



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

August 15, 2018 | 7:30AM– 9:00AM

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

Approved Minutes

Attendance: Robin Netzel, Dean Koehler, Sean Pike, Kristie Melendez, Brent Phinney, Dan Stauss.

Absent: Cristin Peratt. Staff: Matt Ashby, Josh Liley.

A. Call to Order 7:30AM

B. Roll Call

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

Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board – Mill Update moved ahead of Executive Session to accommodate project representative. Motion to approve: KM. Second – BP. Approved Unanimously.

D. Executive Session for the purposes of:

- i. Regarding purchase of 512 Ash Street to determine positions relative to matters that may be subject to negotiations, to instruct negotiators, and to receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402(b) and (e).

Motion to enter into Executive Session KM – Second: DK. Approved unanimously at 7:54AM.

Motion to close Executive Session – DK Second: BP - Approved unanimously at 8:19AM.

E. KEY INITIATIVES: 7:45AM

1. Mill Project Update

- i. DDA Lot Discussion Façade Design Update – S. Schroyer

Ashby identified that the DDA Board approval of the Mill Façade is the final step for the incentive package. S. Schroyer - The permits are anticipated to be submitted this week or next. Metal panels will be cladding the office portion with red shiplap on the east portion of the building. The brick warehouse is planned to be restored. An addition will be built on the west end to add more usable square footage to the restaurant portion. Stage portion remains the same. Once the permits are completed, the final design will be provided. The goal is to identify uses that compliment rather than compete with other restaurants in town. The small house will stay as the construction office for now.

The board identified that the two-story design appeared to fit into the scale of the context. The potential for increased lease rates is possible.

The project wouldn't be moving forward without the committed partners – the developer and town. Groundbreaking is anticipated for Sept/Oct and completion in Summer.

501 Main Façade Update – The murals are being painted tomorrow and the sun shades should go up next week.

2. Backlot Boardwalk Update

- i. Development Design Process Update –

5The backlot process is moving forward. The Brinkman Team has been requested to produce a concept sketch illustrating the alley development in the 400 Block to aid business owners in better understanding how deliveries and other functions

Note: Double Underlined items indicate attachments.



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might be accommodated. Additional details will be prepared for the October 23rd Business Appreciation meeting.

ii. 512 Ash Street – Closing

The property owner has requested a delay in the scheduled August 31, 2018 closing date to enable completion of their new facility. Options include considering a lease, or extension of the closing date.

BP – Motion to authorize extension up to 6-weeks and authorize DDA attorney Josh Liley to set the date in consultation with DDA Staff and Chairman. Second – KM. Approved Unanimously.

iii. Legion Discussion

The Legion and Brinkman have had several conversations about potential locations. Additional information is being generated to provide to the Legion so they have a better understanding of the options. An application for an Environmental Study was submitted and approved by EPA. Matt to **Confirm with Robbie on the ESA.**
Note: The Exclusive Negotiating Agreement with Brinkman agreement expired at the end of August. It is anticipated that a formal Letter of Intent is pending for moving the project forward in lieu of extension of the ENA.

3. District Expansion/Sustainability – No Updates

F. Approval of Minutes from the Regular Board of Directors Meeting July 18, 2018 – M. Ashby
KM - Motion to approve minutes as presented. Second – BP. Approved Unanimously.

G. Report of Bills (\$15,900.35) & Financial Report – M. Ashby
KM - Motion to approve as presented. Second – BP. Approved Unanimously.

H. Executive Director's Report – M. Ashby

- i. 2019 Budget Calendar – See Report for key dates.
- ii. Crosswalk Scope of Services – Continue on next meeting.
- iii. After Hours – Parking – Information to be prepped and presented at the Business Appreciation Event in October.

I. COMMITTEE REPORTS:

8:30AM

1. Marketing Committee – *Combined with Board meetings until further notice*
2. Wayfinding Kickoff – K. Cypher (20-minutes)
KC provided an introduction to the process for the Wayfinding project. She will be connecting with key stakeholder groups including merchants, user groups, staff and technical government divisions. Possibility of placing a sign with information (5th/Main Bulb Out) coordinate with Planning. Consider placement at the Rec Center as well.

Next month the draft report on existing conditions will be presented to the DDA.

November 27th meeting is more of an open house. Loop in the Chamber to advertise.

Information and surveys will be presented.

J. COMMUNICATIONS & NEWS:

- i. Boardwalk Park Events – **DDA Table on August 23 is confirmed**
- ii. August 16 – **Downtown Colorado Inc** tour of Ft. Collins and Windsor. 9AM-5PM
- iii. Wayfinding Kickoff – **Kristin Cypher is starting her work on the Wayfinding Plan**

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iv. 2019 Budget – September 13 Strategic Planning Session 4:00-7:00PM (Start thinking about next year's priorities)

K. **Adjourn**

9:00AM

KM - Motion to adjourn at 9:25AM. Second - DK.

Note: Double Underlined items indicate attachments.