

Agenda

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

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. **Consent Agenda**

1. Approval of Minutes from the Board of Director's Regular Meeting – January 18, 2023
2. Approval of Minutes from the Board of Director's Special Meeting – February 8, 2023

Sample motion: "I move that we approve the consent agenda as presented."

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

F. **Business/Action Items**

1. Authorization for the Board Chair to Apply for a Credit Card for the Windsor DDA for Use by Executive Director Michelle Vance with up to a \$10,000.00 Limit.

Sample motion: "I move that we authorize the Board Chair to apply for a credit card in the name of, and on behalf of, the Windsor DDA, with a credit limit of up to \$10,000.00, for use by Executive Director Michelle Vance; and further authorize the Board Chair to execute all documents and instruments necessary to obtain such credit card."

Authorization for the Board Chair to Establish a Process with the Town of Windsor for the Periodic Transfer of DDA Funds from the Town to DDA Bank Accounts for the Purpose of, and in an Amount Sufficient to, Meet Monthly DDA Payroll and Credit Card Payment Obligations.

Sample motion: "I move that we authorize the Board Chair to establish a process with the Town of Windsor for the periodic transfer of DDA funds from the Town to DDA bank accounts for the purpose of, and in an amount sufficient to, meet monthly DDA payroll and credit card payment obligations; and further authorize the Board Chair to execute all documents and instruments necessary to establish such process."

2. Creation of Bylaw Committee to Consider Various Changes and Updates to DDA Bylaws.

G. **Executive Director's Report**

H. Communications & News

1. Downtown Snow Removal Update

I. **Adjourn**

Minutes

A. Call to Order 7:00AM

B. Roll Call – Board Members present: Dan Stauss, Brent Phinney, Grant Nisly, Dean Koehler, Andy Higa, Phone: Heidi Washburn; Paul Rennemeyer, Staff: Michelle Vance & Josh Liley

C. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board – Motion made by DK to approve the agenda, seconded by BP – Motion Passed unanimously.

D. Approval of Minutes from the Board of Director's Regular Meeting – December 21, 2022

Sample motion: *"I move that we approve the minutes from the December 21, 2022, board meeting."*
Motion made by BP to approve the minutes, seconded by HW – Motion Passed unanimously.

E. Public & Partner Agencies Invited to be Heard (3 Minutes Per Person) – *No reports.*

F. Business/Action Items

1. Consideration of an Employment Agreement between the DDA and Michelle Vance for the DDA executive director position.

Sample motion: *"I move that we approve the Employment Agreement with Michelle Vance; authorize the board chair to approve changes to the agreement, provided such changes do not substantially alter the DDA's right or obligations thereunder; and authorize the board chair to execute the agreement."*

- PR - Asked if Mrs. Vance could be a 1099 contractor, JL said that, because of the nature of the position, she would need to be hired as a W2 employee.
- Motion made by BP to approve Employment Agreement with Michelle Vance, seconded by DK – Motion Passed unanimously.

2. Consideration of Resolution 2023-DDA-01, A Resolution of the Board of Directors of the Windsor Downtown Development Authority Designating a Location for the Posting of Public Meeting Notices and Establishing Regular Meeting Dates.

Sample motion: *"I move that we approve Resolution 2023-DDA-01."*

- JL introduced resolution.
- No discussion on item.
- Motion Made by BP to approve resolution 2023-DDA-01, seconded by HW – Motion Passed unanimously.

G. Other Business

H. Adjourn

- With no further business, Chair adjourned meeting at 7:35 am

Minutes

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

B. Roll Call Board Members present: Dan Stauss, Brent Phinney, Grant Nisly, Dean Koehler, Andy Higa, Phone: Heidi Washburn; Absent: Paul Rennemeyer, Staff: Michelle Vance & Josh Liley

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

- Carl Johnson, Windsor resident
- Nancy Webber, Windsor Resident
- Don Stavely, Windsor Resident
- Lisa Dyerson, Windsor Resident
- Cameron Banninga, Windsor Resident
- Dennis Chilton, Severance Resident

D. Business/Action Items

1. Consideration of an Office Space Lease with Velocity Lending.

Sample motion: "I move that we approve an office space lease agreement between the DDA and Velocity Lending, with an initial term of 6 months with the option to extend for additional terms, at the rate of \$150 per month; authorize the board chair to approve the form of the lease agreement; and authorize the board chair to execute the lease agreement."

JL provided basic overview of lease terms.

Motion made by DK to approve Office Space Lease, seconded by BP – Motion Passed unanimously.

2. **Executive Session.** An executive session for the purpose of receiving legal advice on specific legal questions regarding the passage of Windsor ballot measure 200, pursuant to C.R.S. § 24-6-402 (4)(b).

7:24 am Motion made by DK to go into Executive Session, seconded by BP – Motion Passed unanimously.

8:28 am Board Exited Executive Session.

E. Adjourn

With no further business, Chair adjourned meeting at 8:29 am

Executive Director Report

Date: February 15, 2023
To: Downtown Development Authority Board of Directors
From: Michelle Vance, DDA Executive Director
Re: January/February Report

Primary Meeting Summary

The following key meetings and events occurred since January 18th.

- January Board of Directors Meeting – 1/18/23
- Michelle/Shane Weekly Meetings – 1/23, 1/30, 2/6 & 2/13
- Downtown Redevelopment Coordination (Tribe) – 2/7
- Planning Meeting – MSOB 1/23
- Lunch with Stacy Miller, TOW Director of Economic Development 1/30
- Met with Timiry the owner of Dora Grace to welcome her to Downtown. 1/30
- Met with TOW for the Backlot Alley Water & Sewer Review. 1/31
- Events:
 - Coffee with the Mayor: 1/20
 - Pints with Paul 2/8

Important Upcoming Event Reminders

- Mardi Gras Party at Betta Gumbo 2/21– 6 PM to 10 PM.
- Valentine Wine & Chocolate Tasting – 2/25 5 PM to 8PM.

Downtown Redevelopment Project:

- Hosted the MSOB Reception 2/3
 - Hosted over 50 participants or residents, business owners and community leaders, for the MSOB Reception – Reported on the past 11 years of our revitalization efforts.

Wayfinding:

- Met with Eric Ehrlich on their interpretive history board content. Sent Eric the photos to choose from. He will provide the content for the photos.
- Call with Neysa with CDOT to get an update on speed study. She is new to the position and will follow up on where the speed study is located.

Façade Improvement Program:

- Project Interest:
 - 400 Main – Façade Meeting with Suite C Salon: 1/26
 - 514 Main - Received Receipts from William Oliver's to be reimbursed.

Marketing / Communication / Events:

- DDA Social Media Plan with MCT Marketing: 1/25
- Published DDA website - Still need to migrate over the past agendas, minutes, and packets. We are also working on a downtown business directory.
- Met with Graphic Designer to develop a new Infographic Rack Card to advertise the investment in our Downtown. We will use this to tell our story and all the success we have experienced in the last 11 years.
- MCT Marketing and I visited Lakeview Tattoo, Dora Grace, Hannah Rachel, Park Place Interiors and Cancun to do short videos for social media promotions. Our goal is to do monthly video shoots to bring awareness to our Downtown.
- Produced a weekly newsletter on Constant Contact to promote, bring awareness and communicate what is happening in our Downtown.
- Met with John Robson Photography and the interim Executive Director of the Chamber to plan new photo shoots in downtown. The last time we had photos done was fall of 2020. We will be focusing on Shopping, Dining and Playing in Downtown. We will solicit volunteer models from Windsor to participate in the photo shoots.
- Was contacted by USA Cycling to host the Inaugural Gravel National Championships here in Downtown Windsor – We had a preliminary meeting with USA Cycling, myself and Stacy Miller with TOW 2/10. Had a logistics meeting with TOW Department Heads to see if the event is feasible 2/8. Met with USA Cycling to go over a few questions from TOW Department Heads 2/10. Follow up meeting scheduled 2/15.