completed)



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

- **MA: Confirm with Ditesco to hold.** (Completed)
- **MA: Email out current offer information 4th St.** (Completed)
- **MA: Check in with the Legion.**
- **MA: Work with SH to schedule a joint discussion.** (Completed)
- **MA: Reach out to Cushman-Wakefield to see if there are any other interested targeted businesses?** (Completed)

Carryover –

- MA – Close checking account. (Will close after 5/20 meeting)
- MA – Explore sickle or plaque that lists DDA assistance. (Completed)
- MA – Finalize design of banners. (In process)
- MA – Provide more detailed funding description on the types of use a lodging fund could be used for. (In process)
- MA – Republish Demo RFP. (Completed)
- MA – Update FIP information for the Small FIP. (Completed)
- MA- Visitor's Bureau's research on establishment and how they function in other communities. (To Do)
- MA – Schedule conversation with Erlich and Marquardt. (Dean K. or Dan) (In process)
- Identify Grants for Wayfinding Implementation (In process)



COLORADO
Department of Local Affairs
Office of the Executive Director

May 14, 2020

The Honorable Paul Rennemeyer, Mayor
Town of Windsor
301 Walnut St.
Windsor, CO 80550

Dear Mayor Rennemeyer,

As you know, the Main Street program is designed to advocate and support local empowerment, and the rebuilding of central business districts based on the traditional assets of each community's unique architecture, character, and local ownership.

Being a Main Street Community brings with it many benefits. As a Designated Community in the program, the Town of Windsor receives \$5,000 annually in mini-grant funds. This year, I am pleased to offer to enter into a five-year contract with your community for Main Street Mini-Grants from the Energy and Mineral Impact Assistance Fund Program, as approved as part of the December cycle. This makes the total amount of the grant offer for the five years \$25,000. While accessible at any time once the grant is fully executed, the amount is calculated upon the annual award and does require Brush to remain a Main Street Graduate Community in good standing for the five years of the contract.

Since these funds are from state severance tax proceeds, you should confer with your legal and budget advisors to determine if an election is necessary to receive and spend these funds.

The Colorado Main Street Program's overarching mission is to strengthen our Colorado communities by assisting them with implementing the Main Street Approach® and helping revitalize and preserve historic downtowns through preservation-based economic development and community-led revitalization.

Please contact Gayle Langley, Main Street Coordinator, at 720-498-0563 for information on how to proceed. As you know, no state funds can be obligated before a grant contract is fully executed. Expenditure of any funds prior to the contract being fully executed cannot be included in the contract budget or reimbursed by the state. Consult Gayle prior to expending any funds. Per our program guidelines, this offer is valid until June 30, 2020.

Best wishes for a successful downtown. Let us know if we can be of assistance.

Sincerely,

Rick Garcia
Executive Director

cc: Shane Hale, Town Manager
Matt Ashby, Windsor DDA
Vicki Marble, State Senator
Perry Buck, State Representative
Don Sandoval, DOLA
Gayle Langley, Colorado Main Street Coordinator



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Department of Local Affairs
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May 14, 2020

The Honorable Paul Rennemeyer, Mayor
Town of Windsor
301 Walnut St.
Windsor, CO 80550

Dear Mayor Rennemeyer,

As you know, the Main Street program is designed to advocate and support local empowerment, and the rebuilding of central business districts based on the traditional assets of each community's unique architecture, character, and local ownership.

Being a Main Street Community brings with it many benefits and I am pleased to offer to enter into a contract with your community for an Energy and Mineral Impact Assistance Fund Program Main Street Scholarship five-year grant in the amount of \$11,000, as approved as part of the December cycle. This scholarship is intended to help your local program staff and volunteers expand their knowledge in the Main Street approach over the next five years, and requires continued participation in the program as per your MOU.

Since these funds are from state severance tax proceeds, you should confer with your legal and budget advisors to determine if an election is necessary to receive and spend these funds.

Please contact Gayle Langley, Colorado Main Street Coordinator, at (303) 864-7728 for information on how to proceed and prior to expending any funds. As you know, no state funds can be obligated before a grant contract is fully executed. Expenditure of any funds prior to the contract being fully executed cannot be included in the contract budget or reimbursed by the state. Per our program guidelines, this offer is valid until June 30, 2025.

Congratulations on this scholarship to support your staff and promote the implementation of the Main Street approach in your community!

Sincerely,

Rick Garcia
Executive Director

cc: Shane Hale, Town Manager
Matt Ashby, Windsor DDA
Vicki Marble, State Senator
Perry Buck, State Representative
Don Sandoval, DOLA
Gayle Langley, Colorado Main Street Coordinator