BOARD OF DIRECTORS MEETING
Wednesday – November 16, 2022 | 7:00AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550
(NOTE: Meetings 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 – September 21, 2022
3. Approval of Minutes from the Board of Director's Budget Work Session Meeting – October 19, 2022
4. Approval of Minutes from the Board of Director's Joint Work Session Meeting with the Windsor Town Board – October 24, 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)*

1. Town of Windsor – Planning Department: Presentation on the current Comprehensive Plan efforts

E. **Action Items**

1. Resolution 2022-DDA-04 - 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, 2023
   - Staff: Josh Olhava and Josh Liley

   Sample motion: *"I move that we approve Resolution 2022-DDA-04 as presented."*

2. Resolution 2022-DDA-05 - 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 business of said Authority, and the appropriation of funds therefor, for the fiscal year ending December 31, 2023
   - Staff: Josh Olhava and Josh Liley

   Sample motion: *"I move that we approve Resolution 2022-DDA-05 as presented."*

F. **Executive Director's Report**

G. **Communications & News**

1. 2023 Workplan Discussion
   - Staff: Josh Olhava

H. **Adjourn**

RESOLUTION 2022-DDA-04

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, 2023

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, 2023.

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, 2023, shall be five (5) mills, to be imposed on the assessed value of such property as set by state law for property taxes in 2023, which levy has been deemed necessary and appropriate by the Board of Directors of the DDA to provide for payment during fiscal year 2023 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, 2022.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the DDA this 16th day of November, 2022.

____
Dan Stauss, Chair

ATTEST:

____
Dean Koehler, Secretary

RESOLUTION 2022-DDA-05

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, 2023

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, 2023, and therefore recommends to the Town Board the adoption of the following budget:

REVENUES	
Beginning Fund Balance	$141,246
Transfer from Town of Windsor	$453,651
Incremental Property Tax	$99,548
Mill Levy Property Tax	$45,733
Auto Tax	$2,900
Interest Income	$0.00
TOTAL	$743,078
EXPENDITURES:	
Operating and Maintenance	$663,900
Interfund Loan and Transfers	$5,000
TOTAL	$668,900

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 Six Hundred Sixty-Eight Thousand Nine Hundred Dollars ($668,900) 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 16th day of November, 2022.

____
Dan Stauss, Chair

ATTEST:

____
Dean Koehler, Secretary

BOARD OF DIRECTORS MEETING
Wednesday – September 21, 2022 | 7:00AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550
(NOTE: Meetings held IN PERSON only)

Minutes

Present: Dan Stauss; Brent Phinney; Heidi Washburn; Andy Higa; Grant Nisly; Paul Rennemeyer
Staff: Josh Olhava, Matt Ashby (via phone), Josh Liley and Lily Sider
Absent: Dean Koehler

A. **Call to Order** **7:00AM**

Chairman Stauss called the meeting to order at 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 – August 17, 2022
3. Report of Bills – August 2022

The Board discussed the order of the agenda based on board member and guest schedules.

BP motioned to move the Chamber Presentation to the end of the agenda and to move the Executive Session discussion to Action Item No. 2; AH seconded; the Board Unanimously approved.

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

1. School District Presentation –
   - District staff: Michelle Scallon, Katie Messerli, Mike McCullar

The presenter, Michelle Scallon, brought to the Board the issue of an inadequate amount of funding in the next few years to expand the district and make necessary improvements to existing facilities. The school district asked that the board provide support for the introduction of a school bond and MLO, which would be applied to Windsor residents and businesses in the coming years. Michelle introduced Katy and Mike to present.
Katy – presented overview of growth in the area, highlighted the bond initiative and school revenue source calculations through the State.
BP – asked for clarification on revenue sources.
Mike – presented bond structure built around infrastructure and facilities, current conditions in Raindance and Peak View elementaries, necessary middle school improvements and expansions, CTE school and expansions, and required updates to roofing and mechanical systems.
Michelle – explained that O&G assessed value reduces residential number.
DS – asked for confirmation if increased funding will hit businesses harder than residents.
Michelle – confirmed that cost is about 4x as high.

E. **Action Items**

1. Town of Windsor Art Commission Presentation and Partnership Funding Request – 408 Main Street Mural
    - Presenter: Laura Browarny, Town of Windsor Cultural Supervisor

Sample motion: *"I move that we conditionally approve funding not to exceed **[insert amount]** to partner with the Windsor Art Commission on a mural to be painted on the west elevation of 408 Main Street as presented and discussed, pending final inspection and acceptance by DDA and Town staff."*

The presenter, Laura Browarny, brought to the Boards attention an opportunity to partner on a mural that is in-progress downtown. The presenter discussed a potential partnership with the Board in next year's budget allocation and how to navigate costs between the owner, WAC, and the DDA.
JO – suggested that the Board could comfortably fund up to 25% of the mural cost while staying within the yearly budget.
DS – asked how much input the owners have on design and mural selection.
Laura – explained the owners were involved in early discussions and also met with WAC to talk through the final design. The WAC works to balance the interest of the owners.
JO – asked for additional information on the program and long-term maintenance of the mural.
Laura – explained the Mural program lasts for 5 years, after 5 years they can make changes or updates. The WAC has funds to make maintenance improvements as needed in that 5 years.
JO – asked Laura to expand on the program and how an owner can initiate a request, whether it was similar to the DDA Façade Improvement Program.
Laura – said the goal is to develop a similar system to the DDA, using WAC's expertise with artists to facilitate partnerships.
BP – asked for clarification on the funding sources, whether each party pays 1/3 of the cost. Also noted that the discussion of a future partnership has not been brought to the board in a past meeting.
PR – provided an update on how the funding is currently set up as seed money for WAC, Ken Bennet is the Town Board liaison.
Laura – explained Ken has talked with Dan, Josh, and herself regarding the project.
BP – asked about available budget.
GN – suggested consideration of establishing a quantity total similar to existing FIP.
JL – said the Board will need to develop a program for future private requests, but the current request is a grant to the Town.
GN – noted that the Board should keep an eye on grant cycles.

BP motioned to conditionally approve the funding request as presented with a maximum fund of $5,000. HW seconded; and the Board Unanimously approved.

F. **DDA Executive Session (represents revised agenda order)**

1. An executive session regarding the backlot redevelopment project for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators, pursuant to Colorado Revised Statutes § 24-6-402 (4)(e)(I)

Sample motion: *"I move that we enter into an executive session regarding the backlot redevelopment project for the purpose of determining positions relative to matters that may* *be subject to negotiations, developing strategy for negotiations, and instructing negotiators, pursuant to Colorado Revised Statutes § 24-6-402 (4)(e)(I)."*

BP motioned to enter Executive Session as presented. HW seconded and the Board Unanimously approved. The Board entered Executive Session at 7:44AM.

DS motioned move out of executive session. HW seconded and the Board Unanimously approved. The Board exited Executive Session at 8:12AM.

G. **Action Items - continued (represents revised agenda order)**

2. Website Redevelopment Discussion and Next Steps Direction from the Board
   - Staff: Josh Olhava

JO – provided an overview of the progress and will be sending an email to the Board with more information.
BP – explained there was some misunderstanding early in the process regarding the functionality of the site, however it is ready to go live as-is.
JO – will provide costs for multiple options moving forward and more details in the email.

3. Review and Action on a Revised Wayfinding Sign Construction Drawing Scope and Fee from Mead & Hunt
   - Staff: Josh Olhava

Sample motion: *"I move that we approve the revised Wayfinding Scope as presented; authorize the expenditure of up to $12,000 for the performance of such services by consultant Mead & Hunt; authorize DDA staff and legal counsel to approve the form of the agreement for such services; and authorize the board chair to execute such agreement."*

JO – provided an overview of the revised scope and cost, noting the design work through July was part of a DOLA grant and the revisions moving forward would be a DDA expense to finalize the construction drawings.
Board Members did not have any concerns with the request and look forward to finalizing the Wayfinding program.

BP motioned to approve the request as presented. GN seconded; and the Board Approved with a 4-0 Vote. PR and HW were not present for the vote.

4. Consideration of an Exclusive Negotiating Agreement and Non-Binding Letter of Intent Between and Among the Town of Windsor, Colorado; the Windsor, Colorado Downtown Development Authority; and Tribe, LLC.
   - Staff: Josh Olhava and Josh Liley

Sample motion: *"I move that we approve the Exclusive Negotiating Agreement and Non-Binding Letter of Intent between and among the Town of Windsor, the Windsor, Colorado, Downtown Development Authority and Tribe, LLC, as presented, and authorize the board chair to execute the agreement."*

JL – provided an overview of the ENA and captured the schematic design cost sharing, explained that the Board will agree to not work with anyone else on the project until January 2023.

BP motioned to approve the ENA as presented. HW seconded; and the Board Approved with a 4-0 Vote. PR and AH were not present for the vote.

5. Chamber Presentation and Sponsorship Request for the Remainder of 2022
    - Presenter: Michelle Vance, Chamber Director

Sample motion: *"I move that we approve sponsorship funding not to exceed **[insert amount]** for the 2022 **[insert event]** as part of our ongoing event partnership with the Chamber of Commerce."*

The presenter, Michelle Vance, discussed the opportunity for the Board to partner on event funding. This partnership would include investment from the DDA, with a specific role as Presenting Sponsor at Chamber events. The presenter highlighted visitor grants and future growth in the region with a mention of Future Legends and other projects. The partnership includes visibility to small businesses with a published visitor guide focused on Downtown Windsor and memorabilia like glasses and mugs with the DDA logo being provided at events like Oktoberfest.
JO – highlighted for the Board that the 2023 budget item presented does not include smaller partnerships planned with the Chalk Walk and Holiday events.
DS – asked about budget and memberships.
Michelle – stated that the Chamber was not short on funding, with several sponsors for each event. The proposed partnership would be for promotion of both organizations, not for lack of funding.
DS – asked for clarification on which events would be funded.
Michelle – explained that she was under the impression the DDA had already approved funding for Oktoberfest this year, so promotional DDA items have already been made. The funding request is for the remaining events: Oktoberfest and the Ugly Sweater Wine Walk.

HW motioned to approve the sponsorship funding as presented with a maximum fund of $5,500 for the two remaining events. BP seconded; and the Board Unanimously approved.

H. **Executive Director's Report**

I. **Communications & News**

1. Survey will be sent out for Board feedback regarding priority areas and tasks for 2013 to help guide the staff workplan and budget
    - Staff: Josh Olhava

J. **Adjourn**

Chairman Stauss adjourned the meeting at 8:51AM

BOARD OF DIRECTORS BUDGET WORK SESSION
Wednesday – October 19, 2022 | 7:00AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550
(NOTE: Meetings held IN PERSON only)

Minutes

Present: Dan Stauss; Brent Phinney; Dean Koehler; Andy Higa; Paul Rennemeyer
Staff: Josh Olhava, Matt Ashby (via phone), and Lily Sider
Absent: Heidi Washburn and Grant Nisly

A. **Call to Order** **7:00AM**

Chairman Stauss called the meeting to order at 7:04AM

B. Roll Call

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

DK Motioned to approve as presented. BP Seconded; Motion carried unanimously.

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

No public present

D. **Budget Planning Work Session**

1. 2022 Projects Recap, 2023 Work Plan Discussion and 2023 Draft Budget Review
   - Staff: Josh Olhava and Matt Ashby

JO – presented the draft 2023 budget for the Board's discussion. Staff highlighted line-item changes including account name changes to more closely align with how they are used, what expenditure line items have increased between 2022 and 2023. Staff have been working closely with the Town's Finance office to finalize revenue categories and clarifications which will be reflected on the final budget presented to the Board in November. Staff noted that they removed potential 2023 grant funding from the overall revenue calculations since these are unknown and depend upon certain projects or activities. And these grants are money in, money out.
MA – suggests that the town general fund transfer should be broken into two categories: sales tax revenue (tracked from year to year), and other (TRIBE funds, etc.). Retail sales tax transfer will be clearer.
Board members discussed the categories and recommended changing Miscellaneous to Special Projects for added transparency in how those funds are used throughout the year. Minor adjustments were recommended to be adjusted. Board members supported staff's approach in categorizing a TIF line item for the Mill and future TIF projects.
DS – is there a timeline where the Mill has to finalize TIF requests?
JO / MA – no condition, based upon triggers within the agreement.
DK – clarification on the utilities line item and costs for this.
JO – we process utility payments for the pedestrian plaza space, but the 4th Street utilities are processed by the Town and half charged to the DDA account.
PR – where do the funds under Studies/Review/Consulting go/used for?

JO – this fund is where we pull efforts such as the pedestrian plaza/thru lot construction efforts, landscaping costs, and allocate overages in other categories such as Marketing as a result of new updates throughout the year.
PR – since this includes 'consulting' does this go to contract services with Ayres?
JO – no. this is for special requested consulting work and can be confusing. We recommend removing consulting from the category to avoid future confusion. If special requests are made by the Board and scope provided and approved by the Board, this could be for special studies completed by Ayres.
PR – where does additional funding come from for additional legal services, beyond contract services?
JO – if this is legal related to Liley Law, it would come out of the legal line-item, but otherwise we would use Studies/Reviews, Consulting or Miscellaneous (to be renamed Special Projects)
BP – agreed with this approach by staff.
DS – providing more detail for what the funds are used for within the comments and clarifying the line-items as proposed by staff will help overall transparency and clarity for anyone that does not understand the day-to-day operations.
JO – will update the Budget table and send to the Chair and Vice-Chair for final confirmation before including in the final Resolution.

PR left the meeting.

MA – discussed the grant match line item for funds not obligated unless or until we receive additional funds that may require a match. Provides a flexible option where money could be placed to be flexible with justification to be moved around, by evaluating the grant opportunities and priorities
Board supported this approach and direction/guidance from staff.
MA – noted that the national main street conference is in Boston in March. Will want to have a good understanding of who is interested in attending as it impacts the budget. Downtown Colorado Inc. will be in Loveland in the spring as well, not as much of a budget consideration, but we are working with them to have a mobile tour to visit Windsor and will likely have a session or more that focus on some of our projects and initiatives.
JO – new beautification category covers art and other things, as year goes on may be bumped up to look at bike racks, fix stations. Can also start working with cottage district to identify needs and opportunities.
DS – simply home or spa building are potential for help
BP – lots of opportunity, spa across from bridal shop talking about having angled parking along street across from postal office. Nice to start talking to some owners about eligibility
JO – beautification could get lawn and outside factors, not included in façade program
BP – chances that we could partner with town for snow removal along Main?
JO – Talked to Eric Lucas and there is interest in this.
AH – would that involve the thru lot
JO – already covered, but only a small path through
BP – leaf blowing has been an amazing service so far

JO – discussed the 2022 workplan and what has been accomplished throughout the year.
MA – For Board: any new ideas with large cost items will need to align with proposed budget. Will work on work plan which bullet points action items for next year for marching orders on what we'd like to achieve. Part of the reason for suggesting grant match is based on the feedback we received from CDOT on the Opportunity 1 grant pursuit.
JJO – ped flashers are working, need more, in discussion adding to 4th street.
BP – made a big difference, slowed traffic considerably through downtown.
DS – where are we in wayfinding

JO – waiting on traffic study, looked at design last time and discussed locations, sign and ped crossing may be too much, right now it is designed wide and big
BP – could incorporate flashing lights and remove crossing sign?
JO – has to meet criteria and has to have sign with ped crossing to be enforceable
JO – there is fear of blocking pedestrians from view, but we do have options. We are looking at where the signs are placed and what they point to. Also added a more slender single-pole design with sign blades to allow context considerations and overall safety
JO – will build out façade videos for social media through November.

E. **Adjourn**

Chairman Stauss adjourned the meeting at 8:17AM

DDA SPECIAL MEETING - PRESENTATION AT TOWN BOARD WORK SESSION
Monday – October 24, 2022 | 5:30PM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550

Minutes

Present: Dan Stauss; Brent Phinney; Dean Koehler; Grant Nisly
Staff: Josh Olhava

1. Downtown Development Authority Budget Presentation
   - Presenters: Dan Stauss, Chairman and Josh Olhava, Staff

JO and DS – introduced DDA Board Members and Staff to the Town Board and provided background on the DDA's role managing the local Main Street program for the Town. The team highlighted that Windsor is one of a handful of Graduate level Main Street communities in the State, placing Windsor in a leadership role. DDA highlights from 2022 were presented and organized by the Main Street 4-Points approach, Promotion, Organization, Economic Vitality, and Design.
JO and DS - walked through the 2022 highlights through a series of photos, including:

- The DDA's partnerships with the Town, Chamber, local businesses and property owners on reoccurring events and activities that bring thousands of visitors to downtown Windsor every year. DS – noted that he brought back the idea of the wine walk series from a National Main Street conference and approached the Chamber about running the program for the DDA. This has been a very successful event.
- The DDA and Town's recent Downtown Colorado Inc. Governor's Awards: Pandemic Response Efforts for a small community and Downtowner of the Year for Chairman Dan Stauss.
- DDA Board Members and staff, including Mayor Rennemeyer attended the National Main Street Conference in Richmond, VA, and discussed downtown Windsor efforts including the Windsor Mill and other strategies that communities can implement.
- Capital projects such as the State's Main Street Open for Business grant award for façade and energy upgrades; the DDA's local façade program used to help over six buildings; completion of the new pedestrian plaza along Main Street; current efforts on downtown Wayfinding signage; streetscaping and beautification efforts.

JO – highlighted the 2023 revenue projections and anticipated 2023 draft budget, including revised line-item categories and increased efforts in social media, capital and special projects, grant pursuits, and unknown expenses that are a result of the current petition efforts.

Mayor Rennemeyer provided additional insights during the presentation and discussion, highlighting the DCI awards and National Main Street presentation, as well as the DDA's partnership on downtown events and activities.

Town Board members asked a couple of questions and thanked the DDA Board for their efforts and encouraged them to keep up the great work. There were no questions or concerns with the proposed budget numbers and breakdown presented.

JO – offered to reach out to the Board members to provide downtown tours and discuss past, current and future project efforts.

Note: Double Underlined items indicate attachments.

EXECUTIVE DIRECTOR'S REPORT
November 16, 2022

To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Josh Olhava, DDA Program and Project Manager

Primary Meeting Summary

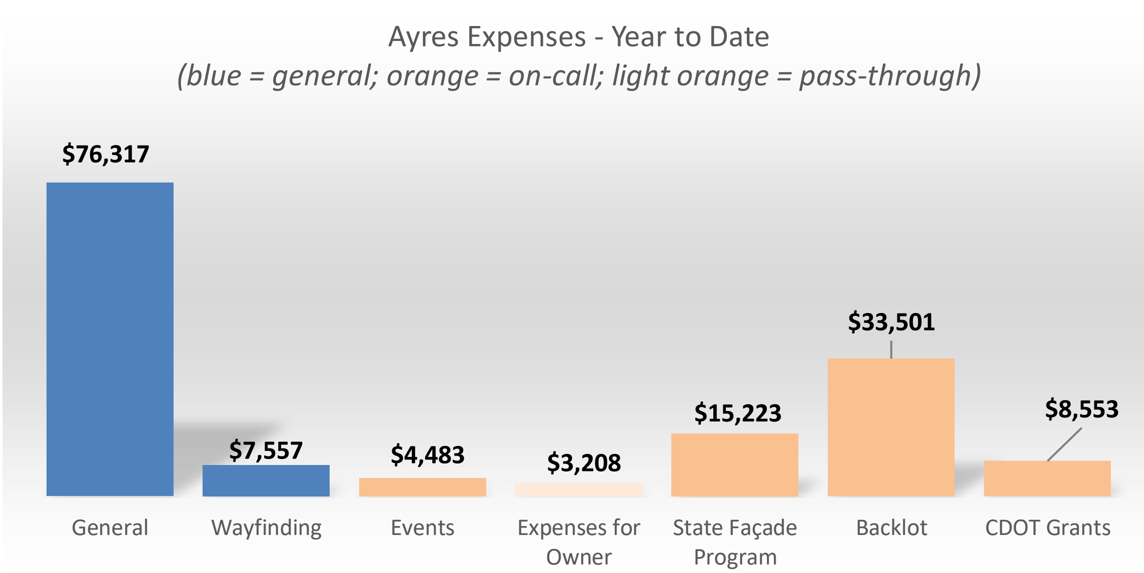
The following key meetings and events occurred since September 21st:

- September Board Meeting – 09.21
- Town Weekly Meetings – as needed
- DDA Weekly Call – as needed
- Downtown Redevelopment Coordination (Tribe) – as needed
- Website Coordination – 10.06
- Budget Meetings w/ Town staff – 10.11 and 10.12
- Coordinating Pick-up of Huts – 10.14 and 10.19
- October Board Budget Work Session – 10.19
- Town Board Budget Work Session – 10.24
- Downtown Shared Parking, Owner Meetings – 10.27
- Events:
    - 408 Main Mural Ribbon Cutting – 10.14

Important Upcoming Event Reminders

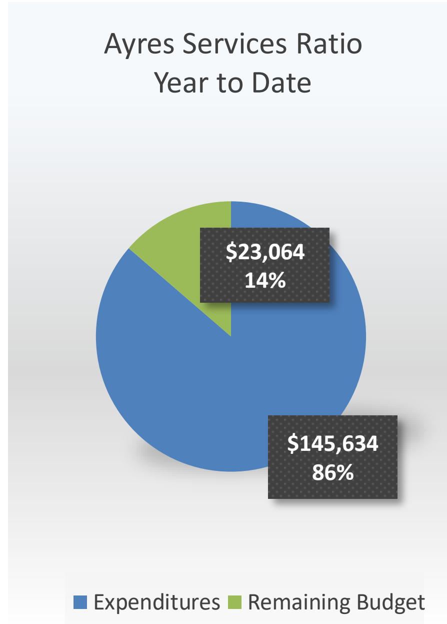
- Ugly Sweater Wine Walk – 11.19
- Small Business Saturday – 11.26
- Windsor Wonderland – 12.03

Ayres Billing Breakdown Year to Date (As of 10/29/22)



Total Expenditures: $145,634

- Total excludes Expenses for Owner as those are expenses paid by Ayres and allocated to other DDA funds
- 86% of the budget spent with 85% of the year completed
- Removing the one-time CDOT grant pursuit results in 81% of the budget spent



Highlights:

- CDOT Grant expense was a one-time expense requested by the Board
- Total includes the State Façade Grant – administrative allocation and shift in Ayres' contract for 2022, based on the August 2022 Board meeting
- Backlot efforts remain extensive for the year and amount to over 20% of the budget

Anticipated Workload and Initiatives (November)

Thru Lot:

- Operation Manual for the File - TBD
- Work with Town staff to move additional trash cans to the site
- Review additional site amenities for families (games, music, etc.)
- Work with School District on possibly building tables and chairs for the space
- Purchase Holiday decorations and install prior to the Wine Walk on November 19th

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:

- Finalize construction drawings
- Work w/ CDOT on downtown speed study findings and impacts to overall sign design
- 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:

- Finalize Agreements and Easements with DDA Attorney and owners
- Approved Project Status:
    - 417 Main – Complete
    - 426 Main – Complete
    - 428 Main – Complete

- 426-428 Main – mini grant for sign (no agreement or easement required) – work pending sign fabrication and delivery
- 429 Main – Complete
- 514 Main – Under construction (old façade removed, structure visible – tied to interior work)
- 419 Main – mini grant for sign (no agreement or easement required) – work pending sign fabrication and delivery
- 529 Main – Complete
  - Board approved up to $1,398 (remaining façade funds for 2022)

- Project Interest:
  - 411 Main – new owners interested in upgrading portions of façade in 2023
    - Emergency stabilization and rain cap work completed.

State Façade Grant:
- Snapshot videos and highlights

Parking Strategies:
- Continue work w/ Town staff on implementing shared parking program
- Continue coordination w/ owners on shared parking program
- Continue work w/ Town staff on intersection improvements
- Continue coordination w/ 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 redesign roll-out
- Social media posts and updates – ongoing and coordination w/ marketing consultant
- Review proposals from RFP for marketing/social media support in 2023 – present results to Board with an agreement in December 2022
- Windsor Wonderland participation
- Elf Hunt roll out

Grants:
- CDOT Revitalizing Main Street Grants
  - Awaiting 2023 roll out

Streetscape Furniture/Downtown Art:
- Warming Huts
  - Coordinate pickup of remaining huts
- Continue to monitor business activity and needs for existing sidewalk furniture
  - Work with Town staff to install benches
  - Work with School to build tables and chairs - TBD
- 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 on additional art downtown

Main Street Requirements:

- Quarterly Reports are processed by staff

General - Administrative:

- Attend Town Board Budget Review and Adoption

Prior Board Meeting - Action Checklist Review

New Items –

- Finalize 2023 Budget for Budget Work Sessions – JO **Complete**
- Work on 2023 Work Plan – JO **In Progress**
- Setup S. 400 and S. 500 Block Owners Meeting on Shared Parking Agreement with Town staff – JO **Complete**
- Setup meetings for core DDA and Town team, Legion, and architect on 4th Street – JO **Complete**

Carryover –

- Warming Huts – next steps – JO **Complete**
- Finalize social media RFP and post – JO **Complete**
- Website roll out – JO **In Progress / Pending Consultant Final Updates**