



BOARD OF DIRECTORS MEETING
May 19, 2021 | 7:30AM– 9:00AM
301 Walnut Street, 1st Floor Conference 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 April 21, 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 Update – M. Ashby, J. Burrell
 - 2. Ehrlich Update – J. Liley
 - ii. Tribe Development Update
 - iii. 512 Ash Demolition
 - 1. Temporary Parking Lot Design – M. Scholl
 - 2. Mill Project Update
 - i. Entertainment District Feasibility Study – M. Ashby, C. Bostic, E. Lucas
 - 3. Committee Assignments – Board Lead and Topics
- H. Executive Director's Report – M. Ashby
- 1. Wayfinding Grant Update
 - 2. Chamber – Events Sponsorship – M. Vance
- Sample motion: Move to approve payment to the Windsor Chamber of Commerce for sponsorship as Exclusive Presenting Sponsor in support of the Summer Wine Walk (July 21, 2021) and Oktoberfest (September 18, 2021) in the amount of \$2,000 per event.*
- I. **COMMUNICATIONS & NEWS:**
- 1. Main Street – This Place Matters. Encourage all businesses to visit <http://tinyurl.com/7su6ct28>
- J. Adjourn** **9:15AM**

Note: Double Underlined items indicate attachments.



**BOARD OF DIRECTORS MEETING
DRAFT MINUTES**

April 21, 2021 | 7:30AM– 9:00AM

301 Walnut Street, Basement Meeting Room, Windsor, CO 80550

(NOTE: Meeting will be held IN PERSON only.)

Draft Minutes

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

Excused: Jim Cosner. Staff: Matt Ashby, Josh Liley. Guests: Jill Burrell, Michelle Vance, Denise Marquardt,

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 – Noon **BP, DK. Approve as presented.**

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

MV – Provided an overview on the Be Local publication. Will be published 2-3 times per year. Current issue is on development. Next week will be a fashion show at the American Legion. 100 people registered and 6 businesses registered to host. Will be meeting soon with DDA reps on discussing options for festivals – Taste of Windsor, Octoberfest and Easter Egg Hunt. Looking to complete a Wine Walk on July 17th with the Town. Possibly an “ugly sweater wine walk”. DS – We talked about focusing on an event every Quarter. Dan is representing the DDA on the monthly tourism committee. The Power to Play facility is a great linkage to bringing people into town. MV is also on KFK radio every Friday and is plugging downtown. PR: Can we use the funding that we had planned for the February Wine Walk – can we shift that funding forward to the July event? MV – We are working on sponsorships for events. DB – What are the four events? MV – Wine Walk – 7/17, Octoberfest – 9/18, Valentines Event, Easter Egg Hunt. \$5000 was pre-approved. 1:00 at Chamber 4/23/21. Added 115 business members into the fold. Looking to add staff to assist with paperwork.

Kelly Hall – Was not able to attend but is continuing the Library’s small business podcast.

E. Approval of Minutes from the Regular Board of Directors Meeting March 17, 2021. - *PR, DK. Approved unanimously.*

F. Report of Bills, Budget Status – *M. Ashby In talking with the Finance team, they suggested a quarterly review. MA will bring the report forward next month as customary for further discussion on how to most effectively review.*

G. KEY INITIATIVES: 8:30AM

1. Backlot Boardwalk Update

i. Backlot Alley/Thru Lot

1. Ditesco Design/Bid Assistance Contract – M. Ashby, J. Burrell

DS – We met and reviewed the process for moving forward. The next step is to get 100% construction drawings, then get the bids, then finalize the contractor selection at special meeting. JB – The Thru Lot was value-engineered to reduce the cost without impacting the quality of the project. Key items included reducing the pedestrian light poles from 11 to 7 and the concrete base under the pavers. Reduced the quantity of seat walls as well. MA – The change from pavers to stamped concrete was evaluated and didn’t provide significant savings. DS – We also thought about phasing options, but that would cost us even more as construction costs increase. JB – Timeline is 8-weeks to complete the design. We will need

Note: Double Underlined items indicate attachments.

to confirm the Town permitting process to streamline that review. Bidding process is about 3-weeks. Public bid opening, and then selection. There are some smaller construction projects. PR – Using a local contractor would be positive if possible. Board Approval in August. Sept/Oct construction timeframe. DS – Have been talking with Legends Park for Trolley Drop Off. BP – The difference is that we’re approving the contract for \$40K today, not the full construction process. PR – Main Street grant could be the contingency. DS – We have Main Street Grant Money that could be applied to other projects. MA – What is the process for reviewing the Bids? JB – We will reviewing for “lowest qualified bidder” and will check references. DS – We would like to get the bid approval scheduled quickly.

Motion HW. Second BP. 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. Approved unanimously.

2. Ehrlich Update – J. Liley

DS – The estate on the property is closed. We are asking them to open the estate and draft a document to transfer the property to the DDA. We simply need approval from the DDA to offer to pay the attorney’s fees to open the estate. DS – We would reimburse the family or the attorney? JL – We can work it out either way to pay for the work. Under the bylaws, Dan can authorize up to \$1,500. Its not a difficult thing, probably 5-6 hours of work.

Motion to approve the expenditure not to exceed \$3,000 to cover costs and fees incurred by the Ehrlich family in reopening the estate of Rachel Ehrlich for the purpose of transferring to the DDA the parcel of land directly abutting the DDA through-lot to the north, and authorize the board chair to execute agreements and other documents in connection therewith. PR, BP. Approved unanimously.

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.

MA: Presented information on the grant program and how it could work. DS – I heard about the earmark process in Congress and wondering if there’s an option for Windsor to take advantage of available funding. PR – We’re working on that issue. Anything we do benefits the Town – project has to be more than 60% shovel-ready. Projects would likely be more regional projects.

Don’t move forward, support the Town’s application for 7th Street.

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.

PR – We need to get this done and it needs to happen before summer. If staff has the direction, bring out the gravel. I think a lot of this comes down to certain staff, relating to the fact that 4th Street has taken.

MA: Provide the 2-year life span design and the 10-year design. Update Ashley and Shane.

2. Mill Project Update

i. Entertainment District Feasibility Study – M. Ashby

Note: Double Underlined items indicate attachments.



DS: We had a meeting to discuss options with Ashley. We expressed concerns about Office use on 4th Street.

MA: Provided an update on the process. We will be scheduling a meeting with the residential neighbors to address concerns about the existing concerns.

ii. TIF Payment Process Update – M. Ashby

MA: We have identified the process for determining the value of the payment and will be coordinating with Town.

3. Committee Assignments – Board Lead and Topics

H. Executive Director's Report – M. Ashby

1. Wayfinding Grant Update

MA: We received comments and questions back from CDOT that we are working on responding to. Additionally, Main Street will be issuing an RFP to finalize the construction designs and phasing.

I. COMMUNICATIONS & NEWS:

1. Main Street – This Place Matters Video – Featuring Windsor Mill.

MA: Share promotion with the Chamber. Also send to Historic Preservation board.

PR: Note there are two board vacancies. There are some ribbon cuttings taking place downtown, we would encourage board members to attend. MA: Send out Ribbon Cutting events to Board.

J. Adjourn

9:15AM

Motion to Adjourn. PR. Second. HW. 8:58AM.

Note: Double Underlined items indicate attachments.

Account Analysis



TOWN OF
WINDSOR
COLORADO

Date	Description	Detail Description					
		Sys	Vendor	Prd	JE No	DR This Period	CR This Period

GL-Account Analysis (5/12/2021 - 1:26 PM)

Date	Description	Detail Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
19-486-6218-000	SMALL EQUIPMENT						0.00	0.00
19-486-6218-000 Totals:							0.00	0.00
19-486-6219-000	SPECIAL EQUIPMENT						0.00	0.00
System: AP								
03/12/2021	109610 - LANDSCAPE FORMS INC	WINDSOR MAIN ST PROJECT - DDA	AP	109610	3	90	12,807.50	0.00
AP System Totals:							12,807.50	0.00
19-486-6219-000 Totals:							12,807.50	0.00
19-486-6219-390	SPECIAL EQUIPMENT / COVID-19						0.00	0.00
19-486-6219-390 Totals:							0.00	0.00
19-486-6242-000	STREET REPAIR/MAINTENANCE							
System: AP								
02/05/2021	100552 - XCEL ENERGY	XCEL BILL - DDA - 12/23/20 - 01/26/21	AP	100552	2	25	20.80	0.00
03/12/2021	100552 - XCEL ENERGY	XCEL BILL - DDA - 01.26 - 02.25.21	AP	100552	3	72	19.70	0.00
04/09/2021	100552 - XCEL ENERGY	XCEL BILL - DDA-02/26/21 - 03/25/21	AP	100552	4	53	19.42	0.00
AP System Totals:							59.92	0.00
19-486-6242-000 Totals:							59.92	0.00
19-486-6245-000	TRAVEL/MILEAGE						0.00	0.00
19-486-6245-000 Totals:							0.00	0.00
19-486-6246-000	LIABILITY INSURANCE						0.00	0.00
19-486-6246-000 Totals:							0.00	0.00
19-486-6252-000	LEGAL SERVICES							
System: AP								
02/12/2021	107453 - LILEY LAW OFFICES LLC	DDA PROFESSIONAL SERVICES	AP	107453	2	75	4,914.00	0.00
02/12/2021	107453 - LILEY LAW OFFICES LLC	DDA PROFESSIONAL SERVICES	AP	107453	2	75	3,844.00	0.00
02/12/2021	107453 - LILEY LAW OFFICES LLC	DDA PROFESSIONAL SERVICES	AP	107453	2	75	2,142.00	0.00
03/12/2021	107484 - AYRES ASSOCIATES INC	DDA SPECIFIC INITIATIVES: BACKLOTS, 5	AP	107484	3	72	10,423.34	0.00
04/02/2021	109627 - JOSHUA C LILEY	DDA GENERAL COUNSEL SERVICES	AP	109627	4	6	4,465.00	0.00
04/02/2021	109627 - JOSHUA C LILEY	DDA GENERAL COUNSEL SERVICES	AP	109627	4	6	3,192.00	0.00
04/30/2021	107484 - AYRES ASSOCIATES INC	DDA SPECIFIC INITIATIVES: BACKLOTS, 5	AP	107484	4	252	9,953.40	0.00
AP System Totals:							38,933.74	0.00
19-486-6252-000 Totals:							38,933.74	0.00
19-486-6253-000	CONTRACT SERVICES							
System: AP								
02/12/2021	107484 - AYRES ASSOCIATES INC	DDA GENERAL ADMIN	AP	107484	2	77	4,567.34	0.00
02/12/2021	107484 - AYRES ASSOCIATES INC	DDA SPECIFIC INITIATIVES: BACKLOTS, 5	AP	107484	2	77	9,050.84	0.00
03/12/2021	107484 - AYRES ASSOCIATES INC	DDA GENERAL ADMINISTRATION	AP	107484	3	72	4,288.50	0.00
04/09/2021	109433 - STEPHEN P DINARDO	PROFESSIONAL SERVICES AGREEMENT 01	AP	109433	4	52	8,000.00	0.00

Date	Description	Detail Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
04/09/2021	109433 - STEPHEN P DINARDO	EXPENSES	AP	109433	4	52	676.14	0.00
04/30/2021	107484 - AYRES ASSOCIATES INC	DDA GENERAL ADMINISTRATION	AP	107484	4	252	5,122.02	0.00
		AP System Totals:					31,704.84	0.00
		19-486-6253-000 Totals:					31,704.84	0.00
	19-486-6256-000 - PUBLISHING/RECORDING							
	19-486-6260-000 - UTILITIES							
		19-486-6256-000 Totals:					0.00	0.00
	19-486-6263-000 - POSTAGE							
	System: AP							
03/12/2021	107484 - AYRES ASSOCIATES INC	POSTAGE - ANNUAL PAYMENT FOR PO BC	AP	107484	3	72	106.00	0.00
		AP System Totals:					106.00	0.00
		19-486-6263-000 Totals:					106.00	0.00
	19-486-6264-000 - PRINTING/BINDING							
		19-486-6264-000 Totals:					0.00	0.00
	19-486-6267-000 - STUDY REVIEW/CONSULTANT							
	System: AP							
04/16/2021	100401 - KING SURVEYORS INC	SET PIN / FINALIZE ALTA SURVEY	AP	100401	4	107	602.50	0.00
04/30/2021	109433 - STEPHEN P DINARDO	CORRESPONDANCE, BUDGETS, ZOOM ME	AP	109433	4	252	2,500.00	0.00
04/30/2021	109621 - COLORADO CIVIL GROUP	RAILROAD PARCEL FENCE PLAN	AP	109621	4	252	2,085.00	0.00
		AP System Totals:					5,187.50	0.00
		19-486-6267-000 Totals:					5,187.50	0.00
	19-486-6268-000 - COUNTY TREASURER FEES							
	System: AP							
04/09/2021	100807 - WELD COUNTY TREASURER	DDA PROPERTY TAX PARCEL 080721202004	AP	100807	4	57	2,118.26	0.00
04/09/2021	100807 - WELD COUNTY TREASURER	DDA PROPERTY TAX PARCEL 080721202004	AP	100807	4	57	2,421.12	0.00
		AP System Totals:					4,539.38	0.00
	System: GL							
01/31/2021	#29 - RECORD WELD COUNTY TRANSFER/DDA		GL		1	339	0.00	0.68
		GL System Totals:					0.00	0.68
		19-486-6268-000 Totals:					4,539.38	0.68
	19-486-6269-000 - MISCELLANEOUS EXPENSE							
		19-486-6269-000 Totals:					0.00	0.00
	19-486-6270-000 - OUTSIDE AGENCY FUNDING							
		19-486-6270-000 Totals:					0.00	0.00
	19-486-7302-000 - ADMINISTRATION EXP TRANSFER							
	System: GL							

Date	Description	Detail Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
01/31/2021	MEMO-9		GL		1	347	416.67	0.00
02/28/2021	MEMO-9		GL		2	329	416.67	0.00
							GL System Totals:	0.00
							19-486-7302-000 Totals:	0.00
								0.00
							19-486-7360-000 Totals:	0.00
								0.00
							19-486-8410-000 - LAND	
							System: AP	
02/12/2021	109419 - NEUMARK COMMERCIAL BUILDERS LLC	FINAL BILLING 512 ASH STREET 20-011	AP	109419	2	75	3,000.00	0.00
02/19/2021	109433 - STEPHEN P DINARDO	PROFESSIONAL SERVICES AGREEMENT -]	AP	109433	2	125	8,000.00	0.00
03/19/2021	109621 - COLORADO CIVIL GROUP	RAILROAD PARCEL FENCE PLAN - DDA	AP	109621	3	156	270.00	0.00
03/19/2021	109621 - COLORADO CIVIL GROUP	RAILROAD PARCEL FENCE PLAN - DDA	AP	109621	3	156	371.25	0.00
04/02/2021	109621 - COLORADO CIVIL GROUP	RAILROAD PARCEL FENCE PLAN - DDA	AP	109621	4	6	1,730.00	0.00
04/02/2021	109621 - COLORADO CIVIL GROUP	RAILROAD PARCEL FENCE PLAN - DDA	AP	109621	4	6	2,414.00	0.00
04/23/2021	109651 - HUDSPETH & ASSOCIATES INC	RAILROAD PARCEL FENCE PLAN - DDA	AP	109651	4	197	119,138.00	0.00
							AP System Totals:	0.00
							134,923.25	0.00
							19-486-8410-000 Totals:	0.00
							134,923.25	0.00
							19-486-8412-000 Totals:	0.00
							0.00	0.00
							19-486-8440-000 Totals:	0.00
							0.00	0.00
							Dept 19-486 EXPENSE Totals:	0.68
							235,241.37	0.68
							19-500-8500-000 Totals:	0.00
							0.00	0.00
							Dept 19-500 EXPENSE Totals:	0.00
							0.00	0.00
							EXPENSE Totals:	0.68
							235,241.37	0.68
							19 Totals:	0.68
							235,241.37	0.68
							Report Totals:	0.68
							235,241.37	0.68

Report of Bills

January 1 - March 31, 2021



TOWN OF WINDSOR
301 WALNUT STREET
WINDSOR, CO 80550
WWW.WINDSORGOV.COM

(970) 674-2400
MON-FRI 8AM TO 5PM

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 19 DOWNTOWN DEVELOPMENT AUTHORI				
Department: 486 DOWNTOWN DEVELOPMENT AU				
97558	NATIONAL INSPECTION SERVICES	AMEND PHASE 1 ESA REPORT; ADD PARCEL 414	01/29/2021	400.00
97563	COSNER HOLDINGS LLC	Q1-Q2 OFFICE LEASE - DDA	01/29/2021	1,800.00
97570	XCEL ENERGY	XCEL BILL - DDA - 12/23/20 - 01/26/21	02/05/2021	20.80
97720	LILEY LAW OFFICES LLC	DDA PROFESSIONAL SERVICES	02/12/2021	10,900.00
97721	AYRES ASSOCIATES INC	CONTRACT SERVICES	02/12/2021	14,068.18
97739	NEUMARK COMMERCIAL BUILDERS LLC	FINAL BILLING 512 ASH STREET 20-011	02/12/2021	3,000.00
97910	STEPHEN P DINARDO	PROFESSIONAL SERVICES AGREEMENT - DDA	02/19/2021	8,000.00
98062	XCEL ENERGY	XCEL BILL - DDA - 01.26 - 02.25.21	03/12/2021	19.70
98105	AYRES ASSOCIATES INC	CONTRACT SERVICES	03/12/2021	14,817.84
98143	LANDSCAPE FORMS INC	WINDSOR MAIN ST PROJECT - DDA	03/12/2021	12,807.50
98283	COLORADO CIVIL GROUP	RAILROAD PARCEL FENCE PLAN - DDA	03/19/2021	641.25
98311	GEORGE R. MAROLT	WINDSOR DDA - 2 SITESCAPES 36 GAL RECEIPT/	03/26/2021	2,660.00
Total for Department: 486 DOWNTOWN DEVELOP				\$69,135.27

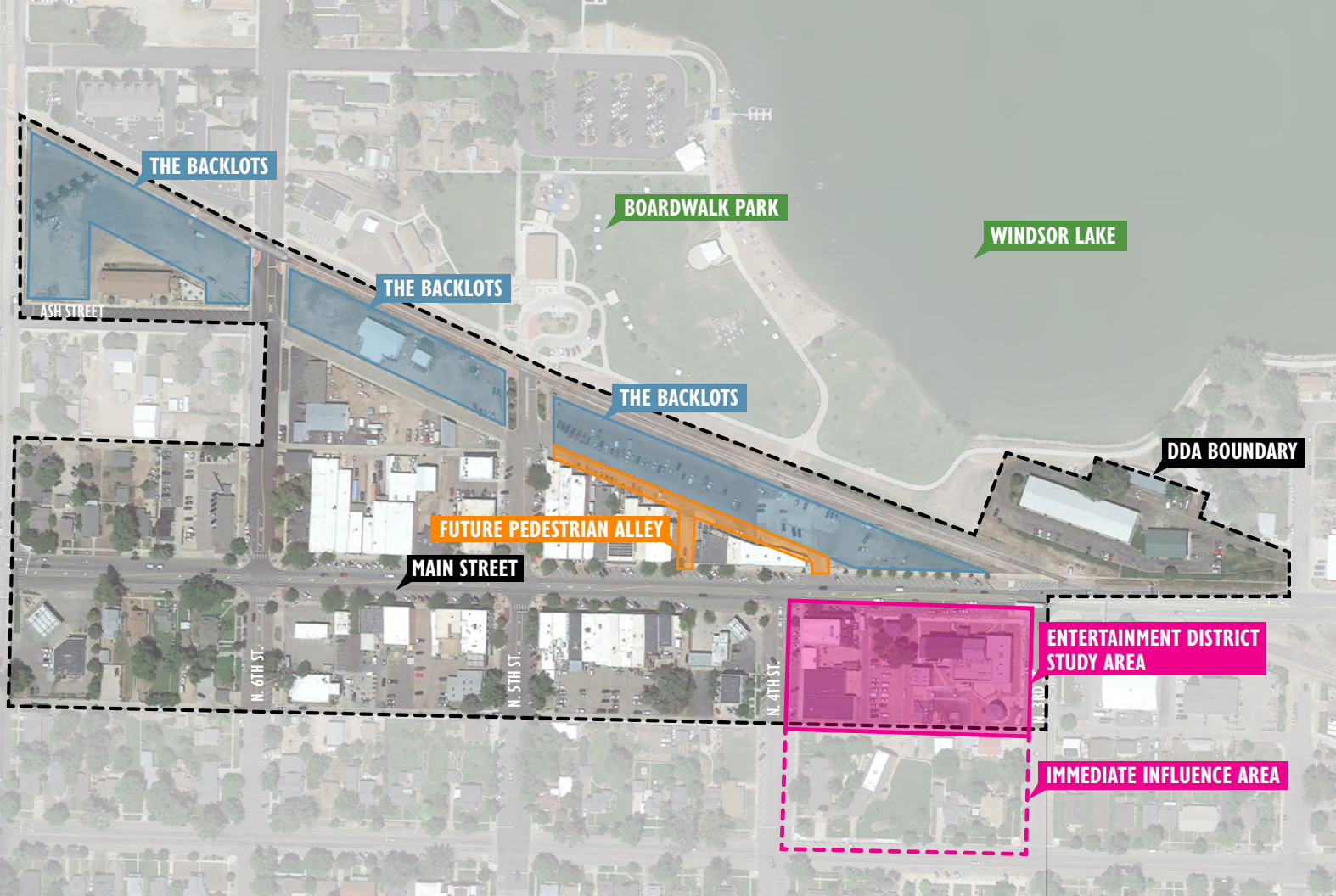


Figure A - Context Map

INTRODUCTION AND CONTEXT

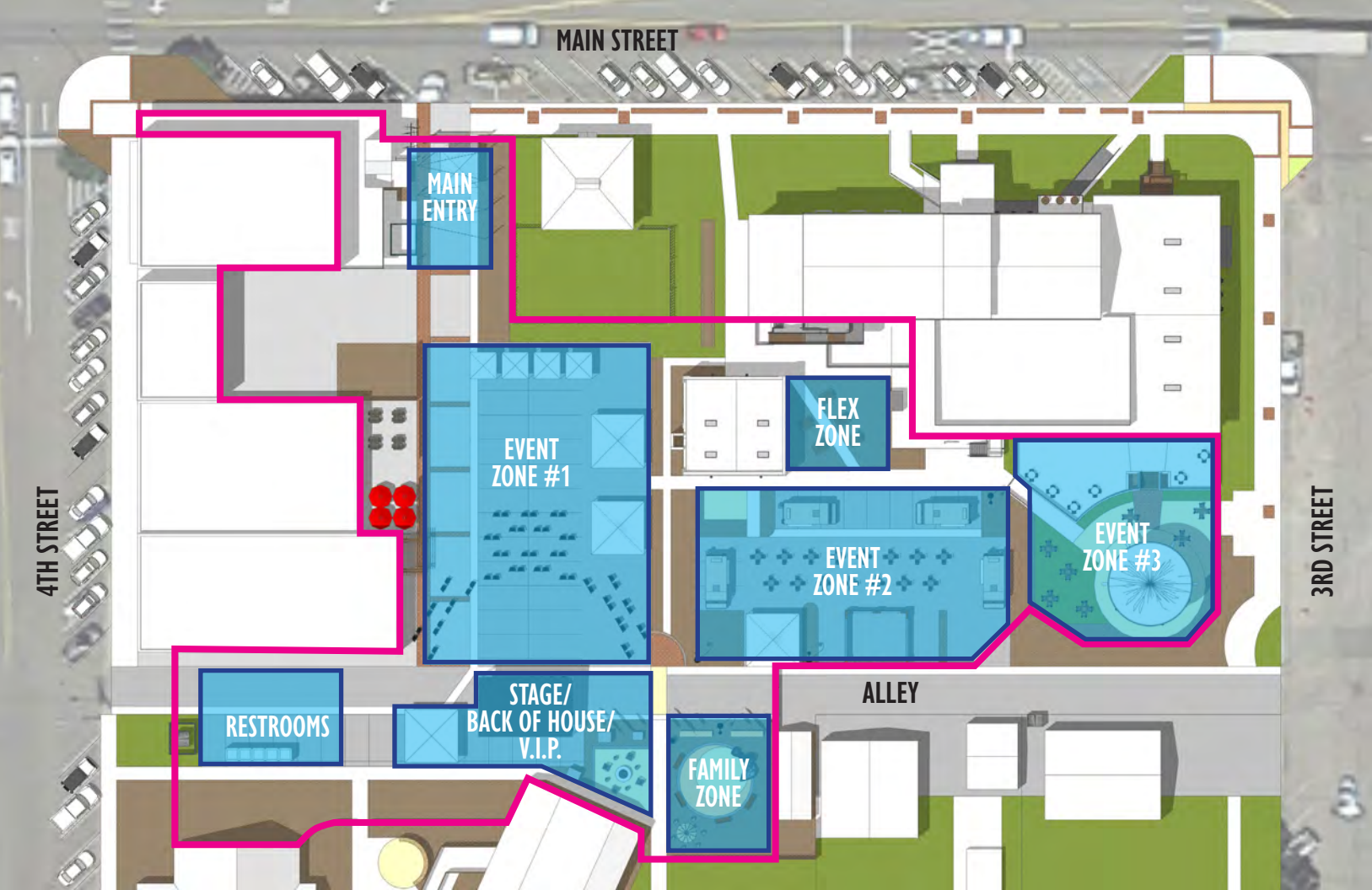
The Downtown Development Authority (DDA) and Town of Windsor (Town) seek to understand the feasibility of creating an Entertainment District on the 300 block of Main Street. The study area being considered (Figure A) includes the northern half of the block bounded by 4th Street and 3rd Street (east to west) and Walnut Street and Main Street (south to north.) The study area includes The Windsor Mill redevelopment and a handful of other successful restaurants and businesses. The 4th Street Property is a vacant building owned by the DDA and planned to redevelop into an active use that will contribute to the vibrancy of this block.

Windsor Lake and Boardwalk Park are located directly north of the study area, which hosts multiple events throughout the year. Windsor City Hall and Main Park are located directly south of the study area. Also to the north, and adjacent to the railroad tracks behind Main Street are the backlots (blue) and a future

pedestrian alley (orange) envisioned as part of a future redevelopment effort that would add a mix of uses to downtown. The Town Center residential neighborhood includes primarily single family residences south of the study area.

Due to the Covid-19 pandemic, more and more cities are considering safe outdoor gathering spaces to provide a sense of community when gathering indoors may be restricted or dangerous. Entertainment Districts provide an opportunity for existing businesses to band together to create a unique experience - larger than a single business - that expands their operations, capacity limitations, and overall sales.

This report explains existing conditions, legal and procedural implications, a summary of stakeholder feedback, and preliminary design concepts and estimates.



LARGE FESTIVAL CONFIGURATION

During large events, the entire area outlined in pink (above) would be enclosed to create the **common consumption area** within the entertainment district. This configuration utilizes existing fences and walls to minimize the amount of event barricades needed.

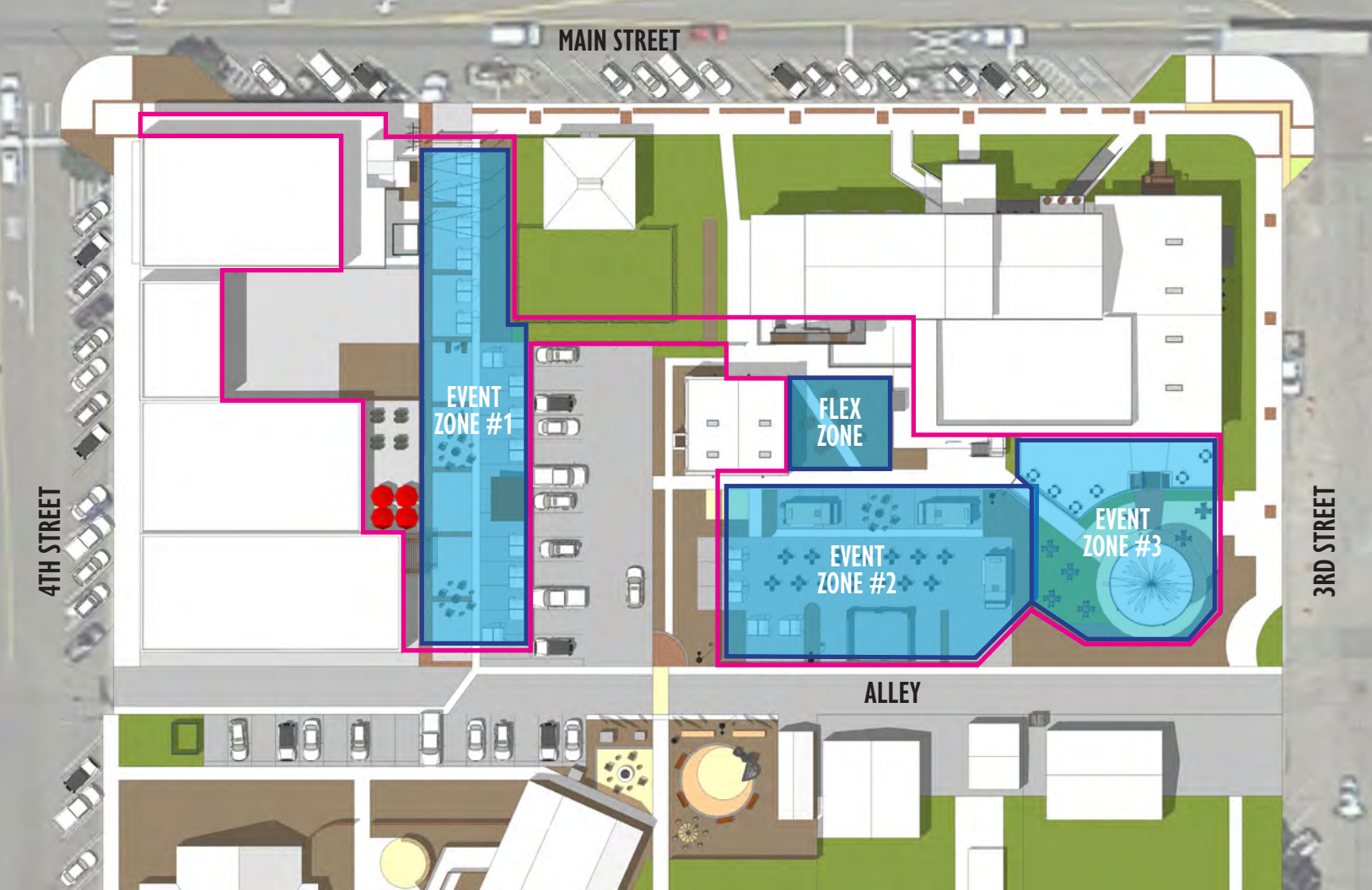
The type of event will depend on the season and decisions made by the Promotional Association. This configuration would be for the largest events, such as concerts, community celebrations, and food events. This type of event could accommodate **1,000+ people**. The north-south alley and part of the east-west alley would be blocked off to auto travel. All parking areas would be repurposed as event space.

The **main entrance** would be along Main Street at the north-south alley. This is where attendees would get an over-21 age bracelet, vendors could check in, and pay would be taken for charged events. From there, walking south along the alley, you would enter the main

event zone #1. This is where the audience would gather to watch performances and vendors could set up along the edges. Non-music related events could be configured differently depending on the type and needs.

Secondary event zones #2 and #3 are located in the Mill parking lot and Peculier Ales patio. These areas could be used for food trucks/tents, tables and chairs, and smaller live music audiences. The **flex zone** includes the courtyard between the Mill and Annex and could be used for multiple purposes. Further south, along the east-west alley would be where a **stage** would be erected for large concerts and **restrooms** (porta potties) could be placed. The **family zone** is located in the existing church gravel lot.

There may or may not be other entrances needed. **Security** should be placed at any entrance/exit to ensure that attendees do not take alcohol out of the designated common consumption area.



HYBRID CONFIGURATION

There may be events that don't need as much space and could benefit from having some **parking available**. This configuration envisions a scenario that would **close the north-south alley** to auto travel and be used for event space and then connect over to the Mill via a pathway. Half of the church parking lot and alley parking could still be utilized.

This configuration might be popular in **colder months** where large gatherings are not likely. The **alley/event zone #1** could be used for small gathering spaces with fire pits or towers and a **smaller stage** for acoustic or low amplified music and other performances. The hybrid configuration visualizations shown on the following pages envision **reusing the igloos** to create a cluster of shelters to be used for outdoor dining/drinks for nearby restaurants. The lighting of igloos, in addition to some other activation strategies, could provide for a unique winter downtown outing experience.

The rest of the **common consumption area** (pink outline) could be used similar to the large configuration, with **event zone #2** offering food trucks/vendors and **event zone #3** offering more live music. The **flex zone**, once again, could differ depending on the event needs.

Executive Director Report

Date: May 14, 2021
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: April-May Report

Meeting Summary:

The following meetings occurred between April 16 – May 14, including:

- Wayfinding RFP Review – 4/20
- April Board of Directors Meeting – 4/21
- This Place Matters Video – 4/21
- Chamber Event Meeting – 4/23
- Matt/Shane Weekly Meeting – 4/22, 4/29, 5/6, 5/13
- DDA Weekly Call – 4/30, 5/7, 5/13
- Tribe Bi-Weekly Check In – 4/20, 5/4
- Tribe Workshop – 4/29
- Meeting with Congressman Buck – 4/30
- 512 Parking Options Meeting – 5/2
- Parking Study Tech Committee – 5/3
- Entertainment District Meetings – 5/3
- Windsor Wayfinding RFP Review – 5/10
- CO Main Street Video – 5/12

Ayres Billing Breakdown Year To Date (As of 5/12/20):

General - \$18,709
Backlot - \$12,595
512 Ash - \$7,994
Alley/Thru Lot - \$2,401
Mill - \$1,334
Grants (Various) - \$0
Winterization Grant - \$8,620
Wayfinding - \$1,260

Total Expenditures: \$52,840 of \$150,000 = 35% of Budget with 37% of Year Completed

Anticipated Workload May-June:

- Thru Lot Design – Finalize
- Tribe Development – Present Vision, 4th Street Options
- 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 design team completed a site concept and virtual fly-through to illustrate how an event could be set up. The team is currently talking with Town Clerk and Attorney to secure permission for a 1-day “test-drive” event in coordination with Parks.

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 pushed out the video on FaceBook.

Backlot –

Backlot Property:

Update from Ashley Stiles: *Our team is continuing to work through what we heard in the workshop and the creation of an outcomes document. We really enjoyed the conversation and feel that it was time well spent gathering ideas. The outcome document will confirm what we heard and be incorporated into the guiding principles for the project. We have engaged design and construction teams to evaluate our options for 4th street, we have an interested party for the space, and have started vetting that opportunity. We should have feedback from this team after the holiday weekend. We look forward to continuing these efforts and regrouping soon.*

A question arose regarding the transfer of the property and the inclusion of a reversion clause or a claw-back provisions. There are different considerations when thinking about this issue, one is the timing and the other is the financial performance. The DDA/Town should maintain control of the parcel until such time as the developer has (1) financing in place and (2) has an approved site development plan permit. In all likelihood, the developer will not be able to close on financing without control of the property and maintaining control until such time as the development is ready to commence would be recommended. Also, as a separate issue, if the developer fails to achieve #1 or #2, the DDA should make sure that it owns any of the professional material generated during the pre-development phase including any engineering, site plans, conceptual plans etc. for future reference.

In the event that the developer fails to perform after the property has been transferred, there will likely be conditions in the contract by which the property would revert back to the DDA/Town. This can get sticky even if the likelihood of this occurring is small. Generally, the developer is likely to seek reimbursement for any costs associated site improvements that occurred. In addition, the delays may occur for reasons outside of their or the DDA’s control. Within the development agreement, it will be important to establish clear milestones and

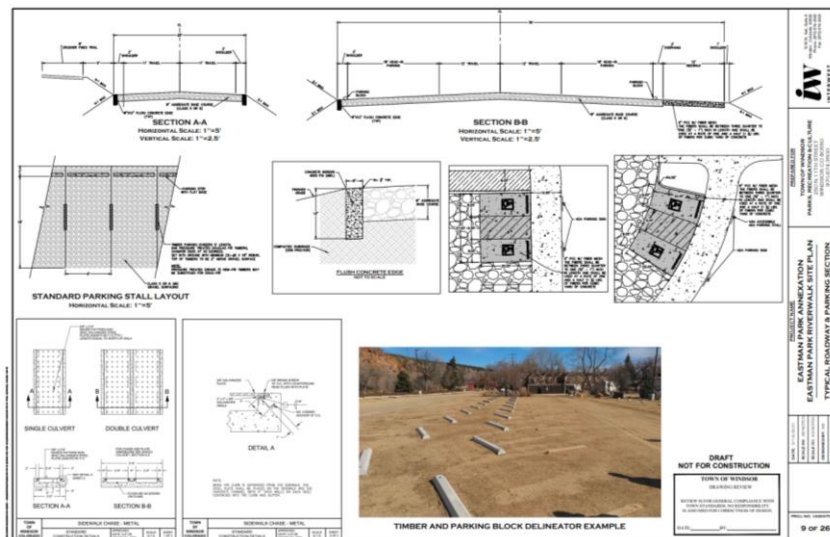
expectations for the development. This may include demonstration of retail leasing, confidential review of financing, and permitting activities.

The other contract provision that protects the DDA/Town would require the developer to achieve a certain level of performance with regard to the tax increment. In the event that the TIF falls short, the developer would be required to make up the difference. Usually, this guarantee is tied to the any DDA debt service and is extinguished as the debt is retired.

As specific proposals become more clear, staff can assist in helping identify which of these concepts/options may be appropriate to consider.

512 Ash Abatement and Demolition: Staff met with Parks and Public Works Director Eric Lucas regarding the parking lot being installed at Eastman Park. This solution was identified as a good option for the 512 Ash parking. We then contacted the engineer and contractor working on the project and have requested cost estimates to complete a plan for this level of parking on 512 in order to finalize a bid. Director Lucas confirmed that his crew would be able to provide project management for the construction phase if we are able to complete the design and permitting.

Staff is currently pricing out a parking lot with a similar design. The lot would be gravel with timbers for car stops but we would still be required to provide some paved spaces for handicapped use. The Town's Public Works department has informally agreed to manage the construction if the DDA would take on the design and approval. We currently have one estimate from the Colorado Civil Group who did the engineering on the demolition and completed a concept for a paved lot and we are anticipating a scope and fee estimate from Interwest Consulting who completed the design for Eastman park.



The DDA and Town will need to identify a budget for both the design and construction costs.

Alley Design/Thru Lot/Undergrounding:

Update from Jill Burrell:

- The Ditesco/R+M team has met internally to refresh the status of the design

- Our team is working on updating the grading plan and revising the drainage report for submission to Windsor
- Once the grading plan is completed, R+M will make revisions to the urban design and we will work towards a final plan set.
- We're beginning to draft project specifications as well.

We are reaching out to Century Link and Comcast to find out if the service lines can be consolidated into one overhead feed to ensure we can install the Tivoli lights properly.

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

The Town finalized their submittal for the 7th Street Multi-modal corridor improvements. Staff provided a letter of support from the DDA to include in the application.

Parking / Crosswalk / Plantings

The consultant for the Parking Study provided the Technical Committee with an update in early May. Several quick wins were identified, including opening up shared parking behind the buildings on the south side of Main Street. Their team is completing additional research on how other communities have managed and approached the shared parking concept.

Wayfinding Project

We received word that our grant for \$145,000 for installation was approved. Next steps are to coordinate with DOLA/Main Street to secure a consultant to complete construction drawings and a bid package based on our design. The initial parameters of the scope of work changed and so the RFP is being reissued.

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. A reimbursement was sent in May 10.

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

Winterization Grant: (CDOT #3 - \$50,000): Parks/Public Works is making progress with the summer storage of the Greenhouses. We have sent in a request to CDOT for payment of \$50,000 and will be coordinating with the Town to finalize the amount of funds that came from the Cares Act vs the CDOT Grant.

Façade Improvement Program

408 Main – Update from the owner (May 13): *“We are done with our buildout and have passed our building, fire and health inspections. There is an administrative hurdle yet to resolve before we receive our official CO but we are hopeful to have everyone's blessing here very soon. That aside we are training our team and are looking to open very soon*



though do not have current ETA on when that might be. Also we do want to take time to train the team well so that when we do open, we open strong.” Staff will be working with the owner to complete the necessary paperwork to receive grant payment.

419 Main - Staff continue to monitor and coordinate with the property owner regarding this project. All required plans were submitted to the Town for review on May 22. Safebuilt has approved the plans and the owner is just waiting for final processing of the permit. Once the permit is issued, work is anticipated to start shortly.

624 Main – We received inquiries as to possible assistance the DDA might be able to provide for this property. It has previously been Beauty Bar, and prior the Yuppi Puppi. The new proposed use is for a brewery, and the project is currently progressing through the Town’s planning review process. This is a potential façade program application, with options for improvements to the front façade and/or patio improvements that face the alley.

Main Street

Projects with Main Street assistance are continuing, including the Entertainment District feasibility study, and Wayfinding Technical Assistance. Staff and Dan also participated in a video interview sponsored by Main Street to highlight how communities have responded to the pandemic and the impact that the program had on Windsor.

DDA General:

A new mural is being painted on the garage doors behind Essence Aesthetics. Staff provided information to post on our social media and will follow up with the artist’s time lapse video once the project is completed.



Action Checklist Review:

New Items –

- **MA:** Provide the 512 Ash Parking Options 2-year life span design and the 10-year design. **(Completed.)**
- **MA:** Send out Ribbon Cutting events to Board. **(Board Members are on Chamber Mailing List.)**

Carryover –

None.



*To Grow Business, Build Community, Improve the Business Climate and Quality of Life
by Adding Value as We Advocate, Educate and Support Our Business Organizations*

May 10, 2021

Windsor DDA
Attn Dan Stauss, Chairman
301 Walnut Street
Windsor, CO 80550

Dear Dan,

The Windsor Area Chamber of Commerce and Visitor Bureau is hosting two events in 2021 in Downtown Windsor. We would like to ask the Windsor DDA to be the Exclusive Presenting Sponsor for both events.

Summer Wine Walk, Saturday July 17, 2021 – Cost \$2,000 – Logo will be place on custom wine glasses and given to 500 participants. Logo will be placed on all advertising and marketing materials.

Oktoberfest, Saturday September 18, 2021 – Cost \$2,000 - Logo will be place on custom beer mugs and given to participants. Logo will be placed on all advertising and marketing materials.

2022 Events:

Valentine Wine & Chocolate Tasting – Saturday February 5, 2022 – Cost \$2,000

Possible Future Events:

Ugly Sweater Wine Walk, Saturday November 27, 2021(Shop Small Saturday) – Cost \$2,000 – This event may happen if the Summer Wine Walk is a Success and businesses support the event.

First Friday Art Walk - \$200 Month – Happens the first Friday of the month. – Businesses will host different artists to showcase their art.

Warm Regards,

Michelle Vance