



BOARD OF DIRECTORS MEETING
Wednesday – October 20, 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 – September 17, 2021
 3. Approval of Minutes from the Board of Directors Budget Work Session – September 30, 2021
 4. Approval of Minutes from the Board of Directors Budget Presentation to Town Board – October 11, 2021
 5. Approval of the Bills
- 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. **Key Initiatives** **7:30AM**
1. Review of the Draft 2022 DDA Work Plan
 2. Review of the Draft 2022 DDA Budget
 3. Tribe Development Update
 4. Thru Lot Update
 5. Wayfinding Update
- F. **Executive Director’s Report**
- G. **Communications & News**
- H. **DDA Executive Session**
1. An Executive Session Pursuant to C.R.S. § 24-6-402(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 – M. Ashby
- Sample motion: “I move that we enter an Executive Session, pursuant to C.R.S.”
- I. **Adjourn** **8:30AM**

Note: Double Underlined items indicate attachments.



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)

Minutes

Attendance: Dan Stauss, Dan Brunk, Dean Koehler, Brent Phinney, Heidi Washburn, Paul Rennemeyer, Jim Cosner. Staff: Matt Ashby, Josh Olhava, Josh Liley. Guests: none

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.”

Motion to approve - BP. Second - HW. Approved Unanimously.

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

None Present.

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.”

Motion to enter into Executive Session – BP. Second – DB. Approved Unanimously. 7:05AM.

Motion to close Executive Session – DK. Second – DB. Approved Unanimously. 8:28AM.

F. Key Initiatives **7:30AM**

1. Thru Lot Construction Update – M. Ashby
 - i. Ehrlich Update – J. Liley

MA – scheduled to start construction next week.

JL – court has ordered opening the estate on Monday. Just need one signature tyo record the final ownership.

MA – site plan approved and pre-construction mtgs done. Contract w/ contractor signed.

2. Tribe Development Update – M. Ashby
3. 512 Ash - Temporary Parking Lot Site Plan – J. Olhava

G. Executive Director’s Report – M. Ashby

Note: Double Underlined items indicate attachments.



MA – summarized the report.

JO – Board Work Session Retreat - Sept. 30th. 6:00PM

MA – State Façade Grant completed; showed a hard copy version for the Boards reference.

H. **Communications & News**

I. **Adjourn**

8:30AM

Motion to Adjourn – DK. Second – HW. 8:51PM



BOARD OF DIRECTORS BUDGET PLANNING WORK SESSION

Thursday – September 30, 2021 | 6:00 PM

The Grillhouse – Fireside Room at Pelican Lakes

1600 Pelican Lakes Point, Windsor, CO 80550

(NOTE: Meeting to be held IN PERSON only)

Minutes

Attendance: Dan Stauss, Dan Brunk, Brent Phinney, Heidi Washburn, Paul Rennemeyer, Jim Cosner.

Absent: Dean Koehler. Staff: Matt Ashby, Josh Olhava. Guests: none

A. Call to Order 6:00PM

B. Roll Call

C. Review of Agenda by the Board and Addition of Items to the Agenda for Consideration by the Board

D. Board Dinner (on-site)

E. Budget Planning Work Session

MA/JO – Staff presented an overview of tasks and projects completed in 2021. Staff and the Board discussed the 2021 work plan and what tasks would continue into 2022, as well as new projects and tasks. Staff presented the draft 2022 budget for discussion.

F. Adjourn 9:00PM

Motion to Adjourn – BP. Second – DB. 8:21PM

Note: Double Underlined items indicate attachments.



DDA SPECIAL MEETING - PRESENTATION AT TOWN BOARD WORK SESSION
Monday – October 11, 2021 | 6:00PM– 7:00PM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550

Minutes

Attendance: Dan Stauss, Brent Phinney, Jim Cosner and Paul Rennemeyer (*presiding as Mayor on behalf of the Town Board*). Staff: Matt Ashby, Josh Olhava.

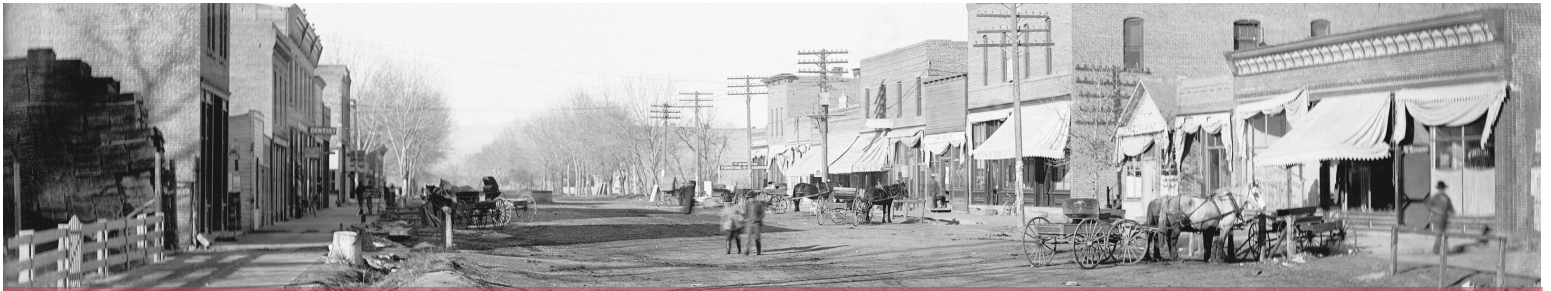
1. Downtown Development Authority Budget Presentation – M.Ashby

DS – The Chairman kicked off the conversation by providing Town Board members and others in attendance an overview of the DDA’s growth and accomplishments over the past ten years. MA/JO – answered questions and provided an overview of DDA tasks and projects completed in 2021.

MA – presented the draft 2022 DDA budget and discussed the DDA’s funding sources.

MA/DS – discussed the current IGA with the Town and introduced a request to continue the current IGA for another five years.

MA/DS – presented the Town Board with a proposal to have funds set aside for common interest DDA/Town strategic initiatives.



DDA REPORT

Volume 9, Issue 8
August, 2021



WINDSOR DDA REVENUE

Summary August 31, 2021	Collections	Budget	% of Budget
Property Tax Mill Levy	\$46,505	\$42,289	109.97%
Auto Registration Tax	\$1,526	\$1,500	101.73%
Grants	\$57,293	\$8,000	716.16%
Incremental Property Tax	\$84,174	\$89,768	93.77%
Interest	\$81	\$5	1620.00%
Town of Windsor Funding	\$262,307	\$393,460	66.67%
Total	\$451,886	\$535,022	84.46%

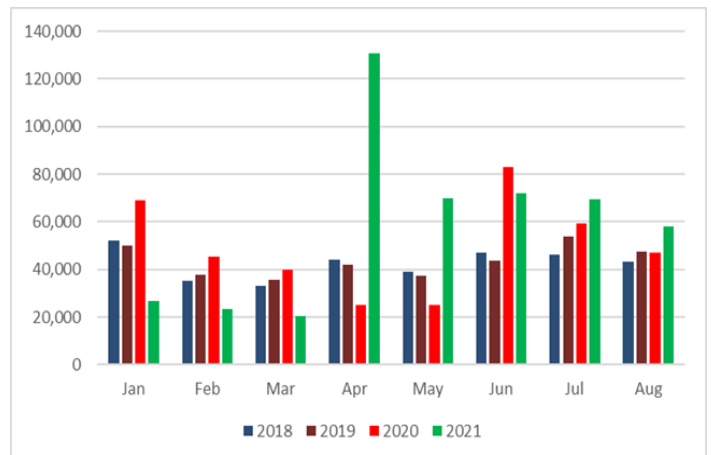
WINDSOR DDA EXPENDITURES

Summary July 31, 2021	Expenditures	Budget	% of Budget
Operations			
Office Supplies	\$3,600	\$3,600	100.00%
Public Relations/Advertising	\$9,687	\$20,000	48.44%
Board Development	\$36	\$2,500	1.44%
Dues/Fees/Subscriptions	\$6,761	\$6,500	104.02%
Special Equipment	\$25,044	\$20,000	125.22%
Street Repair/Maintenance	\$79	\$8,000	0.99%
Travel/Mileage	\$0	\$500	0.00%
Liability Insurance	\$0	\$5,000	0.00%
Legal Services	\$25,061	\$35,000	71.60%
Contract Services	\$85,178	\$150,000	56.79%
Utilities	\$964	\$0	
Postage	\$106	\$500	21.20%
Study Review/Consultant	\$20,723	\$187,000	11.08%
County Treasurer Fees	\$6,501	\$800	812.60%
Façade Program	\$0	\$40,000	0.00%
Administrative Transfer	\$3,333	\$5,000	66.66%
Operations Total	\$187,073	\$484,400	38.62%
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	\$363,878	\$854,992	42.56%

POINTS OF INTEREST

- Sales Tax collections through August equaled \$470,714, which is \$76,347 or 19.4% greater than collected through August, 2020.
- Revenue collections are exceeding the budget benchmark of 66.7%.
- Year-to-Date expenditures equal 42.6% 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	

DDA Report of Bills

September 2021



301 Walnut Street
Windsor, Colorado 80550
Phone: (970) 674-2400
windsorgov.com

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 19 DOWNTOWN DEVELOPMENT AUTHOR				
Department: 486 DOWNTOWN DEVELOPMENT AU				
100412	XCEL ENERGY	UTILITIES - 215 4TH ST SPLIT W/DDA	09/03/2021	63.06
100491	JOSHUA C LILEY	COST REIMBURSEMENT LAND TITLE INV#25189690	09/03/2021	950.00
Total for Department: 486 DOWNTOWN DEVELOP				1,013.06

Executive Director Report

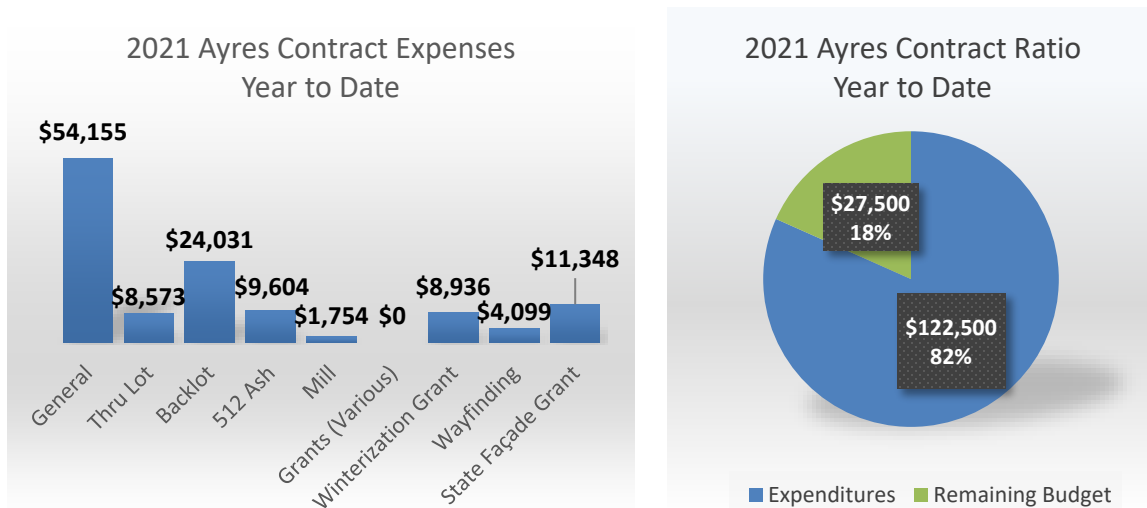
Date: October 20, 2021
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
 Josh Olhava, DDA Project Manager
Re: September-October Report

Meeting Summary:

The following meetings occurred between September 17 – October 15, including:

- September Board of Directors Meeting – 9/17
- September Annual Board Budget Work Session – 9/30
- October Town Board Budget Presentation Meeting – 10/11
- Matt/Shane Weekly Meeting – 9/23; 9/30; 10/7; 10/14
- DDA Weekly Call – 9/24; 10/8; 10/15
- Tribe Update – 9/21; 10/5
- Thru Lot Coordination Meeting – 9/17;
- Wayfinding Meeting – 9/22
- Downtown Parking Study Meeting – 9/27; 10/12
- Colorado Main Street Meeting – 9/22; 10/5
- CDOT Grant Meeting – 9/27
- Downtown Business Events (e.g. anniversaries & ribbon cuttings) – 9/21; 10/12

Ayres Billing Breakdown Year to Date (As of 10/08/21):



****Total Expenditures: \$122,500 of \$150,000 = 82% of Budget with 79% of Year Completed**

- The State façade application accounts for around 10% of the expenditures to-date. Once the Town and State have executed their agreement, we will start tracking a new line item for administrative tasks as part of the grant award.

Anticipated Workload October-November:

- Thru Lot – Working w/ consultant and construction team as work progresses
- Tribe Development – The Term Sheet is currently being reviewed by staff.
- Wayfinding – Construction documents are mostly complete. Next step is CDOT review and presenting the final design mockups to the DDA Board.
- Façade Improvement – Work with property owners to implement the State grant program and coordinate efforts with a contractor. Staff will serve in an administrative and facilitator role through completion.
- Parking Study – Work with the Town and their consultant on next steps. Currently finalizing data collection and analysis.
- Marketing:
 - Work on Small Business Saturday strategy with the Chamber
 - Launch the 2021 Elf Hunt
 - Attend the Ugly Sweater Wine Walk
 - Attend downtown business events
 - Discuss other marketing strategies with the Chamber
- 512 Ash Street – Site plan is ready for final signatures
- 10-Year Report – Publish to the website and make available to the public
- 2022 Budget and Strategic Planning:
 - Finalize 2022 Work Plan
 - Finalize 2022 DDA Budget

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.
- Alley Design/Thru Lot/Undergrounding: Phase I -Thru Lot
 1. Work is progressing – concrete work took place last week
 2. Subbase work is currently underway
- Grants – Staff continue to monitor new and updated grant opportunities to apply towards downtown initiatives.
- Streetscape Furniture – Staff are in conversation with downtown restaurants regarding their anticipated needs for this winter, which may include shifting some tables over to the 408 Exchange, moving some heaters, and future plans for the warming huts.

Parking / Crosswalk / Plantings

- Additional public outreach occurred last week for the Parking Study. Findings are being analyzed and used as part of the study recommendations.

Wayfinding Project

- Final construction plans and design are nearly complete. We anticipate Board review in the coming weeks and CDOT review.

Business Engagement

- Staff is working with the Chamber on Small Business Saturday and other Holiday season events for the downtown area.

Façade Improvement Program

- 419 and 408 Main – Waiting on final signatures to both Façade Easements to initiate reimbursement with the Town.
- State Façade/Energy Grant - The Town and DDA were awarded \$395,000 to improve four facades in the downtown area, to be completed by June 30, 2022. Staff have had conversations with the owners and contractors to discuss next steps as we wait on the final agreement between the State and the Town.
- Other Projects – Staff is aware of at least three additional projects, separate from the four with the State Grant, that are interested in façade enhancements in 2022. Two of which are planning to apply to the DDA FIP.

Main Street Requirements

- 3rd Quarter Report is complete.

Action Checklist Review:

New Items –

- JO – establish a new invoice task to track State Façade administrative work hours separately once agreement is executed - **Done**

Carryover –

- None.