



BOARD OF DIRECTORS MEETING
Friday – September 17, 2021 | 7:00AM– 8:30AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550
(NOTE: Meeting to be held IN PERSON only)

Agenda

- A. **Call to Order** **7:00AM**
- B. Roll Call
- C. **Consent Agenda**
1. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
 2. Approval of Minutes from the Regular Board of Directors Meeting – August 18, 2021
 3. Approval of Minutes from the Board of Directors Special Meeting – August 27, 2021
 4. Approval of the Bills – M. Ashby
Sample motion: "I move that we approve the consent agenda as presented."
- D. Public & Partner Agencies Invited to be Heard (*3 Minutes Per Person*)
- E. **DDA Executive Session**
1. An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(b) and 4(e)(I) for the Purposes of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to the 4th Street Property and the Backlot Redevelopment Projects, and to Receive Legal Advice on Matters Related thereto – M. Ashby
Sample motion: "I move that we enter an Executive Session, pursuant to C.R.S."
- F. **Key Initiatives** **7:30AM**
1. Thru Lot Construction Update – M. Ashby
 - i. Ehrlich Update – J. Liley
 2. Tribe Development Update – M. Ashby
 3. 512 Ash - Temporary Parking Lot Site Plan – J. Olhava
- G. **Executive Director's Report** – M. Ashby
- H. **Communications & News**
- I. **Adjourn** **8:30AM**

Note: Double Underlined items indicate attachments.



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.)

MINUTES

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

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

Motion to Approve as presented. BP. Second HW. Approved Unanimously.

D. Public & Partner Agencies Invited to be Heard (*3 Minutes Per Person*)
Kelly Hall – Purchased a building to renovate. 1194 Ash Street.

E. Approval of Minutes from the Special Joint Town Board Meeting – July 15, 2021

Motion to Approve. BP. Second DB. Approved Unanimously.

F. Approval of Minutes from the Regular Board of Directors Meeting – July 21, 2021

Motion to Approve. BP. Second. DB. Approved Unanimously.

G. Report of Bills, Budget Status – M. Ashby
MA presented an overview of the bills. PR: Should Jim Cosner recuse himself? JL: The contract has already been approved. JC: Will recuse.

Motion to Approve as presented. BP. Second. HW. Approved Unanimously

H. KEY INITIATIVES: 7:30AM

1. Downtown Events and Partnerships – M. Vance, Windsor Chamber
DS: Wine walk was successful. I had someone come back and return to shop. It exposed our shop to new people. MV: We had 500 people attend and sold out the event 3-days early. Map was provided listing the shops and locations. Sponsor presence was great. AEI, 4 & 20 said sales were great. The wine was purchased within the Downtown district from Toast.
 - *The next date is being scheduled for the 20th of November. “Earlier than the Bird” – would like to start with a ribbon cutting by the DDA. Ugly Sweater Wine Walk. Would be an opportunity for the DDA to sponsor. If it wasn’t for the redevelopment, we wouldn’t have a place to hold this event.*

Next event is Oktoberfest – the mugs have been purchased. There are 4 breweries participating. 5th Street will be blocked off before you enter Boardwalk Park – Date is September 18th. Town is in charge of the music and food. Noon – 5:00PM. Next event would be the Wine and Chocolate walk in February. BP: If its on a Saturday, we wouldn’t be open. MV: Would like to complete a retail business special to promote sales locally. Give people in their swag bag special. DS: Do we have funds available for sponsoring? MA: I think we

Note: Double Underlined items indicate attachments.

would have enough to complete the sponsorship. MV: Would like this to be a kickoff to the shopping season. Additional discussion regarding sponsoring:

Motion to sponsor the Ugly Sweater Walk at \$2000. DB. Second HW. Approved Unanimously.

2. Thru Lot

i. Ditesco Update – M. Ashby and J. Burrell

JB: Design drawings and the drawings have been taken to an construction set. We submitted to the plan for review by the Town via a shorter administrative process. We received responses and responded by June. The project was put out to bid August 2nd. Package includes 70 pages of contract terms and technical specs. The bid was published on the website, social media and to 12 contractors. A mandatory pre-bid meeting was held last week. Contractors were required to visit the site and those are the only ones allowed to bid. 4 local Windsor contractors were invited to bid. 3 attended the meeting. A large number of the overhead lines will be moved by the utility providers at their cost. We'll be working to provide underground conduit. Power will be pulled off the existing pole. PR: IS there any way to underground this pole? JB: You can't unground just one pole. Xcel is still working on the overall undergrounding plan. It could be handled at a later date. MA: This might be something that the DDA should consider in the upcoming fiscal year budget. JB: The pole will be on the NE edge of work. There's a planting bed adjacent so there shouldn't be major impact to remove the pole.

Bids are due at 2:00 on Monday the 23rd. Ditesco will complete a review of the contractors, and insurance, forms, etc. and will provide a recommendation. The special board meeting is August 27th, 7:00AM via zoom. If the bids come in high, we have some options to adjust and respond. MA: Will send out a summary packet prior to the meeting to coordinate a recommendation. JB: All of the bids will be presented with a line by line comparison and will ask for approval of the Construction Contract, Ditesco Construction Administration, and Approval of the Construction Budget. This will be refreshed and contingency will be established from the remaining funds. We will need to pay a tap fee for irrigation. If there are change orders that need to be made, we will be looking at a resolution authorizing those changes to be made quickly.

JB: This is an exciting project, with the lights. Contract timing is 60-days. They will have to hold their price for 45 days. Getting moving by September 15th and completed by November 15th. MA: We spoke with the property owner of the upstairs and will keep him in contact. DS: Engage the new property owner regarding the staircase and possible relocation to the back of the property.

ii. Ehrlich Update – J. Liley

JL: Still chasing down the family for additional signatures. There were no issues with the language in the agreement. But the grandchildren of the former owners need to sign. Signatures would be for reopening the estate. Until they complete, we wouldn't have the right to build on the property. There's a little bit of cushion on holding the bids. JB: We may get contingency clauses and an increase in inflation. JL: If we're just waiting for the final signature, we should be good. The attorney would need to draft the deed and it could happen in less than a week. Will follow up with the attorney today.

- 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.”

JL: Four points in the resolution. Authorizing minor changes, authorizing Chairman to sign, authorizing Chairman to accept easements, and authorizing Executive Director to approve contingency decisions. Was the construction administration approved under prior. BP: What happens if the bids come in way over budget? JL: This doesn't commit the DDA to anything at this point.

Motion to Approve Resolution 2021-DDA-03 as presented. BP. Second. DB. Approved Unanimously.

3. Tribe Development Update – M. Ashby

MA - Provided an update on the Terms Sheet. Following board discussion, it was asked that staff schedule a meeting with Tribe to finalize details and direction on 4th Street. Meeting to include PR, DS, SH and MA.

4. 512 Ash - Temporary Parking Lot Site Plan – J. Olhava

JO – Working on getting the response to comment letter to the Town for final review on the site plan. It should be a quick approval. Site plans have a one year life span and may need to request an extension to the site plan.

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.”

JO – Working with approximately 7-9 projects preparing applications to finalize construction estimates, final sketches and write ups for the applications. Details on administration, need assessment, equity and inclusion, economic sustainability, fit with community goals, map, street view of the buildings. Separate budget sheet that will be created looping all the properties into a consolidated budget table.

JL - The resolution states that grant program meets our purpose, that the DDA supports the Towns application and directs staff to administer, and that the DDA agrees to administer. MA – provided an overview of the work that staff would have to undertake.

Motion to Approve Resolution 2021-DDA-04 as presented. DK. Second. HW. Approved Unanimously

- I. Executive Director's Report – M. Ashby

MA: Meeting with the Town clarified the design on the wayfinding signs. We are matching the colors in the Parks sign program. DS – will we see work this year? MA – we think so, still need to work through CDOT review and approval (unsure of their timing)

Note: Double Underlined items indicate attachments.



J. **COMMUNICATIONS & NEWS:**

1. CDOT Grant Update

K. **Adjourn**

8:30AM

Motion to Adjourn HW. Second DK. Approved unanimously 8:50AM.



BOARD OF DIRECTORS SPECIAL MEETING
Friday – August 27, 2021 | 7:00 AM
Via Zoom

Minutes

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

Staff: Matt Ashby, Josh Olhava, Josh Liley. **Absent:** Jim Cosner. **Guest(s):** Jill Burrell of Ditesco

A. Call to Order **7:04AM**

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

JL – discussed the sample motions from memo; suggested a change on motion 3 for the Board to move to authorize the chair to award..... due to owner signature hold up.

Motion – Approve as Discussed and Amended. DK. Seconded by HW. Approved Unanimously.

D. KEY INITIATIVES:

1. Consideration of bids for the DDA Thru-Lot construction and allocation of funding and award of contract – M. Ashby and J. Burrell

MA summarized the memo, highlighting costs and mtg earlier in the week to reduce costs. Noted logistics with Add Alternate item. DS – any updates on water tap? MA/JB – there appears to be a service line w/ curb stop. No one at the Town has record of this water tap. MA – discussed how the contingency works and the Main Street Mini Grant. Also discussed potential funds available to offset the higher costs. DK – clarifying question on contingency and how it works. BP – suggest we move forward and include Add Alt.; agreed by HW and DK.

Motion on first action item. BP. Seconded by DB. Approved Unanimously.

Motion on second action item. BP. Seconded by DK. Approved Unanimously.

JL suggested adding ‘authorizing chair to award...’ as part of the third action item motion.

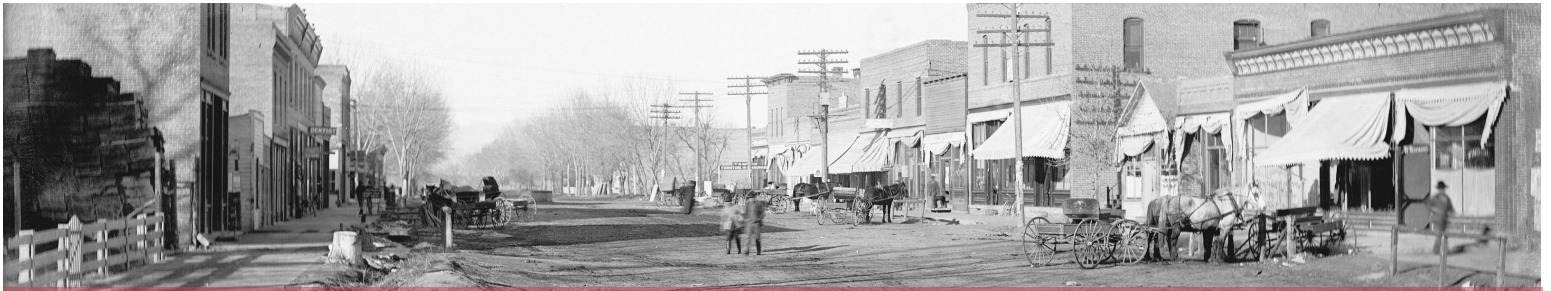
Motion on third action as amended. BP. Seconded by HW. Approved Unanimously.

DB – timeline? JB – can get going as soon as possible, following contract execution (approx.. 3 weeks). PR – question regarding staircase and dressing that up as part of this project. Staff and the Board discussed this question and the timing with the project.

E. Adjourn **7:39AM**

Motion to Adjourn by HW. Seconded by DB. Approved Unanimously.

Note: Double Underlined items indicate attachments.



DDA REPORT

Volume 9, Issue 7
July, 2021



WINDSOR DDA REVENUE

Summary July 31, 2021	Collections	Budget	% of Budget
Property Tax Mill Levy	\$44,149	\$42,289	104.40%
Auto Registration Tax	\$1,305	\$1,500	87.01%
Grants	\$57,293	\$8,000	716.16%
Incremental Property Tax	\$79,867	\$89,768	88.97%
Interest	\$10	\$5	202.00%
Town of Windsor Funding	\$229,518	\$393,460	58.33%
Total	\$412,142	\$535,022	77.03%

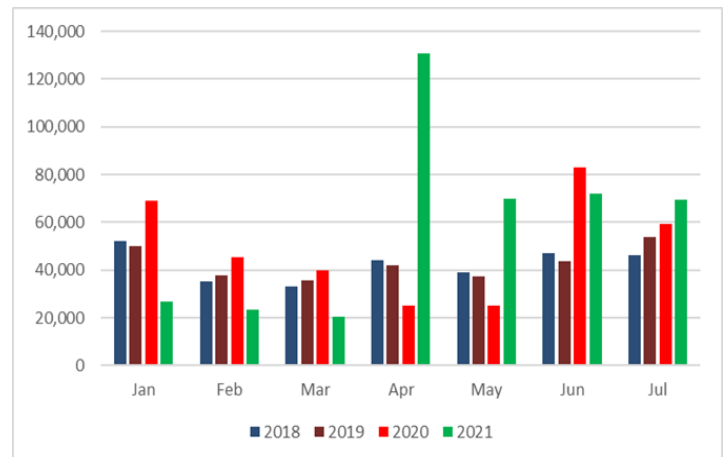
WINDSOR DDA EXPENDITURES

Summary July 31, 2021	Expenditures	Budget	% of Budget
Operations			
Office Supplies	\$3,600	\$3,600	100.00%
Public Relations/Advertising	\$4,702	\$20,000	23.51%
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	\$70,722	\$150,000	47.15%
Utilities	\$964	\$0	
Postage	\$106	\$500	21.20%
Study Review/Consultant	\$19,035	\$187,000	10.18%
County Treasurer Fees	\$6,400	\$800	799.97%
Façade Program	\$0	\$40,000	0.00%
Administrative Transfer	\$2,917	\$5,000	58.33%
Operations Total	\$149,052	\$484,400	30.77%
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	\$325,857	\$854,992	38.11%

POINTS OF INTEREST

- Sales Tax collections through July equaled \$412,799, which is \$65,500 or 18.9% greater than collected through July, 2020.
- Revenue is exceeding the budget benchmark of 58.3%.
- Year-to-Date expenditures are 38.1% of the budget.

MONTHLY SALES TAX COMPARISON





DOWNTOWN DEVELOPMENT AUTHORITY

DDA MISSION STATEMENT

The DDA’s mission is 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

Dan Stauss, Chairperson — dan@windsordda.com	Term: July 2022
Heidi Washburn — heidi@sfheidi.com	Term: July 2022
Dean Koehler — dean@windsordda.com	Term: July 2025
Jim Cosner — topperformer@msn.com	Term: June 2024
Dan Brunk — dan@haydenoutdoors.com	Term: June 2024
Brent Phinney — brentphinney@hotmail.com	Term: July 2025
Paul Rennemeyer, TOW Board Liaison — prennemeyer@windsorgov.com	
Matt Ashby, Executive Director — director@windsordda.com	
Josh Olhava, Project Manager — info@windsordda.com	

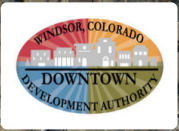
Downtown Development Authority

Sales Tax Collections Trend - 2020 Q2 to 2021 Q2

- Decrease Sales Tax
- Increase Sales Tax



Note: Figures for the Windsor Farmers' Market and Windsor Wonderland have been excluded from these calculations due to the fact they are not DDA members.



Executive Director Report

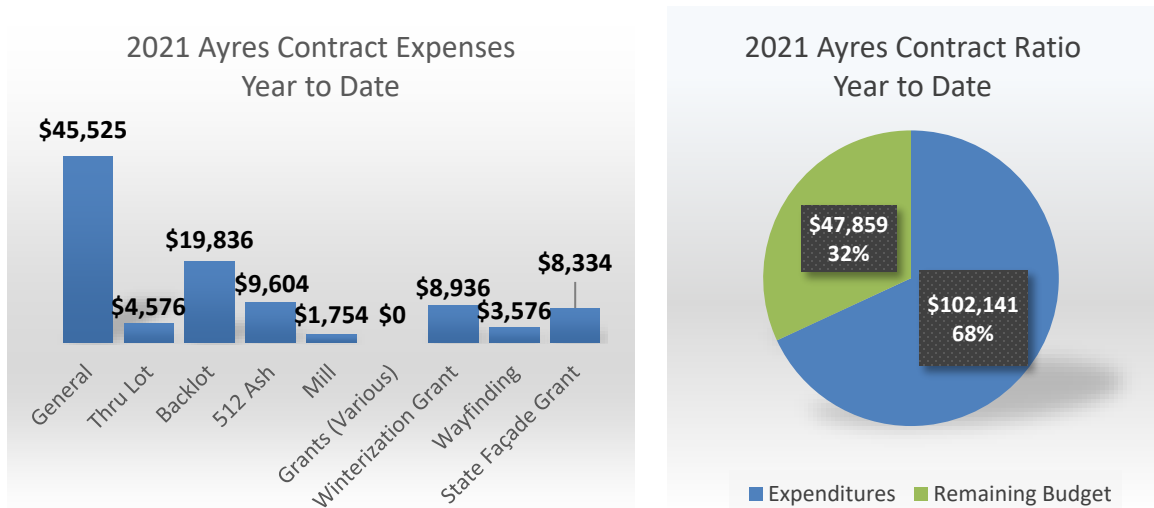
Date: September 17, 2021
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
 Josh Olhava, DDA Project Manager
Re: August-September Report

Meeting Summary:

The following meetings occurred between August 13 – September 10, including:

- August Board of Directors Meeting – 8/18
- August Special Board of Directors Meeting – 8/27
- Matt/Shane Weekly Meeting – 8/19, 8/26, 9/2, 9/9
- DDA Weekly Call – 9/3, 9/10
- Tribe Update – 9/3
- Thru Lot Bid Meeting – 8/24, 8/25
- Downtown Parking – 300 Block Stakeholder Meeting – 9/2

Ayres Billing Breakdown Year to Date (As of 9/3/21):



****Total Expenditures: \$102,141 of \$150,000 = 68% of Budget with 68% of Year Completed**

- We are still on track with the budget, even considering the additional time spent on the State Façade Grant application in August. We will continue to monitor and manage to the approved budget while continuing to track additional time spent on the State Façade Grant.

Anticipated Workload September-October:

- Thru Lot Site Plan – Working w/ consultant and construction team
- Tribe Development – Review and provide Board w/ terms sheet for approval

- Wayfinding – Complete construction docs and strategize bid package w/ consultant. Work to secure CDOT approval.
- Façade Improvement – Receive status on State grant application and work on next steps, if awarded; or follow-up conversations and new approach if not awarded
- Marketing – Work on Small Business Saturday Strategy
- 512 Ash Street – Finalize Site Plan w/ the Town
- 10-Year Report – Compile and finalize
- 2022 Budget and Strategic Planning – Including Board Retreat
 - Identifying key projects for 2022 as part of the budget
- Town Work Session – October 11, 2021, time TBD (anticipated 5-8pm)

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 submitted revised plans to the Town and are awaiting final review and approval. No comments anticipated.
- Alley Design/Thru Lot/Undergrounding: Phase I -Thru Lot
 1. Received approval by the Board at the special meeting held August 27th.
 2. Working on final approval with the Town and final requirements to begin construction.
 3. Ehrlich Agreement – Staff has received the signed agreement and the owner’s attorney is working to open the estate and begin the transfer.
- Grants – Staff continue to monitor new and updated grant opportunities to apply towards downtown initiatives.
- Streetscape Furniture – Staff identified a broken bench during our State Façade and Energy grant work and worked with the vendor to get a replacement bench. This should be received and installed this fall. We are looking into opportunities to repurpose the broken bench.

Parking / Crosswalk / Plantings

- The Technical Advisory Committee were receiving additional input during the Windsor Harvest Festival. No updates have been provided at this time.

Wayfinding Project

- Staff are working with our consultant on the wayfinding plans incorporating Town comments. We anticipate the updates will be available for a final staff review and a Board review soon. Staff are tracking towards CDOT permit approval.

Business Engagement

- Staff will be working on strategies for Small Business Saturday.

Façade Improvement Program

- 419 Main – Work is complete.

Main Street Requirements

- Staff will be working to complete the required 3rd Quarter Report.

DDA General

- State Façade and Energy Grant – Staff completed the application and successfully submitted 9 projects totaling over \$880,000 in total grant request. During this effort, 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;
 - coordinated with owners and contractors on estimates and preliminary sketches for the projects;
 - worked with the contractors to value engineer the estimates to make our application more competitive and applicable for the specific project needs; and
 - completed the full application and uploaded all documentation through the State’s online grant portal.

Action Checklist Review:

New Items –

- Add a Consent Agenda category to the agenda – **Done**
- Engage the new owner of 414 Main (2nd story) regarding the staircase on the Through Lot project and possible relocation to the rear of the building. – **Done**
 - Staff met with the new owner and discussed the opportunity. This is unfeasible at this time. We were able to incorporate the owner’s other new property at 514 Main in the State Façade Grant application.
 - DS met with the 414 Main ground owner and they are not interested in allowing an easement for a new staircase at this time.
- Setup a meeting w/ Tribe to discuss 4th Street - **Done**

Carryover –

- None.