



BOARD OF DIRECTORS MEETING
Wednesday – July 20, 2022 | 7:00AM
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 Board of Director's Regular Meeting – June 15, 2022

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. **Action Items**

1. Resolution 2022-DDA-03 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY APPROVING A PETITION FOR THE INCLUSION OF ADDITIONAL PROPERTY INTO THE BOUNDARIES OF THE DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT AND RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR APPROVAL OF SAID PETITION.
 - Applicant and Owner: Vern Rasmussen
 - Property: 217 5th Street, Windsor, CO 80550
 - *Staff recommend approval*

Sample motion: "I move that we approve Resolution 2022-DDA-03 as presented."

2. Façade Improvement Mini Grant Application – 419 Main Street
 - Applicant: Jessica Martinac
 - *Staff recommend conditional approval as detailed in the sample motion.*

Sample motion: "I move that we conditionally approve funding not to exceed \$500.00 for a Façade Improvement Mini Grant for a new decorative sign at 419 Main Street, pending final sign design approval by DDA staff, final sign permit approval by the Town, installation of the sign, and final inspection by DDA staff."

3. Backlots Project
 - i. Consideration of a Cost Sharing Agreement between the DDA and Tribe Development for Backlot Renderings and other Schematic Design Development providing for the payment to Tribe of up to \$51,668 for costs related thereto, and authorizing the Board Chair to increase the maximum amount payable to Tribe under the Agreement to \$60,000.

Sample motion: "I move that we approve the Cost Sharing Agreement with Tribe and approve the expenditure of up to \$51,668 for the payment of sums due thereunder; authorize the Board Chair to approve changes to the form of the Agreement that do not substantially alter the DDA's rights or obligations thereunder; authorize the Board Chair

Note: Double Underlined items indicate attachments.

to increase the maximum amount payable to Tribe under the Agreement to \$60,000 and approve the expenditure of such additional funds; and authorize the Board Chair to execute the Agreement.”

- ii. Rescinding of June 15, 2022, Approval for Backlot Renderings and Drawings.

Sample motion: “I move that we rescind the approval given at the June 15, 2022, board meeting for the DDA to expend up to \$100,000 on backlot project renderings and schematic design drawings.”

F. **DDA Executive Session**

- 1. An executive session for the purpose of receiving legal advice on specific legal questions regarding an initiative petition affecting the backlot properties, pursuant to C.R.S. § 24-6-402(4)(b).

Sample motion: “I move that we enter into an executive session pursuant to Colorado Revised Statutes Section 24-6-402, subparagraph 4b for the purposes of receiving legal advice on specific legal questions regarding an initiative petition affecting the backlot properties.”

G. **Executive Director’s Report**

H. **Communications & News**

- 1. Recap of the Board’s Updated Strategic Plan

I. **Adjourn**



BOARD OF DIRECTORS MEETING
Wednesday – June 15, 2022 | 7:00AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550
(NOTE: Meeting to be held IN PERSON only)

Minutes

Present: Dan Stauss; Brent Phinney; Heidi Washburn; Grant Nisly
Staff: Josh Olhava; Matt Ashby; Josh Liley
Absent: Dean Koehler; Paul Rennemeyer

- A. **Call to Order** **7:00AM**
B. Roll Call

Chairman Stauss called the meeting to order at 7:03AM

- 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 Board of Director's Special Meeting – May 11, 2022
 3. Approval of Minutes from the Board of Director's Special Stakeholder Work Session Meeting – May 25, 2022
 4. Approval of the Bills

BP motioned; HW 2nd; Unanimously approved as presented

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

No public present

- E. **Action Items**

1. Consideration of an agreement between the DDA and an architect for backlot redevelopment project renderings in an amount not to exceed \$25,000.

MA – provided an overview of the request for renderings and marketing materials and why \$25,000 is current ask;

DS – discussed an overall 1/3 share of initial expenses for drawings and PR efforts;

MA - Site Plan drawings are estimated at 200,000; want DDA ownership of plans;

GN – ability to split invoices as they come in

MA –

BP – are we modifying the request to be more than \$25,000;

Renderings and SD drawings – paid in 1/3 conjunction w/ the Town and Tribe

Vested Rights –

BP – modify up to \$100,000

MA – pull from Wayfinding budget;

JL – presented the revised motion language for the Board's consideration

BP motioned to approve the expenditure of up to \$100,000 for the preparation of backlot redevelopment project renderings and SD drawings, the cost of which to be shared equally between the DDA, the Town, and Tribe on a per-invoice basis, and authorize the board chair to approve the form of the agreement for such services and to execute such agreement; HW 2nd; Unanimous

Note: Double Underlined items indicate attachments.

F. **DDA Executive Session**

1. An executive session for the purpose of receiving legal advice on specific legal questions regarding an initiative petition affecting the backlot properties, pursuant to C.R.S. § 24-6-402(4)(b).

**BP motion per sample motion to enter into executive session; HW 2nd;
Unanimously approved at 7:24AM (in Executive Session)**

**BP motion to exit executive session; HW 2nd; Unanimously approved at 8:15AM
(out of Executive Session)**

- G. Consideration of an engagement letter with Butler Snow for legal advice on matters related to an initiative petition affecting the backlot properties.

Sample motion: "I move that we approve retaining the firm of Butler Snow to provide legal advice on matters related to an initiative petition affecting the backlot properties, and authorize the board chair to execute an engagement letter for such services."

JL – provided an overview of the request to use a representative at Butler Snow as a resource only; limited basis; do not see a need for legal counsel budget adjustments at this point, will discuss with the Board if changes are needed;

BP motion as presented; HW 2nd; Unanimously approved

H. **Executive Director's Report**

JO – provided an overview of the Report and answered Board questions.

I. **Communications & News**

- a. Recap of the Board's Strategic Planning Workshop (*tentative*)

J. **Adjourn**

Chairman Stauss ended the meeting at 8:34AM

RESOLUTION DDA-2022-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY APPROVING A PETITION FOR THE INCLUSION OF ADDITIONAL PROPERTY INTO THE DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT AND RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, APPROVAL OF SAID PETITION

WHEREAS, the Town Board of the Town of Windsor, Colorado (the “Town Board”), through adoption of Ordinance No. 2011-1401, created the Windsor, Colorado, Downtown Development Authority (the “DDA”) and established the boundaries of the Downtown Development District (the “District”);

WHEREAS, C.R.S. § 31-25-822 allows for the inclusion of additional property into the District subject to the receipt of a satisfactory petition therefor from the owner in fee and approval of such petition by the Board of Directors of the DDA (“DDA Board”) and the Town Board;

WHEREAS, the DDA Board has received a petition from Vern C. Rasmussen, the owner in fee of the property commonly known as 217 5th Street, Windsor, CO 80550, requesting that such property be included within the District (the “Rasmussen Petition”);

WHEREAS, a copy of the Rasmussen Petition, which includes the legal description of the subject property, is attached hereto and incorporated herein by reference as Exhibit A; and

WHEREAS, the Board has duly considered the Rasmussen Petition and has found that such petition meets the requirements of C.R.S. § 31-25-822.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY, that it hereby approves the Rasmussen Petition and recommends to the Town Board approval of the Rasmussen Petition.

Passed and adopted at a regular meeting of the Board of Directors of the Windsor, Colorado, Downtown Development Authority this 20th day of July, 2022.

ATTEST:

Dan Stauss, Chair

Dean Koehler, Secretary

EXHIBIT A

PETITION FOR THE INCLUSION OF PROPERTY INTO THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT BOUNDARIES

Vern C. Rasmussen, as owner of the property described below, Petitions the Board of Directors of the Windsor Downtown Development Authority "DDA" pursuant to C.R.S. 31-25-822, for inclusion of the following described real property into the DDA district boundaries.

Legal: The north 40 feet of lots 27, 29, and 31, Block 10 Town of Windsor

Address: 217 5th Street, Windsor Co. 80550

The undersigned states that he is the owner in fee of the property described above; a copy of the document evidencing ownership is attached.

DATE 4.26.22

OWNER:

Vern C. Rasmussen
Vern C. Rasmussen

EXHIBIT A



State Documentary Fee
Date: February 01, 2022
\$35.00

General Warranty Deed (Pursuant to C.R.S. 38-30-113(1)(a))

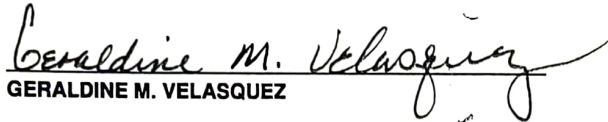
Grantor(s), **GERALDINE M. VELASQUEZ**, whose street address is **217 5TH STREET, WINDSOR, CO 80550**, City or Town of **WINDSOR**, County of **Weld** and State of **Colorado**, for the consideration of **(\$350,000.00) ***Three Hundred Fifty Thousand and 00/100***** dollars, in hand paid, hereby sell(s) and convey(s) to **VERN C. RASMUSSEN**, whose street address is **428 WALNUT STREET, Windsor, CO 80550**, City or Town of **Windsor**, County of **Weld** and State of **Colorado**, the following real property in the County of **Weld** and State of **Colorado**, to wit:

THE NORTH 40 FEET OF LOTS 27, 29 AND 31, BLOCK 10, TOWN OF WINDSOR, COUNTY OF WELD, STATE OF COLORADO.

also known by street and number as: **217 5TH STREET, WINDSOR, CO 80550**

with all its appurtenances and warrant(s) the title to the same, subject to Statutory Exceptions.

Signed this day of **February 01, 2022**.


GERALDINE M. VELASQUEZ

State of **Colorado**

)
)ss.

County of **Weld**

)

The foregoing instrument was acknowledged before me on this day of **February 1st, 2022** by **GERALDINE M. VELASQUEZ**

Witness my hand and official seal

My Commission expires: 5/29/2022


Notary Public

Copy

TERESA MARIE ESPINOSA
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20184022550
My Commission Expires May 29, 2022

When recorded return to: **VERN C. RASMUSSEN**
428 WALNUT STREET, Windsor, CO 80550



MEMORANDUM

Date: July 20, 2022
To: DDA Board of Directors
From: Josh Olhava, DDA Program and Project Manager
Re: FIP – Mini Grant Application – 419 Main Street (decorative signage)

Sample Motion:

"I move that we conditionally approve funding not to exceed \$500.00 for a Façade Improvement Mini Grant for a new decorative tenant sign at 419 Main Street, pending final sign design approval by DDA staff, final sign permit approval by the Town, installation of the sign, and final inspection by DDA staff."

Background & Discussion:

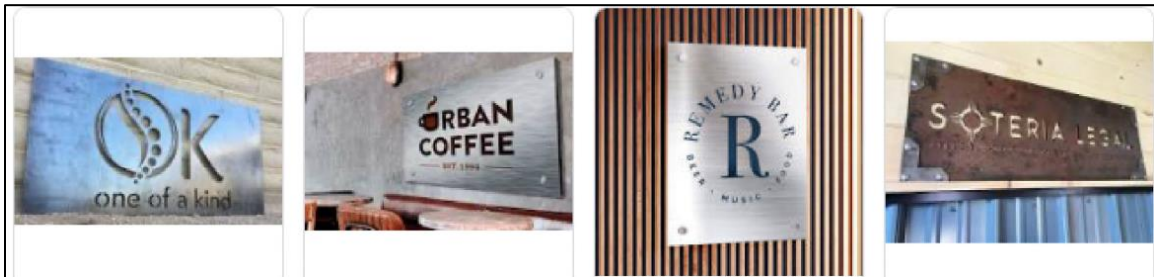
The applicant and owner, Grant Nisly of TopGun Investments, has submitted a facade improvement mini-grant application for a new decorative sign for their tenant, Design Beauty Academy, located at 419 Main Street. Staff are working closely with Jessica Martinac of Design Beauty Academy and the property owner on this request.

In 2021, the applicant completed façade upgrades (*pictured to the right*) and interior remodel work. The DDA awarded and paid the applicant \$19,250 for their façade improvements fronting Main Street.

The business owner, Ms. Martinac, provided images of the type of sign they are looking to have designed, fabricated and installed as part of their request.



Example of Sign Style for Design Beauty Academy (419 Main)



Eligible expenses for the mini grant program include:

- Removal of fake facades, old signs or dilapidated awnings;
- Masonry cleaning and/or repair;
- Historic element restoration;
- Repairs to siding, windows, doors, awnings, light fixtures;
- Painting;
- Shutters or other design elements;
- Structural and lighting components of signage; and

- Creative approaches to signage that leverage the character and charm of the downtown. (Examples include the Spokes sign)

Staff Analysis:

- The applicant and business owner are proposing a creative and decorative sign that will be made of durable materials, require little to no ongoing maintenance and fits architecturally with the recently completed façade enhancements.
- The sign will be illuminated by existing down lighting that was installed as part of the façade improvements.
- The final sign placement will need to be carefully positioned to minimize damage to the recently completed façade, such as anchoring into masonry seams or into easily repaired or patched materials.
- The business owner has renewed their lease with the property owner and will remain at this location for a couple of years.
- The proposed signage is consistent with the Downtown Design Guidelines regarding design, materials and lighting.

Estimated Improvement Costs:

- Decorative Sign: \$ 1,500.00
- Amount Requested: \$500.00

Financial Impact:

The Façade Improvement Mini Grant Program provides grants of up to \$500 for minor improvement projects such as painting windows, doors or other elements; minor storefront repairs and improvements; and decorative lighting. Applicants are expected to provide a 25% match of the grant amount.

The DDA Board approved \$100,000 in their 2022 budget for the Façade Program due to increased interest and investment occurring in 2022. The following breakdown shows the current fund allocation:

- 417 Main (Flower Shop) = \$20,000 approved January 2022
- 426 Main (Memory Lane Antiques E) = \$20,000 approved February 2022
- 428 Main (Memory Lane Antiques W) = \$20,000 approved February 2022
- 514 Main (William Oliver's) = \$16,650 approved March 2022
- 429 Main (The Black Sheep Wool Shop) = \$20,452 approved May 2022
- 419 Main (Design Beauty Academy) = \$500

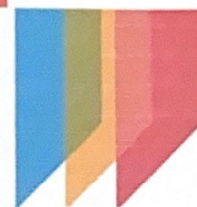
Total Budgeted Funds Remaining if Request is Approved = \$2,398

Relationship to the DDA Strategic Action Plan:

The adopted DDA Strategic Plan includes an objective to “Improve building appearance”, with action related to higher utilization of the Façade Improvement Program

Attachments:

- FIP Application
- Example Sign Images



APPLICATION

The following information must be submitted with your application: plans or drawings; samples or depictions of finishes to be used; photos of existing condition of property; historic photos of property, if available; and detailed budget of project including cost estimate.

Applicant/ Property Owner: Grant Nisly

Mailing Address: 419 Main St Windsor, CO 80550

Business Owner (if different): Jessica Martinac

Business Name: Designing Beauty Academy

Project Address: 419 Main St Windsor, CO 80550

Parcel Number (available on County Assessor's website): _____

Phone Number(s): 970-460-0628 Email: Jessicamartinac@icloud.com

Work to be performed on façade renovation (check all that apply):

- ☐ Addition of awnings, lights, or other exterior amenities
- ☐ Elimination of conditions such as dark alley or broken fixtures
- ☐ Removal of non-historic features
- ☐ Restoration of brickwork, wood, masonry, stucco, or siding
- ☐ Replacement, repair, or addition of architectural details
- ☐ Repair or replacement of windows and/ or doors
- ☐ Renovation of entryway to make more accessible
- ☒ Other please describe) Signage

Facades to be renovated (check all that apply): ☒ Front ☐ Back ☐ Alley ☐ Side(s)

Please note that funding is given to facades that face public areas.

Projected Start/Finish Dates for Project: 8/1/22 - 8/12/22

Total Estimated Cost of Improvements: \$ 1500.00

Grant Program Amount Requested: \$ 500.00

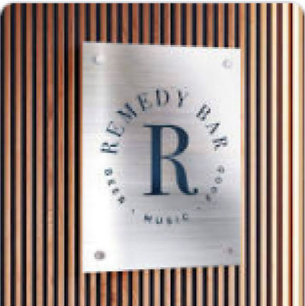
For Office Use Only:

Date Application Received: _____

Award Letter Sent: _____

Reimbursement (Date/ Amount): _____

Example of Sign Style to be Designed and Installed

					
Custom Business Logo Or Artwork, Custom Metal Sign, Business Logo Sign	Custom Aluminum Plaque Business Lobby Sign	Custom Metal Signs by Signs.com	Metal Business Sign - Metal Business Logo Sign -Personalized Met...	Metal Business Sign - Metal Business Logo Sign -Personalized Met...	Metal Business Sign - Metal Business Logo Sign -Personalized Met...
\$32.95 pamotee.com ★★★★★ (3)	\$250.00 Lobby Smiths Free shipping	\$148.99 Signs.com Free shipping	\$365.00 American Aftermar... Free shipping	\$260.00 Etsy	\$260.00 Etsy

COST SHARING AGREEMENT

THIS COST SHARING AGREEMENT (the “Agreement”) is entered into this ____ day of July, 2022 by and between TRIBE, LLC, a Colorado limited liability company (“Tribe”) and the WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate and politic (“DDA”).

RECITALS

A. WHEREAS, Tribe and the DDA, together with The Town of Windsor, a Colorado home rule municipal corporation (“Town”), were parties to that certain Exclusive Negotiation Agreement and Letter of Intent dated April 12, 2021 (the “Negotiation Agreement”), which Negotiation Agreement expired on July 15, 2021, regarding the redevelopment of certain properties owned by the Town and/or the DDA referred to therein as the “Backlots”;

B. WHEREAS, Tribe and the DDA intend to in good faith pursue an extension or replacement of the Negotiation Agreement;

C. WHEREAS, since expiration of the Negotiation Agreement, Tribe and the DDA have continued to negotiate on, and work toward refining, a Backlot redevelopment project concept mutually agreeable to the parties; and

D. WHEREAS, Tribe and the DDA desire to further the Backlots redevelopment project concept through the preparation of certain renderings, drawings and other materials pertaining to the portion of the Backlots identified in the Negotiation Agreement as the “DDA Property” and the “Town Property”, and desire to enter into this Agreement to memorialize certain cost sharing arrangements between the parties with respect to such services, on the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Renderings. Tribe is hereby authorized to contract for the creation of renderings of the redevelopment of the Backlots (the “Renderings”), the cost of which Renderings shall not exceed the sum of twenty-five thousand dollars (\$25,000.00) without the DDA’s written approval. The cost of the Renderings shall be borne two-thirds (2/3rds) by the DDA and one-third (1/3rd) by Tribe.

2. Marketing. Tribe is hereby authorized to incur third-party costs and expenses of marketing the redevelopment of the Backlots (“Marketing”), the cost of which Marketing shall not exceed the sum of eight thousand dollars (\$8,000.00) without the DDA’s written approval. The cost of such Marketing shall be borne two-thirds (2/3rds) by the DDA and one-third (1/3rd) by Tribe.

3. Schematic Design. Tribe has engaged Sopher Sparn Architects LLC to complete or cause to be completed a limited schematic design phase to clarify the civil and utility infrastructure requirements for the redevelopment of the Backlots (the “Schematic Design Phase”). The key deliverables for the Schematic Design Phase are (i) overall architectural site plan, (ii) civil utility, drainage and grading plans, and (iii) preliminary service needs for structures for each site. The Schematic Design Phase will generally include the following:

3.1 Schematic Phase Civil Site Design. Preliminary access, drainage, grading and utility plan. Wilson & Company will prepare a preliminary schematic design of utility, drainage and grading plans showing the anticipated improvements for the purposes of construction cost estimating (by others), and team assessment and coordination.

3.2 Schematic Phase Mechanical, Electrical & Plumbing Site Design. This phase is generally in support of clarifying site utility needs based on scale of structures being proposed on each of the project sites. This would include calculating anticipated water and sanitary sizes per building, confirming discharge locations and volumes, and some preliminary coordination with civil and the electrical utility to locate transformers on the site.

3.3 Updates to Architectural Schematic Phase Site Plan. Revisions to and development of schematic site design documents as developed for the larger project to date, and in support of the development or adjustments required by the engineering work associated with this scope of work.

4. Costs of the Schematic Design Phase. The costs for the deliverables for the Schematic Design Phase are anticipated to be forty-four thousand five hundred dollars (\$44,500.00), broken down by discipline as follows: (i) \$19,500.00 for civil engineering services by Wilson & Company; (ii) \$10,000.00 for plumbing and electrical engineering services by MDP Engineering Group; and (iii) \$15,000.00 for architectural services by Sopher Sparn Architects LLC (collectively, the “Schematic Design Phase Costs”). Schematic Design Costs shall not exceed the sum of \$44,500.00 without the DDA’s written approval.

4.1 Initial Responsibility for Schematic Design Phase Costs. The Schematic Design Phase Costs shall initially be borne two-thirds (2/3rds) by the DDA and one-third (1/3rd) by Tribe.

4.2 Reimbursement. In the event that the project contemplated in the Negotiation Agreement, excluding the 4th Street component, proceeds, the Schematic Design Phase Costs, whether already incurred or yet to be incurred, shall be borne one hundred percent (100%) by Tribe, and Tribe shall reimburse the DDA for any monies already paid by the DDA towards the Schematic Design Phase Costs. “Proceeds” as used herein shall mean execution of a development agreement between Tribe and the Town of Windsor regarding such project. Reimbursement shall occur within a reasonable period of time after execution of such development agreement. At the election of the DDA, in its sole discretion, Tribe’s reimbursement obligation to the DDA for the Schematic Design Phase Costs referenced in this Section 4.2 may be addressed in a subsequent agreement, and may be payable in a form other than a lump sum cash payment. The inclusion of the 4th Street component of the project within

the aforementioned development agreement shall not affect the reimbursement obligation herein described.

5. Payment. The costs to be borne by the DDA set forth above shall be paid to Tribe within thirty (30) days from receipt by the DDA of an invoice therefor from Tribe, which invoices shall include sufficient evidence of costs incurred by Tribe.

6. Maximum Amount Payable by the DDA. The maximum amount of funds that the DDA shall be obligated to pay under this Agreement shall be fifty-one thousand six hundred sixty-eight dollars (\$51,668.00), unless Tribe has received prior written approval from the DDA to exceed such amount.

7. Payment of Contractors, Lien Claims, Indemnification. The third-party contractors providing the services described in Sections 1 through 3 above shall be contractors of Tribe and not of the DDA. Nothing contained in this Agreement shall create, or be construed as creating, any relationship between such contractors and the DDA. Tribe shall be responsible for the timely payment of all sums due to its third-party contractors performing the services herein described, and shall not allow any mechanic's or materialmen's liens (or similar claims or rights) to attach to any of the Backlots property in relation thereto. Tribe agrees that it shall indemnify and hold the DDA harmless from and against any and all claims, losses, costs, expenses or damages, including reasonable attorneys' fees, resulting from or arising out of any such claims.

8. In-House Resources. The DDA shall not be required under this Agreement to reimburse Tribe for providing in-house resources of Tribe, whether by way of legal, technical, or management expertise.

9. No Waiver. Nothing in this Agreement shall constitute or is intended to constitute a waiver of any claims, rights, or obligations of the DDA or Tribe that exist between the parties under the Negotiation Agreement.

10. Definitions. Capitalized terms not otherwise defined in this Agreement shall have the same meaning ascribed to such terms in the Negotiation Agreement.

11. Applicable Law and Venue. The laws of the State of Colorado shall govern the interpretation and enforcement of this Agreement and exclusive venue shall be in the Weld County District Court.

WHEREAS, the parties have executed this Agreement on the date first appearing above.

**WINDSOR, COLORADO, DOWNTOWN
DEVELOPMENT AUTHORITY**

ATTEST:

Dan Stauss, Chair

Dean Koehler, Secretary

TRIBE, LLC

By: _____
Ashley Stiles, CEO

Executive Director Report

Date: July 20, 2022
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Josh Olhava, DDA Program and Project Manager
Re: June – July Report

Primary Meeting Summary

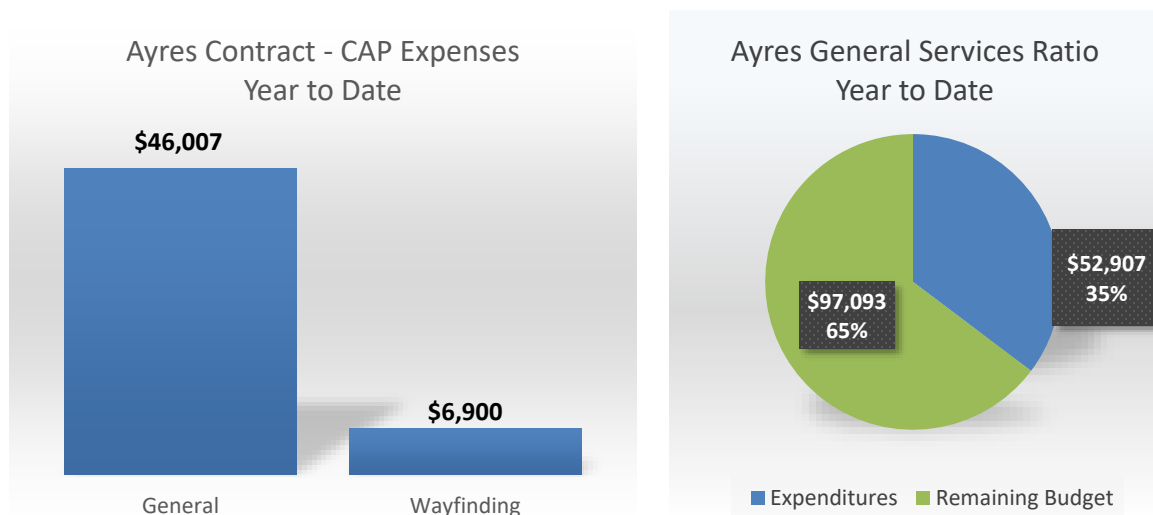
The following key meetings and events occurred since June 15th:

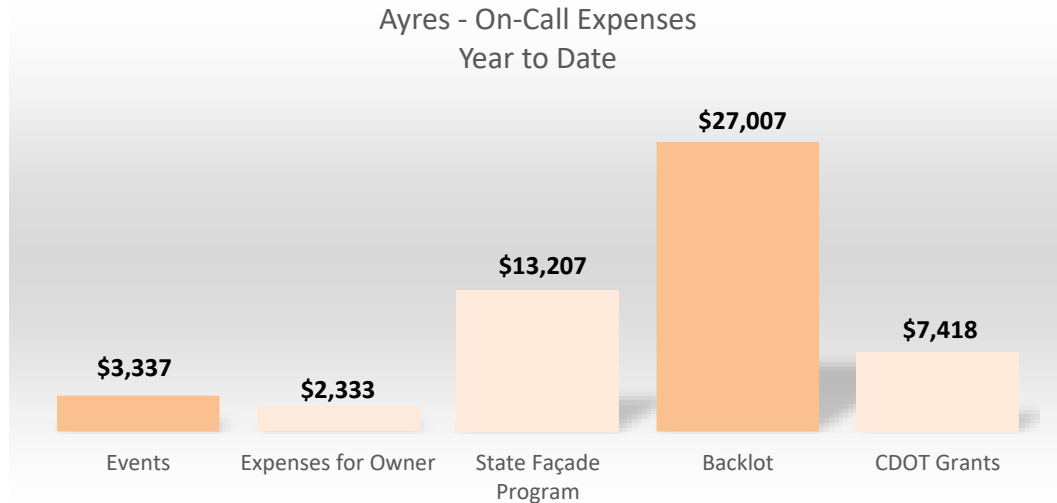
- June Board of Directors Meeting – 06.15
- DDA Strategic Planning Wrap-up w/ Consultant – 06.15
- Matt/Shane Weekly Meetings – as needed
- DDA Weekly Call – as needed
- Downtown Redevelopment Coordination (Tribe) – 06.21; 06.28; 07.12; 07.15; as needed
- Parking Study Meetings – 07.06 (Windsor PC); 07.11 (Windsor TB)
- State Façade Grant Meetings – as needed
- Events:
 - Blue and Brews Event – 07.09
 - Pints w/ Paul – 07.13

Important Upcoming Event Reminders

- None currently

Ayres Billing Breakdown Year to Date (As of 07/09/22)





**General Service Expenditures: \$52,907 of \$150,000*

- 35% of Budget with 52% of Year Completed

***Total Expenditures (General and On-Call): \$103,876.06*

- This total excludes Expenses for Owner as those are expenses paid by Ayres and allocated to other DDA funds

Total Expenditures Highlights:

- CDOT Grant expense was a one-time expense to pursue a \$2 million grant
- State Façade Program expenses (end of 2021 through June 2022) are reimbursed to the DDA with \$18,698 currently deposited in the DDA account and can be shifted to Contract Services to increase the \$150,000 cap to \$168,698 – to be considered by the Board in August
 - Removing the Expenses for Owner, CDOT Grant and State Façade expenses brings total Ayres expenditures to 56% of the Budget with 52% of the Year Completed
- Backlot efforts remain extensive for the year
 - 18% of the current year cap of \$150,000; accounts for 30-40% of average weekly staff hours
 - Ongoing PR efforts
 - Ongoing coordination with Tribe and the Town

Anticipated Workload and Initiatives (July-August)

Thru Lot:

- Final acceptance and completion of warranty items with contractor and team
- Operation Manual for the File - TBD
- Move additional trash cans and tables and chairs to the site – Town staff coordination
- Submit final documentation requested by CDOT staff for reimbursement of remaining grant funds – work with Town staff on documentation
- Review additional site amenities for families (games, music, etc.)

Downtown Redevelopment Project:

- Ongoing outreach and meetings
- PR efforts w/ Tribe, marketing consultant and the Town
- Coordination w/ Tribe and the Town on next steps

Wayfinding:

- Coordination w/ CDOT regarding grant
- Move forward with updates based on consultant and CDOT meeting
- New contract w/ consultant to develop new/revised construction documents
- Finalize updated design w/ consultant and Board
- Work w/ DOLA Main Street to develop scope of work and RFP for kiosk design details
- Finalize interpretive history board content – working with Town and Ehrlich family

Façade Improvement Program:

- Work on Agreements with DDA Attorney and owners that were awarded funds
- Status:
 - 417 Main – Wrapping up
 - 426 Main – Wrapping up
 - 428 Main – Wrapping up
 - 514 Main – Under construction (behind existing façade – tied to interior work)
 - 429 Main – Wrapping up
- Interest:
 - 411 Main – new owners interested on some upgrades after meeting with staff
 - 419 Main – mini grant request by business owner for new sign

State Façade Grant:

- Finalizing paperwork for the State and wrap up minor project updates
- Snapshot videos

Parking Strategies:

- Coordination w/ Town staff on next steps for implementing shared parking program
- Coordination w/ owners on shared parking program
- Meet with Town's new Traffic Engineer to discuss new pedestrian flashers at 5th and Main to evaluate effectiveness and determine approach and timing for 4th and Main intersection
- Work with the Town on new property acquisitions and strategy for activating additional parking supply throughout the downtown district

Marketing / Events:

- Attend downtown specific Open Houses or business events
- DDA website overhaul and redesign efforts – continue to work with the consultant to roll out new website

- Social media posts and updates – ongoing
- Meet with Chamber to discuss event coordination and future needs

Grants:

- CDOT Revitalizing Main Street Grants
 - Review Opportunity 2 grant for possible safety improvement projects within the downtown area

Streetscape Furniture/Downtown Art:

- Warming Huts
 - Continue coordinating w/ school district for huts – follow up email sent
 - Reach out to downtown businesses to determine their interest
- Continue to monitor business activity and needs for existing sidewalk furniture
 - With new restaurants opening, this will be reviewed closely
 - Staff to continue discussions of permanent outdoor seating areas with owners on 4th and 5th Streets
 - Add stored benches to areas downtown – coordinate with owners and the Town for install
- Evaluate options for family friendly activities and outdoor additions to the new pedestrian plaza, bring ideas to Board for review
- Continue coordination with Town staff and Art Commission to add art downtown

Main Street Requirements:

- Quarterly Reports are processed by staff

Prior Board Meeting - Action Checklist Review

New Items –

- PR materials for Downtown Redevelopment Project – MA/JO **Complete/Ongoing**

Carryover –

- Warming Huts – next steps – JO **In Progress/Waiting on School**
- DDA Chairperson expense reimbursements – JO/JL **In Progress**
- Website content organization and distribute to consultant – JO **Completed May/June**
- Discuss Event Requirements w/ the Town – JO **In Progress/Pending**
- Façade Improvement Program – Side Elevation Inclusion – JO/JL **In Progress**