



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

October 17, 2018 | 7:30AM– 9:00AM

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

Approved Minutes

Attendance: Dan Stauss, Dean Koehler, Dan Brunk, Sean Pike, Brent Phinney.

Staff: Matt Ashby. **Guests:** Heidi Washburn, Ben Muldrow.

- A. Call to Order 7:30AM**
- B. Roll Call – Welcome New Board Members
- 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. **DK – Motion to accept the agenda as presented. BP Second. Approved unanimously.**
- E. KEY INITIATIVES: 7:45AM**
1. Mill Project Update – *None.*
 2. Backlot Boardwalk Update
 - i. 512 Ash Street – Closing Date & Authorization
Sample Motion: “Authorizing the chair to execute an amendment to the 512 Ash St. buy/sell contract establishing a new closing date and other terms and conditions related to closing, provided that such closing date be no later than November 21, 2018.” The new Bertsch closing is anticipated for October 26. The language provided in the board packet would provide the flexibility for the Chairman to confirm and adjust the closing date (if needed) without requiring a special meeting. There were discussions of whether a liquidated damages provision was necessary in the event that the closing date was deferred. The board decided that this provision was not needed at this time. **BP – Motion to authorize the chair to execute an amendment to the 512 Ash St. buy/sell contract establishing a new closing date and other terms and conditions related to closing, provided that such closing date be no later than November 21, 2018. SP – Second. Approved unanimously.**
 - ii. Legion Update – Environmental Report
The EPA contractor conducted the site walk with the Legion. It is anticipated that a Phase II report may be required. The EPA did approve testing for asbestos at 512 Ash.
 - iii. “Thru-Lot” – Request to pursue appraisal
The board directed staff to get an estimate on conducting an appraisal for properties adjoining the DDA’s thru lot.
 3. District Expansion/Sustainability – No Updates
- F. Approval of Minutes from the Regular Board of Directors Meeting September 19, 2018 – M. Ashby. **BP - Motion to approve as presented. DK - Second. Approved unanimously.****
- G. Report of Bills (TBD) & Financial Report – M. Ashby No updates, a full report from September and October will be presented next month.**

Note: Double Underlined items indicate attachments.



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- H. Executive Director's Report – M. Ashby
- i. 2019 Budget Discussion
Budget updates have been reflected per to the discussion last month. Changes reflected include the addition of expenses for improving the lot at 512 Ash to accommodate parking, and a portion of the anticipated costs associated with the purchase of the Legion to facilitate a possible move. These project costs would eliminate the cushion of additional funding available, but are within budget. The board indicated a comfort level with reflecting these potential costs in the budget.
 - ii. 2019 Workplan Review – No additional comments or changes.
 - iii. Colorado Main Street Summit training – M. Ashby – Provided an update that the required training will be held in early November and that the DDA is participating as a requirement of participating in the Main Street program.

I. COMMITTEE REPORTS: **8:30AM**

1. Marketing Committee – *Combined with Board meetings until further notice*
 - i. Small Business Saturday planning
Gift certificates as follows: 1 - \$100, 3 - \$50.
 - ii. **Plan a marketing meeting for November 2nd.**
2. Wayfinding Project Update – The consultant is participating in the Business Appreciation Event on October 23 to gather feedback on three alternatives.

J. COMMUNICATIONS & NEWS:

1. Downtown Trick of Treat Event

K. Adjourn

BP – Motion to adjourn. DK – Second. Adjourned at 8:15am.

Other Items: Photos of new board members for Website

PICKAXE WORKSHOP KICKOFF: **9:00AM**

The consultant from Colorado Main Street (Ben Muldrow) presented information regarding communicating with primary Main Street audiences and gathered information on key community issues that the DDA should consider in approaching enhanced communication.

PICKAXE WRAP UP WORKSHOP: **5:00PM**

The consultant from Colorado Main Street (Ben Muldrow) presented a summary of recommendations.

WAYFINDING PROJECT UPDATE: **5:45PM**

Update was postponed by the consultant.

Note: Double Underlined items indicate attachments.