



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

September 19, 2018 | 7:30AM– 9:00AM

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

Approved Minutes

Attendance: Dan Stauss, Kristie Melendez, Brent Phinney, Sean Pike. **Excused:** Dean Koehler.

Staff: Matt Ashby, Josh Liley. **Guests:** Ms. Lauber, Ian McCargar

A. Call to Order 7:30AM

B. Roll Call

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

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

KM - Motion to approve with the addition of the MOU from Colorado Main Street. Second: BP. Approved Unanimously.

E. KEY INITIATIVES: 7:45AM

1. Mill Project Update – **No Updates.**

2. Backlot Boardwalk Update

- i. Development Design Process Update – Brinkman is working to identify the agreements that will be necessary to move forward with finalizing the financial impact of the project and any gap, plus possible gap financing.
- ii. 512 Ash Street – Closing – Closing is scheduled for September 28, 2018. JL has reviewed the closing papers. **Matt will communicate with Town regarding the settlement statement and wiring instructions.**
- iii. Legion Discussion – Ongoing discussions will be moving forward with putting together the offer regarding sale of the current property and purchase of the new property. There will likely still be a gap, but that could potentially be addressed with façade improvement or other DDA programs.
- iv. Unknown Ownership Update – Ian McCargar – Two representatives from the 400 Block have not signed waivers for the process. IM will be meeting with the parties to look at a settlement. He will be looking to narrow the issues. The Town has published notice to “unknown parties” to cast a wide net to identify anyone who might have an ownership interest. **Regarding the undergrounding of the utilities, staff will include future updates that are focused on the Undergrounding to keep track of the details.** The public purpose of the action is to aid in the undergrounding of the utilities. This will be called out within our workplan. JL – The DDA may also want to consider dedication of the portion of the ROW behind the DDA’s thru lot to complete the alley right-of-way.
- v. “Thru-Lot” – Request to pursue appraisal – Discussion regarding the possibility of exploring how the strip of property adjacent to the DDA’s property could be worked into an overall design for the area. The owner is comfortable with exploring the property further. If the DDA were to acquire the strip, there is a stairwell access to the second floor that might need to be addressed. The dual ownership of the adjoining building is somewhat unique. JL – Would this be something we are looking to get approval for today? KM – I’m comfortable authorizing a not to exceed cost. JL – **We will look to secure quotes and move forward with the lowest responsive, qualified cost.** BP – **Motion to Approve authorizing moving forward**

Note: Double Underlined items indicate attachments.



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with securing of quotes for the appraisal and authorizing the Board Chair to move forward for an amount not to exceed \$6000. Second: KM. Approved unanimously.

3. District Expansion/Sustainability – No Updates

- F. Approval of Minutes from the Regular Board of Directors Meeting August 15, 2018 – M. Ashby
BP -Motion to Approve as presented. Second: SP. Approved unanimously.

- G. Report of Bills (\$3,671.25) & Financial Report – M. Ashby
BP - Motion to approve bills as presented in the amount of \$3,671.25. Second: SP. Approved Unanimously.

- H. Executive Director's Report – M. Ashby
 - i. 2019 Draft Budget Discussion – Property tax adjustment to Wayfinding. Add Capitol investment projects (parking lot, thru lot, legion, undergrounding).

KM – Xcel Energy is hosting a community walk-thru on **October 2, 2:00-3:00.** Possibility to conduct a meeting to chat about an upcoming project. Have DDA staff attend.
 - ii. Crosswalk Scope of Services – **BP - Motion to approve for \$11,780 Authorizing the Board Chair to execute a professional services agreement with Russell-Mills Design to complete. Second: KM. Approved unanimously.**
 - iii. Main Street MOU – **KM – Motion to Authorize the Chairman to approve the MOU as presented. Second: BP. Approved Unanimously.**

I. COMMITTEE REPORTS:

8:30AM

1. Marketing Committee – *Combined with Board meetings until further notice*
 - i. Small Business Saturday planning - **Move forward similar to last year.**
 - ii. Oct 23rd Meeting – KM – The meeting announcements have been sent to business owners. Matt has additional copies available.

2. Wayfinding Project Update (8:30-9:15)
 - Kristin Cypher provided an update on her one-on-one meetings. The intercept survey has launched and we have received 40 responses thus far. Trail signage has come up several times. Many of the Farmers' Market new attendees are retired, from out of the area, and looking to explore. Folks love the Main Street; it often is the reason people moved here, along with the Lake. Current focus is capture of information. Many of the more frequently highlighted parks have multiple amenities including Boardwalk Park, Eastman Park, and to a lesser degree Diamond Valley and Dog Park. Treasure Island came up higher than anticipated.
 - Parking was highlight as a key. Specifically, for Boardwalk Park, pointing folks how to get to the available parking from major arterials is key.
 - Initial feedback on images was focused on the precedents that were more character based.

J. COMMUNICATIONS & NEWS:

K. Adjourn

9:15AM

Meeting Adjourned at 9:15AM

Note: Double Underlined items indicate attachments.