



BOARD OF DIRECTORS MEETING

November 18, 2020 | 7:30AM– 9:00AM

301 Walnut Street, Third Floor, Windsor, CO 80550

(NOTE: Meeting will be held IN PERSON, access via South Doors however, ZOOM attendance will be available as well.)

<https://us02web.zoom.us/j/85771689941?pwd=OVVmbE1Sbk5pSWozTWExcmVRTE1ydz09>

Meeting ID: 857 7168 9941

Passcode: 286812

One tap mobile +13462487799,,85771689941#,,,,,0#,,286812#

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 Invited to be Heard (*3 Minutes Per Person*)
- E. Approval of Minutes from the Regular Board of Directors Meeting October 21, 2020
- F. Report of Bills– M. Ashby
- G. Postponement of Wine/Chocolate Walk
- H. Liz Newman – McCauley Construction – Development Presentation
- I. Covid-19 Relief Funds Grant Program. Authorizing the Chair to execute a grant agreement with the State of Colorado/Weld County for the receipt of CARES Act funds, in a form acceptable to DDA legal counsel.
- J. A resolution of the Board of Directors of the Windsor, Colorado, Downtown Development Authority recommending to the Town Board of the Town of Windsor the determining and fixing of the mill levy of the Windsor Downtown Development Authority for the fiscal year ending December 31, 2021 – Resolution 2020-DDA-02
- K. A resolution of the Board of Directors of the Windsor, Colorado, Downtown Development Authority approving and recommending to the Town Board of the Town of Windsor the budget of the estimated amounts required to pay the expenses of conducting the business of said authority, and the appropriation of funds therefor, for the fiscal year ending December 31, 2021 – Resolution 2020-DDA-03, 2021 Final Budget, 2021 Final Workplan

L. KEY INITIATIVES: 8:30AM

- 1. Committee Assignments – Board Lead and Topics
- 2. Mill Project Update – No Updates.
- 3. Backlot Boardwalk Update
 - i. 215 4th Street Update
 - 1. Construction Estimate
 - ii. Backlot Alley
 - 1. Alley Design Update
 - 2. Public Meeting – 11/18/20 at 4:30PM via Zoom
 - iii. 512 Ash Demolition
 - 1. Demolition Status Update – (Mike Scholl)
 - iv. Backlot Development
- 4. District Expansion/Sustainability

M. Executive Director's Report – M. Ashby

N. COMMUNICATIONS & NEWS:

Congratulations – Governor's Award – Windsor Mill

O. Adjourn 9:15AM

Note: Double Underlined items indicate attachments.



BOARD OF DIRECTORS MEETING

October 21, 2020 | 7:30AM– 9:00AM

301 Walnut Street, Third Floor, Windsor, CO 80550

(NOTE: Meeting will be held IN PERSON, access via South Doors)

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

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 – Moved and seconded. BP, HW. Approved Unanimously.
- D. Public Invited to be Heard (*3 Minutes Per Person*) – *None*.
- E. Approval of Minutes from the Regular Board of Directors Meeting September 16, 2020 – BP Motion to Approve. DB Second. Approved Unanimously.
- F. Report of Bills & Financial Report – No Report This Month
- G. Chamber Update – Photography, Wine/Chocolate Walk Budget - M. Vance – We are proposing a partnership event. During the winter, we need to promote events to bring people downtown. After Christmas hits, we see people retreat to their homes and stop shopping. I've completed 9 of these events, and had 1000 people attend. With the pandemic we have the option to spread folks out. Included in the packet is the budget and the branding. Each business is a different vineyard. When you buy a ticket, you get 10 tastes to sample at different locations. This can be helpful in bringing foot traffic into service businesses. On a recent Chamber photo shoot, several of the participants had never been in the shops. This helps to bring awareness. The partnership also allows the event to be a Chamber fundraiser and bring an infusion of shoppers to downtown. DB: What kind of advertising will you do? MV: We received \$100K in Cares Act funding and have partnered with iHeart, Comcast and other advertisers. DB: Any business? DDA only? MV: We would keep it in downtown and want to make sure its walkable. DB: How do you delineate each business. MV: Window hearts decorate the windows on each shop. You have to educate the population on what the event is, and how it would work. As it grows into a premier event, individual locations could become ticket sellers. JC: Would the Cottage Block be included? MV: Yes. JC: Will non-Chamber members be open to participate? MV: Yes, We would assist with coordination. Working with the American Legion. BP: You're talking 25 participants – what if fewer participate? MV: Retailers but also service owners could participate. I think that as you talk to folks, they would plan to participate, including salons, etc. DS: This would be a DDA event, with the partnership of the Chamber. DB: Who's risk? DS: We would be taking the risk, and we need to decide how much of the revenue comes back to each organization? The wine glass would have the DDA logo on the reverse side with the business. MV: Correct – DDA logo included. We would pair wines with cake truffles. We would help the business to make a pairing. We had a real estate agent in our former downtown – he included a popular spread and ran the event as an open house, which drove foot traffic. It might take a little while to get this off the ground. I would also like to pair the event with a pre-dinner and the possibility of an after party. Goal is to generate business during a slow season. HW: The more I learned about the event, the magnitude of the level sounds really cool. DB: What is the timeframe and cancellation? MV: We can order the food as little as two weeks out. The glasses won't have dates so they could be used in the future. PR: How much is the actual cost per person? MV: We're meeting with the cake truffle business. PR: What's the minimum amount of people participating to break even? MV: If it goes great, we see the opportunity for this event to grow. And we can show collaboration. PR: This could go a long way toward demonstrating impact. MV: We would like to invite some extra businesses in and participate in sharing the cost. BP: What's the ask? Are we fronting the money and the funds go back into pay the cost? MV: We need a fundraiser. First time events rarely break even. DB: If the

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sponsorship is for paying out the cost with no guaranteed return. I think the ask needs to be confirmed as far as the return. Then we can say we'll sponsor with no strings attached. PR: I think if the event made a total revenue of \$7500, it would be the success. BP: We've already committed \$5000 in sponsorships. I agree that there's a lot of work being done. I don't agree with us putting up \$12,000 and none of the funds coming back to DDA. PR: That's where I come back to the total cost. I want to see where we would end up. HW: This budget is based on prior experience. JC: How does the Cares Act funding come into play? HW: We did a photo shoot. Tomorrow will be number 8. There were no lifestyle photos. We're spending about \$20,000 on media, magazines to send to high influence neighborhoods to introduce Windsor. We're buying \$50,000 to promote Windsor. This is the stupidest government program ever because it has to be used before the end of the year. DB: Is it a grant? MV: Yes. Some communities are electing to pay business rents, which doesn't provide a great ROI. JC: Is there an option for us to provide the \$11,000 and then the Chamber keep all the proceeds. MV: I think the hard costs of the chocolate, wine and truffles and that the DDA should pay for that. But I'm also going to go out and get sponsors. MV: Is there any room in the Cares Funding to pay for some of that cost? Everything has to be delivered before the end of the year. JC: Let's put it blunt. If we provide a loan that is required to be paid back? MV: The promotion only brings in \$1,000 in profit the first year. JC: The main discussion is how much of an investment this is for the DDA? DS: I agree that we need events downtown. It's a shame that we can't use Cares Act. DK: Do we need the full amount spent this fiscal year? If we're talking about budgeting, we need to consider costs like the website and other marketing costs. JL: Would likely need to describe an agreement that describes collateral and money on the table. DS: Under worst case scenario, what split would you be agreeable to? 60%/40% split of the revenue. JC: Is there any insurance/liability issue? DS: We would need the liability to come from the Chamber. JL: You would have all the liability. The DDA enjoys governmental immunity. JC: If that relationship is described, that would be key. MA: Can you clarify where the Sponsorship fits into the picture? MV: It doesn't fit in – I would still be looking to secure \$3500 in additional sponsorships. BP: Here's how I see this working, we would split the revenue off the tickets, but fronting the money. Because the sponsorships can definitely go to you. DB: We're in for Title Sponsor at \$10K with ticket sales paying back up to 50%. MV: We don't anticipate that there's any revenues going to be generated. 50/50 on ticket sales. Hard costs are solid and then we would recoup costs on 50% of tickets sales – which results in a better partnership. JL: You could approve an amount subject to an agreement. **DK: I would move that we approve up to \$10,000 toward presenting sponsor of the event for hard costs (DDA in partnership with Chamber), with 50/50 split on ticket sales, subject to an agreement.** DK, Second PR. Approved Unanimously.

MA/JL: Draft agreement for review at next meeting.

- H. A Resolution of the Board of Directors of the Windsor, Colorado, Downtown Development Authority in support of Town of Windsor referred Ballot Measure 3A appearing on the November 3, 2020, General Election Ballot in Larimer and Weld Counties. **DK motion to approve. HW. Second. Approved unanimously.** Discussion: Many people have questioned information about the ballot initiative. More information can be found at Windsor3a.com. After people find out about it, there's generally support. HW: More promotion would be helpful. MV: There are yard signs available.

I. **KEY INITIATIVES:** **7:45AM**

1. Committee Assignments – Board Lead and Topics
2. Mill Project Update – No Updates.
3. Backlot Boardwalk Update
 - i. 215 4th Street Update
 1. Feasibility Memo Updated
 2. Launch of website page highlighting development opportunities
 3. Press Release
 - ii. Backlot Alley
 1. Alley Design Update (Ditesco)

JB: Described process for identifying and locating the utilities. Used Closed Caption TV to locate. The sewer actually cuts under the corners of the buildings. Town isn't budgeting to replace this main and would be looking to simply line the pipe. The DDA project won't have to plan around replacement of this main and can move forward. We want to look at how to plan ahead for development to the North. We will look to tap sewer and water. We've also looked at the Main Street side and curb cut. We will widen the southeast entrance/exit. We've talked to Xcel and the undergrounding they are loosely planning on next Spring for the underground. PR: The Town is exploring buying all the streetlights from Xcel. JB: Plan has come a long way. Design preference is a more fluid paver design. Plan is for two-way traffic wide enough for a semi to get thru minimum of 24-feet and lights/overhead structure is 16-feet in height. We'll be extending into the sidewalk with pavers and one of the pedestrian lights. Space will be well-lit. Options for public art on the walls as well. Have illustrated the Chimney Park patio adjacent to the alley. The other opportunity is for businesses to extend the activities to engage with the alley and increase tax revenue. The Central feature is designed to honor Windsor's history with a shade structure.

A construction drawing set will be produced with materials option to comment. Preference of the board is to complete a separate design meeting to review.

Proposal before you would take the construction documents to 100% so that you can move forward in constructing the Thru Lot. Because completing just the ally at 100% isn't efficient because much of those answers would need to be planned for the Thru Lot. This would take the documents to a bid set for the Thru Lot, get pricing and get award.

Action: MA – Schedule separate design review meeting.
2. Authorizing the Chairman to negotiate and execute a contract, in a form acceptable to legal counsel with Ditesco Project Construction Services to

Note: Double Underlined items indicate attachments.

complete construction design for the 400 Block alley not to exceed \$170,000.

MA: Presented that the contract and scope was reviewed by Ayres staff. The key question was the design budget at \$1.8M and if this is in line with the Board's expectations. BP: I would like this to be a signature piece. But this is an important feature that will set the stage. We need to make this space really exciting and working to get a signature project. General consensus among the board. JB: We've leaned up the process as much as we can and would be happy to address any questions. Now that we've gotten details, we'll be putting forward a cost estimate on the Thru Lot design. DS: I like that you're helping us interview contractors. RP: Some of the DDA Board is aware of the conversation with McCauley Construction. One developer is suggesting on the other side of the alley there would be a Parking Garage. I think it would be helpful to have a discussion to confirm the direction prior to expending \$170K without considering. I think this plays back into what we're obligating. DS: We talked about this yesterday. We're in a cycle of waiting and then getting blamed for not getting anything done. It would be nice if the developer confirmed a direction. Do we want to be put into a holding pattern? PR: I like the integration of the parking structure with the alley walkway in Ft. Collins. I just want to make sure we're aware that we're setting the path. DB: I say move forward so we can control the vision. BP: I feel like we've had these discussions already with Brinkman. We've had discussions of what we've thought are best. The first iteration of the concept included several properties that weren't under contract. I don't want to toy around with another developer. PR: This is setting us down a path of a high investment, and discussions with a developer is moving us in a specific direction. To think there might be a 5-story parking garage immediately adjacent to an alley. We're starting to look at this from a 30,000 foot view. DK: I think we still need to move forward with the alley. I hear the argument but also the frustration that we're not making progress. John Beggs: The Elizabeth Hotel originally had planned a surface parking lot and was later expanded into a 4-story garage. Your investment on the lot is much higher. We would be looking to collaborate with a developer. PR: I just want to make sure folks are aware of the possible discussion. JL: We would have a "no-cause" termination in the agreement. So if something momentous happens. BP: This item is included in the draft budget.

Motion: DK: Authorizing the Chairman to negotiate and execute a contract, in a form acceptable to legal counsel with Ditesco Project Construction Services to complete construction design for the 400 Block alley not to exceed \$170,000. Second: HW. Approve Unanimously.

iii. 512 Ash Demolition

1. Demolition Status Update – (Mike Scholl)

MS: The contractor that we hired sent a Phase II ESA to CDPHE for a permit with a Phase II report. They require us to hire a third party to monitor the asbestos report. The follow up inspection found additional asbestos. Initially the EPA grant identified a small area of asbestos, but was not complete or accurate. We need to hire a third party to get a permit from CDPHE to complete an independent inspector. Stepping back, we thought this was a demolition project with a little demo, and now the tables have

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turned. We're now regrouping to address the concerns. This is now work we have to complete. We are working through the existing contractor. They were originally set up to be the primary contract – we're working with them to identify if they can complete the services. There may be a strategy where we hire separate abatement and demo contractors. We're working to identify the most efficient path forward.

The other wrinkle is that the railroad is requiring a permit and they want a survey completed. This would include a \$1500 permit fee. We're hoping to combine the demolition and the permitting of the permanent fence extending from 6th Street to Main and are pricing out the cost.

Immediate need is to review Century Environmental for the oversight of the asbestos. The second contract is for an Owner's Representative to monitor the process to make sure everything gets through and keep costs down.

Now that we understand some of the issues, we're going to push back on the demo costs to find cost savings.

We currently have formal approval of the abatement plan. CDPHE wants fencing of the site, which will happen in the short term. When the work is taking place, there will be containment required on pricing.

Xcel utility demolition has also been put on hold because we need to maintain negative pressure in the containment. But if we lose power from a generator, we now have a bigger building issue of the entire site needing to be remediated.

DS: We need motions to approve the contracts as listed.

PR: We approved the demo of the building 6-months ago. I want the building gone so the DDA can show action. I'll worry about Xcel. MS: Yes we can move quickly. It will cost more. Once we have this approval, we can cut loose Century. My hope is that we can be wrapped up by the end of the year. BP: Do we have any idea of what abatement would cost? MS: 2" of soil, 10-feet from building and 2" deep. Fence will likely go up in the next week or two. \$110K for demolition. DS: Reminder that we are splitting the costs with the Town. DB: Would the fencing be are the entire block? MS: Correct. PH: This has to be done and this would be a disclosure. PR: If we spend an additional \$9,335 plus railroad permit application. JL: We will look into the easement from the railroad as well.

- a. **Motion: Authorizing Chairman to negotiate and execute a contract, in a form acceptable to legal counsel, with DiNardo Consulting to provide project management services for the demolition of 512 Ash not to exceed \$5,000. BP: Motion. Second: PR. Approved Unanimously.**
- b. **Motion: Authorizing Chairman to negotiate and execute a contract, in a form acceptable to legal counsel, with Century Environmental to complete the required 3rd party oversight and inspections for the asbestos remediation at 512 Ash in conjunction with the demolition of 512 Ash not to exceed \$4,335. BP: Motion. Second: PR. Approved Unanimously.**
- c. Update on developments concerning 512 Ash demolition and contract for demolition. *See notes above.*
- d. Update on discussions with the railroad concerning 512 Ash demolition. *See notes above.*

iv. Backlot Development

1. Vision Plan Updated
2. Developer Interest – Process for Soliciting Expressions of Interest

Note: Double Underlined items indicate attachments.

3. McCauley Update from meeting

MA: We have a website portal presenting the opportunity. PR: Is there a deadline? MA: We have not set a formal deadline at this point. DB: I think we have to give folks an opportunity to get feedback. JC: What options do we have in being active and assertive in targeting developers. PR: We need to make sure to set a deadline for 60 days. DB: Was the general public ever a possibility or promises made? DS: After the first session, we requested additional financial information. We need to be more transparent and you were just the first horse out of the gate. JC: Are we not required to open this up to public consideration. PR: I'm not aware of the prior discussions. JL: To address Jim's question, soliciting proposals is an important part of the public requirements. PR: The deadline would be solid for End of December and proposals. Presentations made in January. Looking to make a decision by February 1st. HW: We appreciate the approach and want to give them a fair shake. PR: Likely a joint session between the boards. JC: **MA add alley design concepts to website.**

4. District Expansion/Sustainability – No Updates

J. Executive Director's Report – M. Ashby

1. 2021 Budget Update
(Budget provided. No discussion.)

K. **COMMUNICATIONS & NEWS:**

Budget Work Session with Town – November 16 – 5:30PM (Confirm Time)

L. **Adjourn**

9:15AM

Motion to Adjourn: HW. Second DB. Approved unanimously.

Bank Reconciliation

Board Audit

User: pnolan
Printed: 10/14/2020 - 9:14AM
Date Range: 07/01/2020 - 09/30/2020
Systems: 'AP'



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				
94790	WINDSOR CHAMBER OF COMMERCE	WINDSOR CHAMBER PLATINUM MEMBERSHIP	07/02/2020	5,000.00
94834	CONSORT DISPLAY GROUP	DDA BRACKET ARMS TO HANG BANNERS - THE MILL	07/02/2020	1,513.41
94903	BG BUILDINGWORKS INC	DDA ALLEY ENHANCEMENT PROFESSIONAL SERVICES MAY 16 - JUNE 15, 20	07/02/2020	1,950.00
94921	PAMELA A THAYER	CONSULTATIONS WITH DOWNTOWN BUSINESSES	07/02/2020	1,065.86
95089	MANWEILER HARDWARE INC	STEEL BRKT, "OPEN" FLAGS, 1"X6' POLES	07/31/2020	820.47
95161	AYRES ASSOCIATES INC	DDA BOARD DEVELOPMENT	07/31/2020	40,117.39
95279	K AND W PRINTING INC	DDA (5) PRINTED VINYL PICK PARKING SPACES	08/14/2020	1,260.00
95323	LILEY LAW OFFICES LLC	DDA PROFESSIONAL SERVICES	08/14/2020	2,448.00
95343	WENDY BURT-THOMAS	WINDSOR DDA APRIL-JUNE 2020 QTR MEDIA	08/14/2020	1,250.00
95730	WINDSOR CHAMBER OF COMMERCE	1/2 OF PHOTO SHOOT COST	09/18/2020	937.50
95774	LILEY LAW OFFICES LLC	LEGAL SERVICES RENDERED FOR TOWN OF WINDSOR DDA 07/01 - 08/31/20	09/18/2020	2,142.00
95775	AYRES ASSOCIATES INC	CONSTANT CONTACT SUBSCRIPTION	09/18/2020	16,791.76
95855	COLORADO SPECIAL DISTRICT	DDA LIABILITY INSURANCE	09/25/2020	3,800.00
95912	NEUMARK COMMERCIAL BUILDERS LLC	RETAINER FOR GENERAL CONSTRUCTION CONTRACTOR 512 ASH ST BUILDING	09/25/2020	687.60
Total for Department: 486 DOWNTOWN DEVELOP				79,783.99

Downtown Development Authority Fund Detail Budget

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) FUND - 19 DRAFT 11_12_20										
ACTUAL - PROJECTED										
ACCT NO	ACCOUNT NAME	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	Thru AUG 2020	AUG-DEC 2020	2020 PROJ.	2021 BUDGET	NOTES
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) REVENUE - 19										
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)										
4001	Beginning Fund Balance	657,431	853,318	839,486	391,166			588,692	315,321	
4311	Property Tax From Mill Levy	21,343	25,542	27,137	41,380	43,911	0	43,911	43,911	5 mills
4312	Auto Tax	1,548	1,953	1,826	1,500	1,373	200	1,573	1,500	
4324	Incremental Property Tax	26,692	32,333	49,120	76,505	66,299	10,000	76,299	95,086	
4334	Grants	0	2,712	4,273	8,000		8,000	8,000	8,000	
4364	Interest Income	90	94	22	5	11	0	11	5	
4367	Donations	0	0	1,840,000	0			0	0	
4376	Transfer from TOW General Fund	332,004	614,500	382,000	393,460	262,306	131,154	393,460	393,460	
DOWNTOWN DEVELOPMENT AUTHORITY										
REVENUES TOTAL		381,677	677,134	2,304,378	520,850	373,900	149,354	523,254	541,962	
	AVAILABLE RESOURCES	1,039,108	1,530,452	3,143,864	912,016	373,900	149,354	1,111,946	857,283	
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) EXPENDITURES -19										
6210	Office Supplies	78	0	0	200	0	200	200	3,600	Office Lease
6213	Public Relations/Advertising	13,518	10,708	10,598	25,000	8,788	16,000	24,788	20,000	
6214	Board Development	3,561	2,415	3,574	5,000	308	0	308	2,500	
6217	Dues/Fees/Subscriptions	1,552	724	1,631	1,500	5,000	1,500	6,500	6,500	Includes Chamber @ \$5000
6218	Small Equipment	0	0	0	0	0	0	0	0	
6219	Special Equipment	0	19,900	5,364	115,000	0	0	0	20,000	Wayfinding Phase I
6242	Street Repair/Maintenance	0	271	14,760	5,000	2,548	2,500	5,048	8,000	Discuss Thru Lot Maintenance
6245	Travel/Mileage	0	0	0	500	0	0	0	500	
6246	Liability Insurance	243	4,380	7,513	4,500	3,800	1,000	4,800	5,000	
6251	Audit Services	0		0		0	0	0	0	
6252	Legal Services	78,347	22,506	28,135	35,000	12,452	15,000	27,452	35,000	
6253	Contract Service	31,037	75,251	59,418	80,000	53,024	26,976	80,000	150,000	Expanded Services
6256	Publishing/Recording	0	0	0	750	0	0	0	0	
6260	Utilities	0	0	142	0	0	0	0	0	
6263	Postage	186	217	37	500	92	0	92	500	
6264	Printing/Binding	0	0	0	500	0	0	0	0	
6267	Study/Review/Analysis/Consulting	41,659	34,871	70,110	185,000	42,447	130,000	172,447	187,000	Alley construction plans (\$162K) Parking (\$25K)
6268	County Treasurer Fees	610	870	8,890	800	1,653	0	1,653	800	
6269	Miscellaneous	0	0	0	0	0	0	0		
6270	Façade Program	0	15,891	0	120,000	0	0	0	40,000	*Priority for increase as budget clarity progresses
6290	Elections	0	0	0	10,000	0	0	0	0	
	Operating & Maintenance Total	170,790	188,004	210,172	589,250	130,112	193,176	323,288	479,400	

Downtown Development Authority Fund Detail Budget

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) FUND - 19 DRAFT 11_12_20										
		ACTUAL -				PROJECTED				
ACCT NO	ACCOUNT NAME	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	Thru AUG 2020	AUG-DEC 2020	2020 PROJ.	2021 BUDGET	NOTES
7302	Admin Support Charge by Town of V	5,000	5,000	5,000	5,000	3,333	1,666	4,999	5,000	
7321	Interest Expense/Loan	0	0					0		
7350	Principal Expense/Loan	0	0					0		
7340	Debt Issuance Cost	0	0					0		
	Debt Service Total	5,000	5,000	5,000	5,000	3,333	1,666	4,999	5,000	
8410	Land/Easements (512 Ash)	10,000	497,962		300,000	0	50,000	50,000	0	512 Demolition (Shared W/ TOW)
	Land/Easements (Thru Lot)				0		35,000	35,000	300,000	Thru Lot 11 (2020), Construction (2021)
8412	Site Improvements	0	0	2,340,000	0	191,669	0	383,338	0	4th St. Purchase (Full Amount Paid 2020)
	Site Improvements (Mill Incentive)							0	20,592	Mill TIF Payment
	Site Improvements (512 Ash)				65,000	688	0	0	50,000	512 Ash Transitional Parking (Shared w TOW)
8440	Machinery/Equipment	0	0		0			0		
	Capital Outlay Total	10,000	497,962	2,340,000	365,000	192,356	85,000	468,338	370,592	
DOWNTOWN DEVELOPMENT AUTHORITY										
EXPENDITURES TOTAL		185,790	690,966	2,555,172	959,250	325,801	279,842	796,625	854,992	
BEGINNING DDA BALANCE		657,431	853,318	839,486	391,166			588,692	315,321	
REVENUE		381,677	677,134	2,304,378	520,850			523,254	541,962	
Available Resources		1,039,108	1,530,452	3,143,864	912,016			1,111,946	857,283	
EXPENDITURES		185,790	690,966	2,555,172	959,250			796,625	854,992	
ENDING DDA BALANCE		853,318	839,486	588,692	-47,234			315,321	2,291	

MAIN STREET 4-POINTS:**Design & Beautification |**

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Improve building appearance	Promote FIP information.	# of businesses &/or buildings using the program increases, Small FIP utilized	Ongoing	
	Architect on Call in partnership with CO Main Street	# of businesses &/or buildings using the FIP program increases.	Ongoing	
Improved streetscape appearance	Conduct Streetscape Assessment in preparation for full plan, include side streets	Assessment completed	Spring 2021	
Improve Wayfinding	Implement first phase of wayfinding construction	First sign(s) installed	Fall 2021	
Address regional parking needs	Update parking study	Partner with Town in completing	Summer 2021	
	Coordinate shared parking in lots for businesses on South side of Main St	Implement parking study recommendations	Fall 2021	

Organization

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Improve communications with building owners & businesses	Enhance Social Media output	Additional followers/likes and traffic	Ongoing	
	Business Spotlight @ Board Meetings	Director to invite businesses to present at outset of regular board meetings.	Monthly	
	Promote Regular Office Hours	Regular hours maintained	Ongoing	
Attain Graduate Main Street Status	Review criteria, address deficiencies, apply for advanced status	Application approved	January 2021	

Vitality

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Go Cup Entertainment District	Explore other communities' program information to share with board.	Report of best practices to Board, utilize Main Street Technical Assistance to complete.	Summer 2021	Use Main Street Tech Assistance to create physical concept plan for Mill Block Vision.

WINDSOR DDA – WORKPLAN 2020-2021

Activate Main During Slow Months	Develop and launch Neighborhood Night Downtown program	Program Details Completed, Event(s) Held	Feb 2021 Summer 2021	
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Marketing |

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Expand Small Biz Saturday	Develop business promotion strategy, sponsored posts on Facebook.	Businesses experience increase in customer traffic	Summer 2021	

DDA KEY INITIATIVES:

Backlot Boardwalk

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Enhance alley on 400 Block	Complete Alley Concept + Construction Plans	Design completed	February 2021	
	Replat DDA lot, dedicate ROW + AOU for alley uses	Replat & Dedication Completed	March 2021	
	Complete utility undergrounding to provide more usable space next to alley	Utilities undergrounded	April 2021	
	Explore trash consolidation	Solutions identified	February 2021	
	Identify & Complete Grant Applications for Alley	Grants Submitted, Funding Secured	Summer 2021	
Development Agreements Completed	Formalize Backlot development plan & identify DDA + Town support	Agreements Completed, Construction initiated	December 2021	
512 Ash Parking Established	Demolition of Existing Structure	Asbestos abated, Demo completed	March 2021	
	Complete Site Plan	Town reviews + approves application	February 2021	
	Recycled Asphalt Parking Completed	Parking available for Summer	April 2021	

Mill

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Monitor Project Finances	Confirm annual payment per agreements.	Payments and agreements are correct.	Summer 2021.	

Sustainability & Growth

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Extend IGA w Town	Present renewed IGA for Town consideration.	Demonstrated progress, Approved IGA	Fall 2021	

WINDSOR DDA – WORKPLAN 2020-2021

Identify key properties	Identify key properties to purchase.	Options explored as needed	Ongoing	
Increase business viability	Promote district via social media + traditional media opportunities	Promotion completed	Ongoing	

Brunner Development

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Formalize Brunner Development as Key Initiative	Establish strong communication channels	Regular discussions	Ongoing	
	Identify support opportunities for future vision of the area	Vision plan + DDA Support Strategy Identified	Ongoing	

Cosner Properties

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Formalize Cosner Properties as Key Initiative	Establish strong communication channels	Regular discussions	Ongoing	
	Identify support opportunities for future vision of the area	Vision plan + DDA Support Strategy Identified	Spring 2021	

Covid-19 Response - NEW

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Assist Property Owners with varied needs to adapt to current conditions	Provide Hand Sanitizer to all businesses.	Sanitizer Distributed	April 2020	Completed.
	Visual Merchandising Workshop	Businesses provided technical consulting assistance to aid in attracting shoppers.	June 2020	Completed.
	OPEN Flags to create a sense of pride and announce businesses are open.	Flags placed and distributed.	June 2020	Completed.
	New Street Banners to Provide Cohesive pride for downtown.	Summer banners printed and installed. (Grant funded.)	July 2020	Completed.
	To Go Parking Signs	Signs Placed, Spaces Used.	June 2020	Completed.
	CDOT Sidewalk Café Kit of Parts Grant application to provide permanent seating options for restaurants	Grant submitted, and awarded.	August 2020	Completed and awarded.
	Bench and trash can purchase and installation.	Order submitted, placement near high volume areas. (Grant funded + Public Works Installation.)	July 2020	Completed.
	Shop Small/Safe/Local Clings designed for Town.	Design completed, printed and executed by Town. (Note: CO Main Street provided Downtown-Specific versions. Intent is to distribute closer to holidays.)	July 2020	Completed. Distribution date TBD.

WINDSOR DDA – WORKPLAN 2020-2021

	Develop virtual tour of retailers as pilot project for social distanced shopping.	Photography completed, video tour launched	April 2020	Completed.
	Purchase additional sidewalk tables & chairs for 4 th and 5 th Street intersections.	Purchase and furniture placed.	May 2020	Completed.
	Design of temporary sidewalk café spaces and coordination with Town for placement of tables and barriers	Café spaces opened.	May 2020	Completed.
	Applications and state approval of liquor license premises expansions.	Site plans and applications completed. Hearing support provided. Applications approved.	May 2020	Completed.
	Grant for Expansion of Virtual Tour	Submitted and awarded. Launch of additional tours.	September 2020	Completed. Additional Tours Pending.

4th Street Property Strategy - NEW

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Redevelop and Activate Property	Work session held to determine overall direction of property.	Joint Boards agreement to next steps	July 2020	Completed
	Summary of strategic analysis (in lieu of feasibility study).	Strategy identified and direction given.	August 2020	Completed

Ayres Workplan Adjustments

OBJECTIVE	ACTION	SUCCESS =	TIMELINE	STATUS & NOTES
Expand team approach to enable greater visibility	Establish office presence in Windsor with staff several days per week.	Office lease executed, staffing plan approved. (Ayres providing lease cost for remainder of 2020.) Advertisement of office hours.	September 2, 2020	
	Staff team presented publicly to announce expansion of Ayres presence.	Staff bios presented, in-person introductions to Board, website updated.	September 2020.	
	Purchase DDA Branded shirts for Staff to wear when on official DDA business	Broader recognition of team around town. Possibly co-branded shirts with Both DDA and Ayres logos. Demonstrating – both involved in the process. Done really nice button down for Fall and a nice polo for more casual.	September 2020	Completed.
	Add specific Staff emails to make direct communication beyond Director more streamlined.	Emails added.	September 2020	
	Create assignment list for board responsibilities on specific issues.	Assignments established.	September 2020	Initial list formulated.

WINDSOR DDA – WORKPLAN 2020-2021

Reinstate Committee Structure for Board Involvement	Monthly action reports presented by Board member monthly.			
Increased Communication with Board(s)	Provide board packets Friday in advance before the meeting.	Staff to schedule. If delayed, send note.	October 2020	
	Friday email summary to Board	Bullet list from Friday Call.		Launched.
	Complete orientation for new Board members	Board handbook completed and training session hosted.	Ongoing	Board handbook completed. Need to schedule training.
	Weekly Executive Team touch base call.			Scheduled and Launched.
	Quarterly Executive Team meeting to review workplan progress and redirect.	Meetings scheduled and held on time.	Ongoing	
	Task Management (BOARD) – Board requests to be added to monthly list of items being tracked in Exec Dir Report. Formal email to memorialize request.	Greater accountability to track tasks that have been requested.	Ongoing	
	Task Management (PUBLIC) – Include list of action items requested by DDA biz and property owners for Board awareness.	Greater accountability to track tasks that have been requested.	Ongoing	Ex. The week of 8-24, requests came in for analysis of sidewalk tents, façade improvement historic photos, and solar lighting over service window.
	Monthly Update provided to Town Board.	Distill information from Executive Director Report into a 1-page summary to be included in Town Board Packet.	Ongoing.	Template drafted 8/28/20. Sent 9/18
	Executive Director to provide clear recommended action on agenda items.			
Streamline Collaboration with Town	Orientation with new staff as turnover occurs			Completed meeting with new Town Clerk, Karen Frawley.
	Create a “job description” for collaborative relationships with key staff members outlining needs and expectations. (Clerk and Finance are key.)	Job description completed, including any step action descriptions to assist in transitioning duties.		
	Regular Scheduled Meetings with Town Manager.		Ongoing.	Meetings scheduled. First held 9/18
	Regular “Thank You” initiatives for Town Staff who provide exceptional assistance to DDA.		Periodically.	Fall 2020 Completed.

RESOLUTION 2020-DDA-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR THE DETERMINING AND FIXING OF THE MILL LEVY FOR SAID AUTHORITY FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021

WHEREAS, on February 28, 2011, the Town Board of the Town of Windsor, Colorado (“Town Board”), adopted Ordinance No. 2011-1401, which established the Windsor, Colorado, Downtown Development Authority (“DDA”);

WHEREAS, the DDA has been duly organized in accordance with the C.R.S. § 31-25-801, et seq.; and

WHEREAS, the Board of Directors of the DDA finds that a mill levy of five (5) mills is necessary and appropriate to defray the costs of the DDA’s operational and maintenance needs for the fiscal year ending December 31, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DDA, to recommend to the Town Board that the mill levy rate for the taxation upon each dollar of the assessed valuation of all taxable property within the boundaries of the DDA for the fiscal year ending December 31, 2021, shall be five (5) mills, to be imposed on the assessed value of such property as set by state law for property taxes payable in 2021, which levy has been deemed necessary and appropriate by the Board of Directors of the DDA to provide for payment during fiscal year 2021 of all authorized operational and maintenance expenditures to be incurred by the DDA, and that such mill levy shall be certified to the County Assessor and the Board of County Commissioners of Weld County, Colorado, by the Town Clerk of the Town of Windsor no later than December 15, 2020.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the DDA this 18th this day of November, 2020.

Dan Stauss, Chair

ATTEST:

Dean Koehler, Secretary

RESOLUTION 2020-DDA-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY APPROVING AND RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR THE BUDGET OF THE ESTIMATED AMOUNTS REQUIRED TO PAY THE EXPENSES OF CONDUCTING THE BUSINESS OF SAID AUTHORITY, AND THE APPROPRIATION OF FUNDS THEREFOR, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021

WHEREAS, on February 28, 2011, the Town Board of the Town of Windsor, Colorado (“Town Board”), adopted Ordinance No. 2011-1401, which established the Windsor Downtown Development Authority (“DDA”);

WHEREAS, the DDA has been duly organized in accordance with the C.R.S. § 31-25-801, et seq.;

WHEREAS, on June 27, 2012, the Town Board adopted Resolution 2011-26 approving the DDA Plan of Development, which established the purpose of the Authority and the types of projects in which the Authority would participate; and

WHEREAS, the Board of Directors of the DDA is required by C.R.S. § 31-25-816 to adopt a budget of the estimated revenues and expenditures to be received and incurred during each fiscal year.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DDA that the following budget is adopted for the fiscal year ending December 31, 2021, and therefore recommends to the Town Board the adoption of the following budget:

REVENUES:	
Beginning Fund Balance	\$315,321
Transfer from Town of Windsor	\$393,460
Incremental Property Tax	\$95,086
Mill Levy Property Tax	\$43,911
Auto Tax	\$1,500
Grants	\$8,000
Interest Income	\$5
TOTAL	\$857,283
EXPENDITURES:	
Capital Outlay	\$370,592
Operating and Maintenance	\$479,400
Administrative Support	\$5,000
TOTAL	\$854,992

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE BOARD OF DIRECTORS OF THE DDA to recommend to the Town Board the appropriation of the aforementioned budget funds in the amount of Eight Hundred Fifty-Four Thousand Nine Hundred and Ninety-Two Dollars (\$854,992) for expenditure on conducting the business of the DDA and for its projects and programs in accordance with the Town Board-approved DDA Plan of Development.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the DDA this 18th day of November, 2020.

Dan Stauss, Chair

ATTEST:

Dean Koehler, Secretary/Treasurer

Executive Director Report

Date: November 16, 2020
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: October-November Report

Meeting Summary:

The following meetings occurred between October 16 – November 13, including:

- 4th Street Developer Tour – 10/19
- XCEL/Alley Design Coordination – 10/20
- Windsor Station Presentation – 10/20
- Meeting w/ JC – 10/20
- Banners, Website Meeting w/ DK – 10/20
- Regular Board Meeting – 10/21
- Wayfinding Coordination w Paul Hornbeck – 10/23
- Weekly Update Calls w/ Town Manager – 10/22, 10/29, 10/5, 10/13
- Weekly Updates – Stauss/Phinney – 10/23, 10/30, 10/13
- Parking Study Meeting – 11/2
- Main Street – Energy Assistance Grant Call – 11/2
- Entertainment District Strategy – Main Street Grant – 11/4
- DCI Governor's Award Ceremony – Mill – 11/5
- Main Street Summit Training – 11/5, 11/6
- 4th Street – Construction Estimate Tour – 11/6
- Town Appreciation Delivery – 11/6
- Clearview Library Discussion – 11/6

Billing Breakdown (As of 11/13/20):

General - \$73,804 = 93% of Budgeted \$78,560 (with 88% of year completed)

*** For the year, \$25,624 worth of general budgeted hours have been spent on emergency response activities. This does not include the time spent working on sidewalk café space designs and procurement. ***

Backlot - \$48,452

Mill - \$2,005

Grants - \$23,726

Wayfinding - \$7,212

Anticipated Workload Oct-Nov:

- 512 Ash Demolition
- Alley Design – Move into Full Construction Plans for Thru Lot
- 4th Street/Backlot – Full Press on Developer Interest

- Sidewalk Furniture Grant – Order/Install

Current Initiatives:

Mill – No Updates.

Backlot –

Backlot Property: Website portal launched, press release completed to drive interest and traffic to Backlot inquiries.

4th Street: Memo updated to reflect Board discussion. Forwarded to Town Board for review. Finalized and ready for publication. InFusion architects provided updated conceptual drawings for a food hall concept and Elder Construction completed a construction estimate as a courtesy to the DDA. The estimate indicated that it would cost roughly \$300/square foot to convert the space to a restaurant. Last week, Ryan Wood, a Windsor resident and former co-founder of Under Armour toured the space with a restaurant concept.

512 Ash: The abatement contractor, Hudspeth from Denver, is planning to seek a variance from the CDPHE on the asbestos abatement. The variance would allow for an open air removal of the soil as opposed to having to build a containment with negative air pressure. If the variance is approved, it could save the DDA upward of \$30,000 on the abatement cost. Hudspeth was chosen in part because of their extensive experience with abatement and they have a good reputation with CDPHE.

Also, we are working with the Town to finalize the utility cut offs and with the sewer locations. Once we complete that next week, we will have a contract amendment in place and should be ready to move with the abatement in the next few weeks.

Alley Design:

- Reviewed the 30% Construction Design drawings from Ditesco.
- Scheduled and prepped for online public meeting

Thru-Lot:

- Alta Survey completed. The survey did confirm that the Ehrlich family owns property. Josh is preparing a quitclaim deed. The DDA has been asked to provide a plaque or historic information about the family on the site. Staff will work to integrate this into the design with information approved by the family prior to construction/installation. No separate agreement is necessary per Eric Ehrlich.
- The Phase I ESA was completed with no concerns. An additional ESA was commissioned for the Ehrlich lot.
- Legal staff will pursue setting a closing date on the property.

Brunner

No updates.

Parking / Crosswalk / Plantings

The parking study steering committee is met to meet on November 2 to discuss the results of the parking data collection for the Harvest Festival labor day weekend, and an overall study schedule update. It was suggested that we continue in a holding pattern regarding gathering of data, but that the consultant team focus on quick wins to add more parking or address obvious concerns.

Wayfinding Project

A summary memo was presented to the Town Board at the 11/16/20 work session.

Windsor Station

An update is on the agenda for the regular 11/18/20 board meeting.

Business Engagement

Virtual Shopping – Grant has been approved. 15 additional businesses will be completed and will be wrapped into the Virtual Elf Hunt.

CDOT Grant #1:

Following the issuance of a purchase order from CDOT the first week of November, the team is moving ahead with procurement of the various site elements for each of the three sites. Some will be items will be purchased from manufacturers and some from local fabricators in hopes of shrinking the product lead times where possible. Quotes from Landscape Forms and SiteScapes for some of the furniture elements are due the week of 11/9. Rail panels as well as Post and Chain to define areas for alcohol consumption have fairly long lead items currently so we have been exploring using a local fabricator for this portion of the project. We have sent a quote request to one and will be meeting with them onsite to review the work at Okole and Toast.

A winter adaptation grant was submitted to provide funding for greenhouses for winter dining outside. Staff are pursuing finding options to initiate an order. Application will be reviewed November 18th and we should hear back shortly after as to whether our application is approved.

Information on two grant opportunities were emailed to district businesses (2nd round of Upstate Colorado grant and the Colorado Restaurant Foundation Winter Adaptation Grant).

Upstate Colorado Grants – The DDA was notified that we have received a grant for \$24,000 to account for emergency response activities. Legal is working on modifying the agreement to apply to our situation. We will look at applying for additional funds if possible.

Façade Improvement Program

No updates.

Lodging/Tourism

The ballot initiative did not pass.

Main Street

We received feedback on our Graduate application, with a request for several additional items. Staff are working on providing this additional information.

DDA General:

None.

Clearview Library:

Clearview Library is undertaking a planning effort to identify next steps for addressing growth.

https://clearviewlibrary.org/images/pdfs/clearview/Board%20Posts/2020/Planning_Efforts_Summary_Handout_FINALrev10-28-20.pdf

They are currently exploring 6 options and have developed a strategic plan. Community feedback identified a variety of options. These 6 options come from the feedback. Long Range committee is tackling the space issue. Approximately 35,000 people in district today. By 2040 – looking at 214,000 in district area. Largest pockets of growth will likely be in the Severance and West Greeley Area.

Space is severely limited. The current parking lot has a container in it for storage. Growth is impacting collections and operations. Starting in November, the committee will be moving into specific topic evaluations. Goal is ultimately in March to have a draft plan.

Current focus is on outreach and identifying collaboration opportunities. If we develop the property on Main Street, would there be any interest with the DDA? Library conducted a REFI for development interests. We're looking for both short-term opportunities for partnership. Possibility as an example – Poudre Library/Commercial Combo.

Long Range Planning Committee meets Wednesday's at 1:00 and zoom links are on the Library Calendar. Please confirm that the current property is one of many options under exploration.

Action Checklist Review:

New Items –

- MA – Schedule separate design review meeting for alley plan set. (Dec 2 or 3 Pending.)
- MA: Develop additional strategy information for Neighborhood Night Downtown (In Process)
- MA: Add alley design concepts to website platform. (Complete.)
- MA/JL: Draft chocolate walk agreement with Chamber for review at next meeting. (Complete, postponed.)

Carryover –

- MA: Review need for Cottage Block neighbor meeting after Sept 1. (To Do.)
- Identify Grants for Wayfinding Implementation (In process)

- MA: Research and connect with a few properties and Paul's consultant. Report back next month. (In Progress)