



BOARD OF DIRECTORS MEETING
Wednesday – August 18, 2021 | 7:00AM– 8:30AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550
(NOTE: Meeting will be held IN PERSON only.)

Agenda

- A. Call to Order** **7:00AM**
- 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 Special Joint Town Board Meeting – July 15, 2021
- F. Approval of Minutes from the Regular Board of Directors Meeting – July 21, 2021
- G. Report of Bills, Budget Status – M. Ashby
- H. KEY INITIATIVES:** **7:30AM**
1. Downtown Events and Partnerships – M. Vance, Windsor Chamber
 2. Thru Lot
 - i. Ditesco Update – M. Ashby and J. Burrell
 - ii. Ehrlich Update – J. Liley
 - iii. Through-Lot Project – Resolution 2021-DDA-03: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY REGARDING APPROVAL OF CONTRACT DOCUMENTS AND OTHER MATTERS RELATING TO THE THROUGH-LOT CONSTRUCTION PROJECT

Note: Exhibit A to Resolution 2021-DDA-03, which contains the construction contract, can be viewed by clicking [here](#). *This link will remain active for up to one month following the meeting. After such time, the Exhibit A will be available through the permanent DDA records upon request.*

Sample motion: “I move that we approve Resolution 2021-DDA-03.”
 3. Tribe Development Update – M. Ashby
 4. 512 Ash - Temporary Parking Lot Site Plan – J. Olhava
 5. State Grant Update – Resolution 2021-DDA-04: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY REGARDING, AND IN SUPPORT OF, THE TOWN OF WINDSOR’S APPLICATION FOR FUNDS UNDER THE MAIN STREET: OPEN FOR BUSINESS GRANT PROGRAM
- Sample motion: “I move that we approve Resolution 2021-DDA-04.”
- I. Executive Director’s Report – M. Ashby
- J. COMMUNICATIONS & NEWS:**
1. CDOT Grant Update
- K. Adjourn** **8:30AM**

Note: Double Underlined items indicate attachments.



BOARD OF DIRECTORS SPECIAL JOINT MEETING WITH TOWN BOARD
Thursday, July 15, 2021 | 5:30PM
301 Walnut Street, Town Board Chambers, Windsor, CO 80550

MINUTES

A. TOWN BOARD CALL TO ORDER

Mayor Rennemeyer called the meeting to order at 5:47 p.m.

1. Town Board Roll Call

Mayor Paul Rennemeyer
Mayor Pro Tem Ken Bennett
Scott Charpentier
Barry Wilson
Julie Cline
Victor Tallon - Absent
David Sislowski

Also Present:

Shane Hale, Town Manager
Ian McCargar, Town Attorney
Stacy Miller, Economic Development Director
Karen Frawley, Town Clerk
Trisha Conway, Deputy Town Clerk

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

Town Board Member Sislowski moved to approve the agenda as presented, Board Member Cline seconded the motion. Roll Call on the vote resulted as follows; Yeas - Bennett, Charpentier, Cline, Rennemeyer, Sislowski, Wilson; Motion Passed.

B. DDA CALL TO ORDER

Chairman Stauss called the meeting to order at 5:48 p.m.

3. DDA Roll Call

Chair Dan Stauss
Brent Phinney
Dean Koehler
Heidi Washburn
Jim Cosner
Dan Brunk - absent

Also Present:

Matt Ashby, DDA Director
Josh Olhava, DDA Project Manager
Joshua Liley, DDA Attorney

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

Jim Cosner moved to approve the agenda as presented, Brent Phinney seconded the motion. Roll Call on the vote resulted as follows; Yeas – Cosner, Koehler , Phinney, Washburn, Stauss;

C. TOWN BOARD EXECUTIVE SESSION

1. An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to Backlots Redevelopment Project - S.Hale, Town Manager

Town Board Member Sislowski moved to enter into an executive session pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to the Backlots Redevelopment Project., Board Member Cline seconded the motion. Roll Call on the vote resulted as follows; Yeas - Bennett, Charpentier , Cline, Rennemeyer, Sislowski, Wilson; Motion Passed.

Upon a motion duly made, the Town Board entered into an Executive Session at 5:50 p.m.

Upon a motion duly made, the Town Board returned to the Regular Meeting at 10:00 p.m.

The Executive Session was closed and the Town Board returned to the Regular Meeting.

Upon returning to the Regular Meeting, Mayor Rennemeyer advised that if any participants in the Executive Session believed the session contained any substantial discussion of any matters not included in the motion to convene the Executive Session, or believed any improper action occurred during the Session in violation of the Open Meetings Law; such concerns should now be stated. Hearing none, the Regular Meeting resumed at 10:00 p.m.

D. DDA EXECUTIVE SESSION

1. An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to Backlots Redevelopment Project - M. Ashby, Executive Director

Brent Phinney moved to enter into an executive session pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to the Backlots Redevelopment Project., Heidi Washburn seconded the motion. Roll Call on the vote resulted as follows; Yeas - Phinney, Koehler , Washburn, Cosner, Stauss; Motion Passed.

Upon a motion duly made, the Town Board entered into an Executive Session at 5:51 p.m.

Upon a motion duly made, the Town Board returned to the Regular Meeting at 10:00 p.m.

The Executive Session was closed and the Town Board returned to the Regular Meeting.

Upon returning to the Regular Meeting, Mayor Rennemeyer advised that if any participants in the Executive Session believed the session contained any substantial discussion of any matters not included in the motion to convene the Executive Session, or believed any improper action occurred during the Session in violation of the Open Meetings Law; such concerns should now be stated. Hearing none, the Regular Meeting resumed at 10:00 p.m.

E. ADJOURN

2. Town Board Adjourn

Town Board Member Wilson moved to adjourn, Board Member Cline seconded the motion. Roll Call on the vote resulted as follows; Yeas - Bennett, Charpentier , Cline, Rennemeyer, Sislowski, Wilson;

Upon a motion duly made, the meeting was adjourned at 10:00 p.m.

3. DDA Adjourn

Upon a motion duly made, the meeting was adjourned at 10:00 p.m.



BOARD OF DIRECTORS MEETING
Wednesday - July 21, 2021 | 7:00AM– 8:30AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550
(NOTE: Meeting will be held IN PERSON only.)

Minutes

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

A. Call to Order 7:00AM

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. **DK: Motion to Approve as Presented. BP: Seconded. Approved Unanimously.**

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

- *MV - Provided an update on the wine walk – have sold around 250 tickets. Glass sample and map provided. DS – Asked if there were any copies of the maps to give out? Would like more information. MV – Can bring information and will be dropping information off to each participating business. Radio commercials are running. Attendees will receive a map, lanyard and a glass at the Blushing Bride staging area. Lanyards have a punch pass. Attendees must consume or dump out their glasses before leaving the business. Run Windsor will be at the staging area as a sponsor. Chatted with JO about the option to create a lounge area and shift some of the DDA tables around. (JO to confirm which tables to shift – likely from the former Okole Maluna site) Oktoberfest is coming up. Glasses for that event will be purchased soon. Event will take place around 5th Street and the park. If the Wine Walk goes well, the next Wine Walk would be Small Biz Saturday evening. Proposed the idea to create a weeklong promotion to bring back and complete more shopping beyond the holiday weekend. Similar to what was done for the fashion show. DS – Liked the idea.*

E. Approval of Minutes from the Regular Board of Directors Meeting June 16, 2021. **BP: Motion to Approve as Presented. DB: Seconded. Approved Unanimously.**

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

- *MA - provided an overview of the reports and items staff are monitoring. DB - asked about total downtown advertising (chamber, farmers market, etc.) to get an understanding of where the DDA is at on the year. MA – provided background. DS - asked about the Board expenses since the description does not list full items. MA – provided background. PR – curious where Ayres budget is to date, and costs from 512 Ash demo work. MA - provided an update.*

BP: Motion to Approve the Quarterly Bills as Presented. PR: Seconded. Approved Unanimously.

G. KEY INITIATIVES: 7:30AM

1. Backlot Boardwalk Update

Note: Double Underlined items indicate attachments.

i. Backlot Alley/Thru Lot

1. Ditesco Update – M. Ashby.

- *MA – Site plan comments addressed, and plans resubmitted to the Town. Bid documents are tentatively scheduled to be published by August 3rd. Anticipating a review of documents August 18th, with a special meeting August 27th. Noted the need for ownership of the property before the Town can approve the site plan. A contract will come for Board review regarding Ditesco serving as project manager, testing, construction bid, and contingency amount. DS - will those be separate motions? JL – will prepare motions beforehand and work with the Chair.*

2. Ehrlich Update – J. Liley.

- *JL – provided an update regarding the Title work and confirmation of other encroaching deeds to be reviewed by the surveyor. Should hear from them this week. Need to understand if deeds impact ownership.*

ii. Tribe Development Update

- *Staff provided an update to the board. MA/JL – A new ENA would likely come before the board in August. Any future agreements will need to evaluate best interest for Town and DDA. MA – Consider adding a DDA Executive Session to the next meeting. PR – Consider how updates might be provided to the Town Board.*

iii. 512 Ash

1. Temporary Parking Lot Site Plan – Status Update and Next Steps – J. Olhava

- *MA - summarized the staff report. BP – Is the Town going to require us to put lighting on the site? Costs are much higher than anticipated and over what we should even contemplate spending. This site could be part of Tribe’s first phase and be dug up in the near future. There is only a parking problem with Town events at the park. This site wouldn’t be mobilized until the fall, after the events are mostly over for the year. We also need to know where the bid is coming in on the Thru Lot. This is a crazy number. PR – Timber dividers is what the Town did at Eastman Park. It looks good, but it is not temporary. This reflects a more permanent parking area. The timbers are nice, but not needed. I’d like to wait and see on what comes of the Tribe plans for the backlots. DB – Tribe would likely need a staging area for construction and we would end up being here or closing the lot for staging. BP – We can research what the specific costs and requirements are. DS – We also need to make sure the Wayfinding costs come in and we can complete that work. PR – As long as this would be completed by next year. I’m thinking this is a budget for next year. BP – There are other higher priorities at this time. PR – I think if it was going to be permanent parking, the lighting would make sense. DK – I think postponing would be good. JO – Asked for the board to provide clarity in their motion as to whether or not staff should pursue wrapping up the current site plan with the Town. BP – Yes, let’s finish up the site plan. Let’s look at postponing this and reevaluating towards the end of the year.*



BP: Motion to Continue the Site Plan Process and Reevaluate the Costs at a Later Time. DK: Seconded. Approved Unanimously.

PR – anticipate more clarity from Tribe on backlots near end of the year.

MA – leaving the meeting early for a main street conference

2. Mill Project Update - None

H. Executive Director's Report – M. Ashby

1. 7th Street Corridor Plan Update
2. State Façade Program Update
3. Wayfinding Update

JO – Summarized the Executive Director's Report and highlighted staff's July-August workload, including the State Façade/Energy Grant program. DB – Asked if there were any additional updates following Monday's meeting of the Parking Study Committee. JO – I will check with Matt and send a follow-up email to the Board. PR – I am hoping through the façade grant projects we can continue to protect the downtown's unique historical architecture, not the old add-ons from 70s. DS – Concerned when changes are made that were not part of the application. Referenced the lighting stores yellow door. JO – The state grant does encourage preservation of original facades, if historically significant and practical to do so. I am not sure what happened with the yellow door. Sometimes things are done without the Town or DDA's knowledge. I do want to point out the work occurring at 419 Main. The local metal contractor is putting up the awning structures today. PR – I am glad we have JO around to keep an eye on things and connect with people downtown.

I. COMMUNICATIONS & NEWS:

1. Downtown Summer Wine Walk takes place Friday, July 30, 2021. To purchase tickets, please visit the Chambers Events webpage: windsorchamber.net/events. *No further updates provided. Covered earlier by MV.*

PR - provided a brief Town update.

J. Adjourn

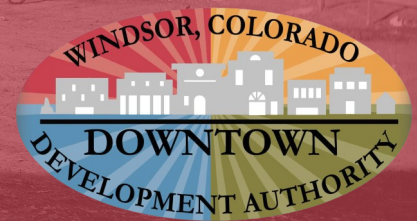
8:30AM

DK: Motion to Adjourn. BP: Seconded. Meeting Adjourned at 8:28AM.

Note: Double Underlined items indicate attachments.

DDA REPORT

Volume 9, Issue 6
June, 2021



WINDSOR DDA REVENUE

Summary June 30, 2021	Collections	Budget	% of Budget
Property Tax Mill Levy	\$38,846	\$42,289	91.86%
Auto Registration Tax	\$1,134	\$1,500	75.60%
Grants	\$57,293	\$8,000	716.16%
Incremental Property Tax	\$70,173	\$89,768	78.17%
Interest	(\$1)	\$5	-20.00%
Town of Windsor Funding	\$196,730	\$393,460	50.00%
Total	\$364,175	\$535,022	68.07%

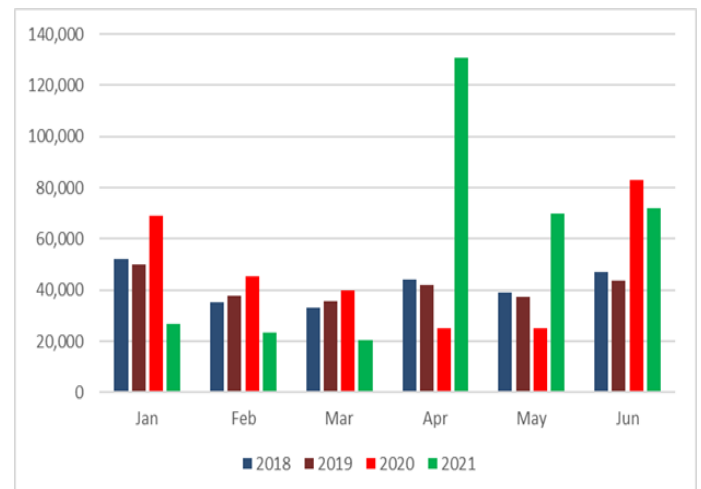
WINDSOR DDA EXPENDITURES

Summary June 30, 2021	Expenditures	Budget	% of Budget
Operations			
Office Supplies	\$1,800	\$3,600	50.00%
Public Relations/Advertising	\$3,471	\$20,000	17.36%
Board Development	\$36	\$2,500	1.44%
Dues/Fees/Subscriptions	\$5,000	\$6,500	76.92%
Special Equipment	\$16,934	\$20,000	84.67%
Street Repair/Maintenance	\$79	\$8,000	0.99%
Travel/Mileage	\$0	\$500	0.00%
Liability Insurance	\$0	\$5,000	0.00%
Legal Services	\$18,557	\$35,000	53.02%
Contract Services	\$60,709	\$150,000	40.47%
Postage	\$106	\$500	21.20%
Study Review/Consultant	\$13,864	\$187,000	7.41%
County Treasurer Fees	\$6,175	\$800	771.84%
Façade Program	\$0	\$40,000	0.00%
Administrative Transfer	\$2,500	\$5,000	50.00%
Operations Total	\$129,230	\$484,400	26.68%
Capital			
Site Improvements (Land)	\$176,805	\$300,000	58.94%
Site Improvements	\$0	\$70,592	0.00%
Capital Total	\$176,805	\$370,592	47.71%
Grand Total	\$306,035	\$854,992	35.79%

POINTS OF INTEREST

- Sales Tax collections through June 2021, equaled \$343,171, which is \$55,289 or 19.2% greater than collected through June, in 2020.
- Revenue is exceeding the budget benchmark of 50.0%.
- Year-to-Date expenditures are 35.8% of the budget.

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 Strauss, Chairperson — dan@windsordda.com

Term: July 2022

Heidi Washburn — heidi@sfheidi.com

Term: July 2022

Dean Koehler — dean@windsordda.com

Term: July 2021

Jim Cosner — topperformer@msn.com

Term: June 2024

Dan Brunk — dan@haydenoutdoors.com

Term: June 2024

Brent Phinney — brentphinney@hotmail.com

Term: July 2021

Paul Rennemeyer, TOW Board Liaison — prennemeyer@windsorgov.com

Report of Bills - DDA

July 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 AUTHOR				
Department: 486 DOWNTOWN DEVELOPMENT AU				
99578	JOSHUA C LILEY	DDA GENERAL COUNSEL SERVICES	07/02/2021	2,109.00
99629	VISTA WORKS	DESIGN SERVICES - UPDATES, SUPPORT	07/09/2021	31.25
99641	WENDY BURT-THOMAS	WINDSOR DDA EMAILS, NEWSLETTER	07/09/2021	1,200.00
99718	INTERWEST	ENGINEERING SERVICES FOR DDA PARKING	07/16/2021	877.50
99736	AYRES ASSOCIATES INC	GENERAL MANAGEMENT, 512 ASH	07/16/2021	8,394.80
99789	XCEL ENERGY	UTILITIES - SPLIT W/DDA & BOARD - 215 4TH	07/23/2021	383.43
99866	DITESCO LLC	20-02-01 ALLEYWAY IMP. CONCEPT DESIGN	07/23/2021	4,294.18
99868	COSNER HOLDINGS LLC	DDA OFFICE LEASE 6 MONTH PAYMENT	07/23/2021	1,800.00
99881	XCEL ENERGY	UTILITIES - SPLIT W/DDA AND BOARD 215 4TH ST	07/30/2021	90.04
Total for Department: 486 DOWNTOWN DEVELOP				19,180.20
Total for Fund:19 DOWNTOWN DEVELOPMENT				19,180.20
TOTAL				<u><u>\$19,180.20</u></u>

RESOLUTION 2021-DDA-03
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR
DOWNTOWN DEVELOPMENT AUTHORITY REGARDING CONTRACT
DOCUMENTS AND OTHER MATTERS RELATING TO THE THROUGH-LOT
CONSTRUCTION PROJECT

WHEREAS, by Ordinance No. 2011-1401, the Town of Windsor created and established the DDA with all the purposes and powers now or hereafter authorized by Colorado Revised Statutes § 31-25-801 et seq. (the “DDA Statute”);

WHEREAS, pursuant to the DDA Statute, the DDA is empowered to make and enter into all contracts which are necessary or incidental to the exercise of its powers and performance of its duties;

WHEREAS, the DDA has caused plans to be prepared for the construction of improvements to property owned by the DDA within Block 5 (the “DDA Property”), which will convert such property into an enhanced pedestrian walkway providing a connection between Main Street to the south of Block 5 and Town of Windsor right-of-way to the north of Block 5, and will generally include installation of decorative pavers, lighting and landscaping features (the “Through-Lot Construction Project”);

WHEREAS, the DDA, on August 2, 2021, released an invitation to bid (“ITB”) for the Through-Lot Construction Project;

WHEREAS, the bids received pursuant to the ITB will be opened on August 23, 2021, and the Board of Directors of the DDA (the “DDA Board”) intends to select a successful bidder and award a contract for the Through-Lot Construction Project at a special meeting of the DDA Board to be held on or about August 27, 2021; and

WHEREAS, in anticipation of selecting a contractor and awarding a contract, the DDA Board desires to approve the contract documents to be used in connection with the Through-Lot Construction Project, attached hereto as **Exhibit A** and incorporated herein by reference (the “Contract Documents”), and to authorize certain actions in connection therewith.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WINDSOR
DOWNTOWN DEVELOPMENT AUTHORITY that:

1. The DDA hereby approves the Contract Documents and authorizes the DDA Chair and DDA legal counsel to make and approve any changes to the Contract Documents, provided such changes do not substantially alter the DDA’s rights or obligations thereunder;
2. The DDA hereby authorizes the DDA Chair to execute the Contract Documents, and to approve and execute any other documents necessary to effectuate the purpose of the Contract Documents;

3. The DDA hereby authorizes the DDA Chair to approve and execute easements granted to the DDA necessary for construction of the Through-Lot Construction Project; and
4. The DDA hereby authorizes DDA Executive Director Matt Ashby to approve and execute change orders, work change directives and similar documents up to the amount of the budgeted Through-Lot Construction Project contingency.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Windsor Downtown Development Authority this 18th day of August, 2021.

Dan Stauss, Chair

ATTEST:

Dean Koehler, Secretary

RESOLUTION 2021-DDA-04
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR
DOWNTOWN DEVELOPMENT AUTHORITY REGARDING, AND IN SUPPORT OF,
THE TOWN OF WINDSOR'S APPLICATION FOR FUNDS UNDER THE MAIN
STREET: OPEN FOR BUSINESS GRANT PROGRAM

WHEREAS, by Ordinance No. 2011-1401, the Town of Windsor (the "Town") created and established the DDA with all the purposes and powers now or hereafter authorized by Colorado Revised Statutes § 31-25-801 et seq.;

WHEREAS, the Colorado Department of Local Affairs ("DOLA"), with funding provided through the Colorado General Assembly's passage of SB21-252, is supporting efforts by local governments and regional collaborations to engage small business relief through the Main Street: Open for Business grant program (the "Main Street Grant Program");

WHEREAS. The Main Street Grant Program supports façade improvements and energy efficient projects for businesses in Colorado's traditional downtowns, which are designed to:

1. Increase property values and visual appeal;
2. Increase sales and revenues in rehabilitated buildings;
3. Reduce energy consumption and lower utility bills; and
4. Increase job retention and creation.

WHEREAS, grants under the Main Street Grant Program will be prioritized toward communities with multiple projects in their applications that will provide a catalytic ripple effect of investment in downtown districts;

WHEREAS, the total amount of funds available under the Main Street Grant Program is \$5,970,000, with a limit of \$1,000,000 per community, and grants will be awarded by DOLA on a rolling basis until the program fund has been depleted, with the first round of application review beginning in late August 2021;

WHEREAS, pursuant to DOLA guidelines, only municipalities and counties are eligible to apply for grant funds under the Main Street Grant Program;

WHEREAS, applications to the Main Street Grant Program must be accompanied by preliminary designs prepared by individual property owners showing improvements of a type eligible under such program, with funding requests in applications being based upon the total amount estimated to complete all individual projects submitted with an application;

WHEREAS, DOLA guidelines for the Main Street Grant Program encourage municipalities and counties to partner with other local governmental entities, such as downtown development authorities;

WHEREAS, in order to be eligible to receive grant funds under the Main Street Grant Program, individual project owners are required to make a twenty percent (20%) match and must complete their projects by June 30, 2022;

WHEREAS, DDA staff has surveyed and engaged with property owners within the DDA district to determine whether any property owners are interested in making improvements of the type eligible under the Main Street Grant Program and are capable of doing so within the required timeframe, and DDA staff has found numerous property owners willing to prepare and submit preliminary improvement plans as part of an application to the Main Street Grant Program; and

WHEREAS, DDA staff has approached Town staff about partnering with the DDA to prepare and submit an application to the Main Street Grant Program and Town staff is amenable to the concept and, given the DDA's statutory mission, its focus on downtown redevelopment, and its experience in administering its own façade improvement programs, Town staff desires for the DDA to administer any grant funds received under the Main Street Grant Program and intends to designate the DDA as grant administrator in its application to the Main Street Grant Program.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY that:

1. The DDA hereby finds that the goals of the Main Street: Open for Business grant program are consistent with the statutory purpose of the DDA and the DDA's adopted plan of development;
2. The DDA hereby supports the Town of Windsor's application for funds under the Main Street: Open for Business grant program, and directs DDA staff to assist Town of Windsor staff in preparing such application; and
3. The DDA hereby agrees to accept the role of grant administrator under the Town of Windsor's application to the Main Street: Open for Business grant program, and to provide the administrative support necessary for administration of grant funds awarded to the Town of Windsor in connection therewith.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Windsor Downtown Development Authority this 18th day of August, 2021.

Dan Stauss, Chair

ATTEST:

Dean Koehler, Secretary

Executive Director Report

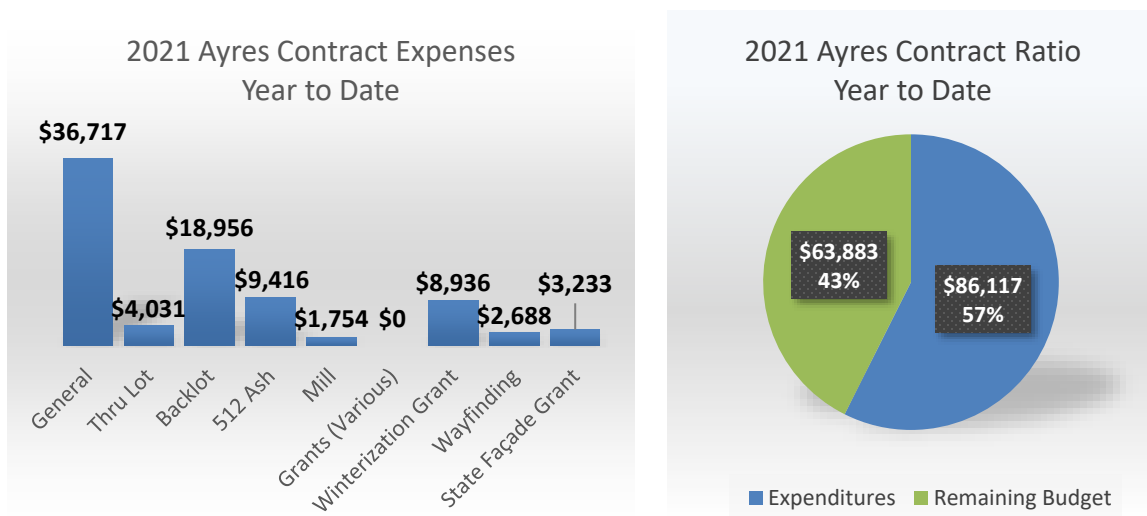
Date: August 18, 2021
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
 Josh Olhava, DDA Project Manager
Re: July - August Report

Meeting Summary:

The following meetings occurred between July 21 – August 13, including:

- July Board of Directors Meeting – 7/21
- Matt/Shane Weekly Meeting – 7/22, 7/29, 8/5, 8/12
- DDA Weekly Call – 7/23, 7/30, 8/6, 8/13
- Tribe Bi-Weekly Check In – 7/27, 8/10
- Wayfinding Meeting – 8/6, 8/10
- Thru Lot Design Meeting – 7/30
- Thru Lot Pre-Mid Meeting – 8/10
- State MSOB Grant – Outreach Meetings – 7/26, 7/27, 7/28, 8/3 (x2)
- State MSOB Grant - Owner and Contractor Meetings – 8/3, 8/4, 8/11
- 512 Ash Street Town Meeting – 8/5

Ayres Billing Breakdown Year To Date (As of 8/6/21):



****Total Expenditures: \$86,117 of \$150,000 = 57% of Budget with 60% of Year Completed**

Anticipated Workload August-September:

- Thru Lot Site Plan – Review Bids w/ the Board and kick-off construction
- Tribe Development – Review and provide Board w/ terms sheet for approval.
- Wayfinding – Finalize coordination w/ the Town and complete construction docs
- Façade Improvement – Finalizing State grant and work on agreements, if awarded
- Marketing – Initiate Small Business Saturday Strategy
- 512 Ash Street – Finalize Site Plan w/ the Town
- 10-Year Report – Compile and finalize
- 2022 Budget and Strategic Planning

Current Initiatives

- **Backlot Redevelopment:** Tribe is currently completing a terms sheet, developed by staff, that will be shared with the Board following completion and staff review.
- **512 Ash:** Staff worked with the Town to address a few remaining comments and have advised our Engineering consultant to finalize the site plan.
- **Alley Design/Thru Lot/Undergrounding:** Phase I -Thru Lot
 1. Need approval from the Board for the remainder of the budget at a special board meeting August 27th at 7:00AM. This will need to include approval of the following (with approx. values):
 - a. Permit fees (water tap) (\$14k)
 - b. Construction Management (\$25k)
 - c. Materials Testing (Concrete, asphalt, soils) (\$5k)
 - d. Construction contract (~\$280k)
 - e. Owner's construction contingency (\$35k)
 2. Ehrlich Agreement – Staff is working to address title document questions and clarifying documentation prior to execution.
- **CDOT – Revitalizing Main Street Grant Opportunity:** Additional funds have been allocated to this grant opportunity. Staff are evaluating additional opportunities to utilize this.

Parking / Crosswalk / Plantings

- Staff reviewed and provided suggestions on a survey the Town is publishing related to the Parking Study. The Technical Advisory Committee anticipates having a booth at Windsor Harvest Festival.

Wayfinding Project

- Staff met with the Town last week and received direction regarding necessary reviews and design vision for the wayfinding program to tie into the Town's future plans.

Business Engagement

- Streetscape Grant (CDOT #1 - \$50,000): We received reimbursement on this grant.
- Virtual Shopping (CDOT #2 - \$5,000): We received reimbursement on this grant.
- Winterization Grant: (CDOT #3 - \$50,000): 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 – Work is complete.
- 419 Main – Work is currently underway.

Main Street Requirements

- Staff completed the required 2nd Quarter Report.

DDA General

- State Façade and Energy Grant - Staff are tracking hours for this effort as a separate line item. Since the last Executive Director Report, the grant application opened with a deadline of August 23rd. Staff have spent approximately 30 hours on this effort as of August 13th. During this time, we:
 - completed individual and virtual outreach meetings to owners within the DDA;
 - reached out to local contractors working in the downtown to solicit their interest in providing estimates for the application;
 - conducted in-person/on-site meetings between the project owners and the contractors to identify scope;
 - continue to coordinate with owners and contractors on estimates and preliminary sketches for the projects; and
 - continue to work through application requirements and logistics.

At this time, we anticipate the application will include façade upgrades impacting nine (9) business suites in seven (7) buildings; up to two (2) roof projects of varying intensity; and energy efficient upgrades such as LED lights, AC units, and energy efficient windows and doors to eleven (11) business suites in eight (8) buildings.

Action Checklist Review:

New Items –

- **JO:**
- **MA:**

Carryover –

- None.