WINDSOR DDA
DOWNTOWN DEVELOPMENT AUTHORITY

BOARD OF DIRECTORS MEETING
Wednesday – August 17, 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 – July 20, 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. Façade Improvement Mini Grant Application – 426 and 428 Main Street
   - Applicant: Dan Stauss
   - *Staff recommend conditional approval as detailed in the sample motion.*

   Sample motion: *"I move that we conditionally approve funding not to exceed $1,000.00 for a Façade Improvement Mini Grant for a new decorative tenant sign at 426 and 428 Main Street, pending installation of the sign and final inspection by DDA staff."*

2. Façade Improvement Grant Application – 529 Main Street
   - Applicant: Dan Stauss, Golden Delaney, LLC
   - *Staff recommend conditional approval as detailed in the sample motion.*

   Sample motion: *"I move that we conditionally approve funding not to exceed $3,283.00 for a Façade Improvement Grant for the front, rear and side elevation façade enhancements to 529 Main Street, pending final inspection by DDA staff, with any substantial deviations from such plans requiring the review and approval of the DDA Board, and authorize the board vice-chair to execute documents in connection therewith."*

3. Budget Allocation – Increasing the Maximum Amount Payable Under the Ayers Contract from $150,000 to $168,698.43, using the $18,698.43 in Main Street Open for Business Administrative Grant Funds Received by the DDA.

   Sample motion: *"I move that we increase the maximum amount payable under the Master Agreement for Professional Services with Ayres Associates from $150,000 to $168,698.43, allocating to such purpose the $18,698.43 received from the Main Street Open for Business Administrative Grant Fund."*

Note: Double Underlined items indicate attachments.

4. Consideration of a Social Media Management Agreement with MCT Marketing, for an initial three (3) month term, up to the amount of $10,500, and authorizing the board chair (or the executive director) to approve changes to the agreement and execute the agreement.

   Sample motion*: "I move that we approve the agreement with MCT Marketing for social media services up to the amount of $10,500; authorize the board chair (or the executive director), in consultation with DDA legal counsel, to approve changes to the agreement that do not substantially alter the DDA's rights or obligations thereunder; and authorize the board chair (or the executive director) to execute the agreement."*

5. Consideration of an On-Call Marketing Agreement with SideCar PR for marketing services on an as-needed basis and authorizing the board chair (or the executive director) to approve and execute the agreement.

   Sample motion: *"I move that we approve the expenditure of up to $10,000 for marketing services to be provided by SideCar PR an as-needed basis through December 31, 2022; authorize the board chair (or the executive director), in consultation with DDA legal counsel, to approve the form of the agreement for such services; and authorize the board chair (or the executive director) to execute the agreement."*

F. **Executive Director's Report**

G. **Communications & News**

   1. Work Session for September

H. **Adjourn**

Note: Double Underlined items indicate attachments.