



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

August 15, 2018 | 7:30AM– 9:00AM

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

Agenda

- A. Call to Order 7:30AM**
- B. Roll Call
- C. Public Invited to be Heard (*3 Minutes Per Person*)
- D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
- E. Executive Session for the purposes of:
- i. Regarding purchase of 512 Ash Street to determine positions relative to matters that may be subject to negotiations, to instruct negotiators, and to receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402(b) and (e).
- F. KEY INITIATIVES: 7:45AM**
- 1. Mill Project Update
 - i. DDA Lot Discussion Façade Design Update – S. Schroyer
 - 2. Backlot Boardwalk Update
 - i. Development Design Process Update
 - ii. 512 Ash Street – Closing
 - iii. Legion Discussion
 - 3. District Expansion/Sustainability – No Updates
- G. Approval of Minutes from the Regular Board of Directors Meeting July 18, 2018 – M. Ashby
- H. Report of Bills (\$15,900.35) & Financial Report – M. Ashby
- I. Executive Director's Report – M. Ashby
- i. 2019 Budget Calendar
 - ii. Crosswalk Scope of Services
- J. COMMITTEE REPORTS: 8:30AM**
- 1. Marketing Committee – *Combined with Board meetings until further notice*
 - 2. Wayfinding Kickoff – K. Cypher (20-minutes)
- K. COMMUNICATIONS & NEWS:**
- i. Boardwalk Park Events – DDA Table on August 23 is confirmed
 - ii. August 16 – Downtown Colorado Inc tour of Ft. Collins and Windsor. 9AM-5PM
 - iii. Wayfinding Kickoff – Kristin Cypher is starting her work on the Wayfinding Plan
 - iv. 2019 Budget – September 13 – Strategic Planning Session 4:00-7:00PM (Start thinking about next year's priorities)
- L. Adjourn 9:00AM**

Note: Double Underlined items indicate attachments.



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BOARD OF DIRECTORS MEETING

July 18, 2018 | 7:30AM– 9:00AM

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

Attendance: Dan Stauss, Brent Phinney, Kristie Melendez, Dean Koehler. **Staff:** Matt Ashby, Josh Liley, Ian McCargar.

Guests: Jay Hardy, Ms. Lauber. **Excused:** Cristin Peratt, Sean Pike.

Draft Minutes

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

B. Roll Call Quorum established at 7:57AM.

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

Ms. Lauber from Illinois joined the meeting to express her interest in the Backlot project. She has been tracking the project since it was initially announced in the newspaper.

Jay Hardy provided a public update of the Backlot project describing some of the elements that have been under way. Activity has been proceeding with discussions with the American Legion. Brinkman has also been addressing considerations of parking, delivery, and utilities. They are working with Russell-Mills Design to consider the alley issues. This firm has been involved in the design for Ft. Collins alleys as well as Loveland properties. For trash, they anticipate a consolidated approach. Deliveries will be discussed to coordinate an approach. There are great examples of how this can work and a field trip can be arranged. Regarding the parking issue, the Bertsch property is anticipated to be developed to accommodate the parking shifted from the DDA lot. Any new uses on the DDA lot would be self-parked. An early concept did include development on the Bertsch lot, which is anticipated to shift into a future phase. Should we be successful, the Bertsch parking could be converted into development, with an accompanying plan for additional parking – either structured on site or in a new location to accommodate the parking demand. Brinkman is also working on developing an agreement structure to move forward, as well as a real estate market study.

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board. **KM – Move to Approve as presented. DK – Second. Approved Unanimously.**

E. Executive Session for the purposes of:

- i. Regarding redevelopment of the DDA Backlot Area to determine positions relative to matters that may be subject to negotiations, to instruct negotiators, and to receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402(b) and (e).

BP - Motion to enter into executive session. Second - DK. Approved unanimously at 8:10AM.

DK - Motion to close Executive Session. Second - BP. Approved unanimously at 8:54am.

F. KEY INITIATIVES: **8:15AM**

1. Backlot Boardwalk Update

i. Development Design Process Update

1. Ian McCargar (Town Attorney) filed the case for resolving the area of unknown ownership. Only 4 property owners did not provide waivers of interest in the property. Ian sent waivers of service that would forgo the process for sending a formal server. IM will provide about 2 weeks to move forward with the Process Server. Those people who do not waive service will formally served. Once everyone is served, a clock begins, a default motion can be filed. If nobody contests, the court can act. If there

Note: Double Underlined items indicate attachments.



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are legitimate claims to the property, the court will determine their appropriate interest. Working to separate the redevelopment plan from the action on the unknown ownership area.

ii. 512 Ash Street – No update.

2. Mill Project Update

i. General Updates –

Developer anticipates submitting 90% construction plans to Town for permits within the next 2 weeks with construction start mid-September. The basement tavern still moving forward with the brewery still interested in the main level east side of the building. They also indicated they are working with a high-end Italian restaurant. The office space on the second floor is still available and tenant search will ramp up as construction takes place.

3. District Expansion/Sustainability – No updates.

G. Approval of Minutes from the Regular Board of Directors Meeting June 13, 2018 – M. Ashby
BP – Motion to approve as presented. Second - DK. Approved unanimously.

H. Report of Bills (\$11,105.71) & Financial Report – M. Ashby
KM – Motion to approve as presented. Second – BP. Approved unanimously.

I. Executive Director's Report – M. Ashby

i. Façade Improvement Program

ii. South Main Parking Approach

a. Update sheet. Add RM Crosswalk to next agenda.

iii. Summer Block Captain Assignments

a. We do have two openings on the board with applications due by July 27, 2018. Please encourage people who may be eligible to apply.

b. Capitalize on downtown events cards available for distribution.

J. COMMITTEE REPORTS:

8:40AM

1. Marketing Committee – *Combined with Board meetings until further notice*

To DO – Matt/Staff to distribute rack cards and foot traffic cards to businesses.

Add Bike to Work Day to calendar.

Customer Appreciation Event – September – Check into a food truck or local restaurant to cater?

K. COMMUNICATIONS & NEWS:

i. Boardwalk Park Events – DDA Table on July 19 & August 23 confirmed

ii. August 16 – Downtown Colorado Inc tour of Ft. Collins and Windsor. 9AM-5PM

iii. Wayfinding Kickoff – Kristin Cypher is starting her work on the Wayfinding Plan

iv. 2019 Budget – Need to starting thinking about next year's priorities

1. Look at scheduling a date for September in Pelican Lakes golf course.

L. Adjourn

9:00AM

Adjourned at 9:49AM.

Note: Double Underlined items indicate attachments.

DDA REPORT

Volume 6, Issue 5
June 2018



WINDSOR DDA REVENUE

Summary June 30, 2018	Collections	Budget	% of Budget
Property Tax Mill Levy	\$20,172	\$23,944	84.25%
Auto Registration Tax	\$879	\$850	103.41%
Grants	\$0	\$5,500	0.00%
Incremental Property Tax	\$25,423	\$34,437	73.82%
Interest	\$5	\$5	100.00%
Town of Windsor Funding	\$178,500	\$357,000	50.00%
Total	\$224,979	\$421,736	53.35%

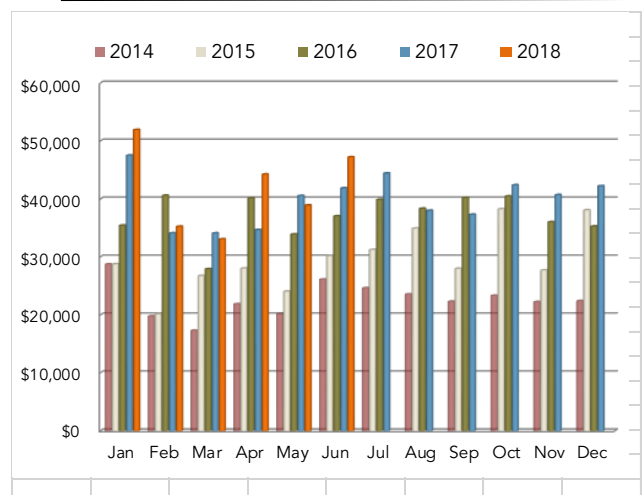
WINDSOR DDA EXPENDITURES

Summary June 30, 2018	Expenditures	Budget	% of Budget
Operations			
Office Supplies	\$0	\$200	0.00%
Public Relations/Advertising	\$5,025	\$15,000	33.50%
Board Development	\$0	\$5,000	0.00%
Dues/Fees/Subscriptions	\$1,034	\$1,500	68.93%
Special Equipment	\$0	\$25,000	0.00%
Street Repair/Maintenance	\$0	\$2,500	0.00%
Travel/Mileage	\$0	\$500	0.00%
Liability Insurance	\$4,030	\$2,500	161.20%
Legal Services	\$28,865	\$40,000	72.16%
Contract Services	\$0	\$77,000	0.00%
Publishing/Recording	\$0	\$750	0.00%
Postage	\$94	\$500	18.80%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$12,040	\$65,000	18.52%
Façade Program	\$0	\$120,000	0.00%
Administrative Transfer	\$2,500	\$5,000	50.00%
Operations Total	\$53,588	\$360,950	14.85%
Capital			
Site Improvements (Land)	\$0	\$280,000	0.00%
Site Improvements	\$0	\$500,000	0.00%
Capital Total	\$0	\$780,000	0.00%
Grand Total	\$53,588	\$1,140,950	4.70%

POINTS OF INTEREST

- June 2018 sales tax collections were \$5,340 below June 2017 sales tax collections.
- 2018 average monthly sales tax collection is \$41,779 as compared to \$38,810 for 2017.
- Revenue is a bit over target at the end of June 2018 at 53.35%.
- 2018 expenditures are minimal with 4.70% of the budget being expended..

MONTHLY SALES TAX COMPARISON



DOWNTOWN DEVELOPMENT AUTHORITY

DDA MISSION STATEMENT

It is the mission of the Windsor DDA to create a prosperous, vibrant, energetic, and clean town center, by marketing downtown opportunities, retaining and expanding current business opportunities, preserving downtown charm, and enhancing physical appearance and amenities through partnerships with the community and stakeholders.

Windsor Downtown Development

P.O. Box 381
Windsor, CO 80550
Email: info@windsordda.com
Windsordda.com



PLAN OF DEVELOPMENT PROJECTS

The projects, facilities, programs and functions to be established and provided in the district will benefit and promote the health, safety, prosperity, security and general welfare of all occupants and owners thereof and will prevent deterioration of property values, will prevent the growth of blighted areas, and will be of special benefit to all property within the district.

- A. The promotion of, participation in, and assistance to private and public developments consistent with the priorities of the DDA by all means permitted by federal, state and local laws and regulations, including but not limited to, land assemblage, and/or acquiring, constructing, reconstruction, rehabilitating, equipping, selling and leasing space.
- B. Public facilities and improvements as necessary to complement private developments.

DDA BOARD

Matt Ashby, Executive Director — director@windsordda.com

Dan Stauss, Chairperson — Dan@windsordda.com

Term: April 2018

Craig Petersen, Vice-Chairperson — Craig@windsordda.com

Term: April 2018

Dean Koehler, Secretary/Treasurer — Dean@windsordda.com

Term: April 2021

Sean Pike — Sean@windsordda.com

Term: April 2020

Cristin Peratt — Cperatt@windsordda.com

Term: April 2020

Brent Phinney — brentphinney@hotmail.com

Term: April 2021

Kristie Melendez, TOW Board Liaison—Kristie@windsordda.com

Term: April 2020

Accounts

Transactions by Account

User: cturner
Printed: 08/08/2018 - 2:08 PM
Batch: 00000.00.0000



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

Account Number	Vendor	Description	GL Date	Check No	Amount
19-486-6213-000	MICHELLE GARRETT	DDA RACK CARD JUNE 2018	07/20/2018	85960	305.00
19-486-6213-000	AYRES ASSOCIATES, INC.	PUBLIC RELATIONS	07/20/2018	85961	39.50
19-486-6214-000	AYRES ASSOCIATES, INC.	BOARD DEVELOPMENT	07/20/2018	85961	1,251.86
19-486-6252-000	AYRES ASSOCIATES, INC.	CONTRACT SERVICES	07/20/2018	85961	11,746.16
19-486-6263-000	PITNEY BOWES	POSTAGE	07/06/2018	85776	32.79
19-486-6267-000	AYRES ASSOCIATES, INC.	STUDY/REVIEW/CONSULTING	07/20/2018	85961	2,525.04
Report Total:					<u>15,900.35</u>



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

Date: August 11, 2018
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: August Report

Meeting Summary:

From mid-July to mid-August, work focused on advancing projects identified by the board within the strategic workplan. The wayfinding project was initiated and action will begin this week. Several key action steps were confirmed for the Backlot project with key stakeholder discussions being held with Brinkman and property owners. Focus also shifted to the budget cycle in planning for the upcoming meeting schedules to keep the DDA on track. Staff also prepped for the August 16 Downtown Colorado tour of Windsor.

The following meetings occurred between July 15 – August 9, including:

- Regular Board Meeting – July 18
- Backlot Meeting – Manweiler – August 3
- Planning & Legal Updates – August 3
- Backlot Meeting – Legion – August 8

Billing Breakdown (As of 7/11/18):

General (YTD) - \$36,290 = 48% of Budgeted \$75,560 (with 61% of year completed)

Backlot (YTD) - \$10,555

Mill (YTD) - \$3,638

Anticipated Workload July - August:

- Budget Preparation/Strategic Planning
- Prep for October public event/Appreciation
- EPA Grant Applications – Initiating Studies
- Backlot development visioning
- Track 512 Ash closing timeline/finalization
- Implement the Wayfinding Project
- Park Late Program feedback

2019 Budget Calendar

We are entering into our annual budgeting cycle for 2019. Staff anticipate following a similar process as last year to review progress completed, new ideas/projects to pursue, and aligning our budget to Board goals. Staff will be working on creating a “Year in Review” summary in preparation for the joint work session with the Town on September 24. Key dates:

Strategic Planning Session – September 13 or 17

Draft Budget for DDA Discussion – September 19 (Regular Board Meeting)

Joint DDA/Town Board – September 24

Adjustment Discussion DDA Board – October 19

Final DDA Approval – November 21



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Current Initiatives:

512 Ash Street Property Purchase:

We are tracking toward an August 31st closing. The property owner has identified that the building they are moving into does not yet have a Certificate of Occupancy. Staff are in communication with the Town to explore options and will have an update for the Board at the meeting. The title company has begun preparing documents. Brinkman will be providing a cost estimate on demolition and construction of gravel parking. The Town through the IGA to purchase the property has agreed to split the cost with the DDA.

Backlots / Brinkman:

Several key discussions were held with stakeholders this month. A meeting with Manweilers highlighted the need for Brinkman to start drafting a more detailed site plan for the DDA Lot. Having a greater level of detail will be helpful in designing solutions to address access and delivery needs for the businesses.

A meeting was held with the Legion to identify how a possible new location might serve their needs. Construction cost estimates, parking opportunities as well as the process for the Legion to approve a move were discussed. Next steps are to define how the DDA might be able to support the move.

EPA approved targeted assessment grants for the Legion Site and a potential new location. With the owners' approval, these grants will provide Phase I and Phase II studies to help inform the redevelopment process.

Mill:

The developer has reviewed a 90% construction drawing set and hope to submit to the Town for permit in less than 2 weeks. They anticipate construction to start in mid-September. The developer will present the building elevations for initial DDA review in August with final plans to supplement the Façade Improvement Agreement in September.

Façade Improvement Program

Steve Schroyer had an issue with one of the projections sticking off 501 Main. They will likely need to remove the big, square, blocky overhang over the side door. The plan is to replace it with a metal sunshade awning similar to what they're using on other areas of the building. He will be sending over drawings.

Chimney Park – No updates.

Brunner family – No updates.

Staff also received inquiries from Yuppi Puppi and the owner of what was the Porter House inquiring about the program.

Parking / Crosswalk



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A request for quotes to assist with crosswalk design was sent out to four companies, due back on June 15th. One quote was received from Russell-Mills Design. The quote is included in your packet.

Regarding the Park Late program, updates are being made to the info sheet. We plan to distribute and coordinate feedback during the upcoming public/stakeholder/business meeting.

Wayfinding Project

We received the scope of work and legal staff developed a Professional Services Agreement. The project is anticipated to kick off this week. Kristin will be contacting representatives from the following offices/groups individually – Town Manager, Planning, Parks, Library District, Ames Community College. The anticipated schedule is as follows:

August 15 – Kickoff with Board

August 19 – Intercept Survey @ Farmers Market (Alternate August 23)

September 19 – Board Update – destinations/routes and visual preference exercise (1-hour)

September 24 – Town Board Update (10-minutes) In conjunction with Budget Work Session

October 17 – Board Update

October 23 - Community Meeting #1 – With Preliminary Graphics (Backlot Piggyback + Chamber After Hours + Biz Appreciation)

November 21 - Board Update

November 29 – Evening Open House (Final Plan)

December 1 – Open House (Final Plan) - Windsor Wonderland

December 19th – DDA Final Plan Review

January – Final DDA Approval

February – Town Approval

Main Street

Staff completed and submitted the Quarterly Report this month.

Marketing/Communications

Two applications were received for the open board seats. The Town Board interviewed the applicants and will be making a formal appointment at their upcoming meeting.

Action Checklist Review:

New Items –

Josh - Review the easement on the property and may issue a cease and desist letter for parking on the DDA's through lot. (To Do.)

Matt: Revise parking program overview for property owners to gauge interest (revisions). (To Do.)



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Josh – Provide a 1-page form contract in support of the parking program. (To Do.)

Matt – Check in on insurance once property closing is completed. (Email sent with request for information.)

Matt: Request a concept from Brinkman for the Alley space. (Request made, anticipated deadline August 23.)

Matt: Create project explanation focused on the alley improvements, how long the electrical undergrounding has been a priority for the backlots. (To Do, waiting for sketch concepts from item above.)

Staff – Website – Board positions need to be updated along with leadership roles. (To Do.)

Carryover –

- Update minutes and board agendas on the Website. (Completed)
- Website – Let's change the "Marketing Committee" a general committee that covers Marketing & Design. (To Do)
- Matt: Follow up with public works on cleanup. Request that the police chief go through the Backlot to note violations. This would give the DDA an understanding of the issues in the area. The DDA may want to consider a posted sign prohibiting overnight parking. (Follow up with the Police Chief.) Add to next meeting agenda and have the Chief report out with a violation summary. (In Progress)
- Add key contacts to the block captain maps. (To Do with next assignment)
- Look at coordinating a summer activity for Biz After Hours, partnering with Blue Ocean and/or Brinkman. (Suggested October 23.)
- Check with the Legion for names of veterans for posters. (To Do)



May 21, 2018

Matt Ashby
Director
Windsor Downtown Development Authority
sent via email

Dear Matt,

Re: Crosswalk Enhancement Program

Please find below our proposed scope and fee to develop concepts and final design services for the Crosswalk Enhancement Program. We are excited about the opportunity to play a role in helping Windsor find a design solution for the crosswalks referenced.

Per the RFQ we will provide the following services, with estimated time and costs per phase.

1. Meetings Four Design Meetings, one Planning Commission, one Town Board, one CDOT.

- a. Kick off
- b. Review site conditions, new needs and next steps.
- c. Meet with CDOT
- d. Review Schematic Design
- e. Review final design
- f. Present to Planning Commission
- g. Present to Town Board

Fee: 6 hours Principal / 18 hours LA . \$ 1860

2. Existing Conditions and Schematic Designs

- a. Develop 3 schematic plan options with example images/materials
- b. Meet with CDOT

Fee: 6 hours Principal / 32 hours LA. \$ 3280

3. Final Design

- a. Finalize design, presentation plan rendering, 3-d sketch up rendered views, example images/materials. Compliant design for the Town and CDOT.
- b. Present to town board.
- c. Issue Final Design packet.

Fee: 12 hours Principal / 50 hours LA. \$ 5440

Fees Total \$ 10,580

Expenses (Not to exceed) \$ 1,200

Expenses include mileage, plotting/printing costs.

Hourly Rates:

Principal: \$120 /hr

Associate Principal \$100 /hr

Senior Landscape Architect: \$90 /hr

506 S College Ave, Unit A, Fort Collins, CO 80524 | 970.484.8855 | russellmillsstudios.com

CREATING INSPIRED PLACES TOGETHER



Landscape Architect: \$80 /hr
Designer: \$ 70/hr

Assumptions

Windsor DDA to provide survey data for base maps.

Agreement/Notice to Proceed

Russell + Mills Studios can initiate the proposed services upon written Authorization to Proceed. Adding your signature in the space provided below and returning a copy for our file will provide authorization of this proposal and form the basis of our contractual agreement. Should you have any questions or comments following your review of this proposal we will be pleased to address them at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "P. J. Mills", enclosed within a circular scribble.

Paul Mills, RLA, ASLA
Principal

Authorization to Proceed

Signed

Name: Matt Ashby

Title: Director, Windsor DDA

Date: _____