



TOWN BOARD SPECIAL MEETING

November 16, 2020 - 5:30 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550 ZOOM:

<https://windsorgov.zoom.us/j/92357072507> OR join by telephone at (888) 788-0099 or (877) 853-5247 - Webinar ID:923 5707 2507

MINUTES

A. CALL TO ORDER

Mayor Rennemeyer called the meeting to order at 5:39 p.m.

1. Roll call

Mayor Paul Rennemeyer
Mayor Pro Tem Ken Bennett
Scott Charpentier
Barry Wilson
Julie Cline
Victor Tallon
David Sislowski

Also Present:

Shane Hale, Town Manager
Ian McCargar, Town Attorney
Stacy Miller, Economic Development Director
John Thornhill, Community Dev. Director
Scott Ballstadt, Planning Director
Eric Lucas, Public Services Director
Dean Moyer, Finance Director
Tara Fotsch, Deputy Director of PRC
Matt Ashby, Executive Director (DDA)
Dan Brunk, DDA
McKenzie Paine, Visual Media Coordinator
Karen Frawley, Town Clerk

B. BOARD DISCUSSION ITEMS

1. Downtown Development Authority Budget Presentation - M. Ashby, DDA Director

Dan Brunk summarized the hard work, support, and partnerships with Downtown Development Authority (DDA), Town of Windsor, and local businesses that's been ongoing with the COVID-19 pandemic.

Per Matt Ashby, the following draft budget narrative describes the FY 2021 budget based upon a review of current objectives and goals by the Downtown Development Authority Board of Directors. The process included a work session to identify both ongoing and new initiatives the DDA will pursue in 2021.

The design point is making Downtown irresistible enhancing buildings and streetscapes with holiday lights extended, small façade improvement plans (FIP) launched including \$500. dollars grants, corner plantings refreshed (5th & Main) grant was used last year, wayfinding study redirected with a plan, parking study launched in collaboration with Town staff, and the downtown banners are updated.

Organization enhancing communication and outreach with social media our views in April increased 500%, working on a graduate application program with the State Main Street program has 3 different levels. We are currently at the Certified program, middle tier, and we have submitted an application to move to the graduate tier which provides access to additional dollars. We are researching Entertainment districts, and reviewed the study opening up the open container for businesses during COVID. It wasn't a quick solution, and we are regrouping

for long term implementation. We have increased our monthly communications with the Town Board we have launched a news letter update, and weekly calls with Shane Hale tracking projects adequately.

Mr. Brunk commented we are really working on enhancing the downtown shopping with flyers, and neighborhood night out offering specials in the shops. Our Board is a direct team with different strengths to broaden the overall plan of the DDA.

Mr. Ashby commented last year we were named the dynamic downtown district in Colorado, and this year we were named again for project of the year for The Windsor Mill. We want to make sure this is a joint celebration without the Town of Windsor, developer, DDA partnerships that project would not have happened.

Mr. Brunk presented Mayor Rennemeyer with an award of downtown excellence from the governor of Colorado.

Economic vitality propelling investment celebrating the The Windsor Mill being full of tenants. We have regrouped on the Backlot now there a web for anyone interested in developing the Backlot or 4th Street. The alley design was pursuing a DOLA grant to construct the infrastructure the Brinkman change, but that grant was pulled from the docket. The DDA decided to pursue construction plans to have a better understanding of the project, and those are 30% complete. We recently purchased Lot 11 the thru-lot on the Northside of the block the DDA owns half of that property.

Promotional event currently underway small business Saturday, and elf hunt. We launched a destination branding and rebrand of the DDA as well as video promotional posts.

The Windsor DDA anticipates available resources of \$857,000. During a work session on September 22, 2020, the Board reviewed progress on the current year priorities and identified ongoing as well as new project elements to pursue in 2021. The DDA Board further refined the draft budget during the month of October. A work session with the Town Board is being held on November 16, 2020 to review the DDA's program and progress. Based on these discussions, the FY 2021 Budget is anticipated to be considered by the DDA Board on November 18, 2020.

Each year, the DDA adopts an annual work plan highlighting the initiatives and activities we intend to pursue. This document is organized around the National Main Street 4-Point Approach to downtown revitalization. These points include Design, Organization, Marketing, and Economic Vitality. We also highlight Key Initiatives, which represent major projects of the DDA. In 2020, our plan was to pursue the following projects: Backlot Development, Mill Revitalization, Sustainability and Growth, Brunner Development, and Cosner Properties.

The year has certainly been an interesting journey for all of us. Where January began with an expectation of completing a development deal while shifting gears to focus on new development initiatives, the pandemic caused us to refocus many of our priorities. With the exit of Brinkman from the Backlot project, the DDA and Town inherited the 4th Street property. This addition was not anticipated but has opened new challenges and opportunities to explore. Since the closing on the purchase, the DDA has been collaborating with Town Staff on completing a Feasibility Memo and development vision for the property. Tours of the building have been conducted with several developers and a floorplan for a public market concept have been generated. Filling this space with a productive use continues to be a high priority, with development proposals due on December 31, 2020 for review by the Town and DDA boards.

Second quarter also saw our team pivot to provide business assistance and emergency response. To date, we have had a net positive number of businesses open in the District, including Peculier Ales, Red Zone Athletics, Windsor Mill Event Venue, and Black Label Services (newly occupying the former Canvas Credit Union space.) Where 2020 started with an emphasis on development projects, we quickly shifted gears to launch over a dozen new initiatives to support our businesses. These include: Hand Sanitizer Distribution, Purchase of 4 Tables/16 Chairs for Corner Bump Outs, Visual Merchandising Workshop – Business Assistance, OPEN for Business – Flag Distribution, New Seasonal Street Banners, To Go Parking Signs & Striping, Sidewalk Café Seating Establishment (w/ Town), Grant - \$50,000 Café Seating Design & Procurement (Long Term), Additional Benches/Trash Cans Bought/Placed (Installation by Town), Shop Small, Safe & Local Window Clings, Virtual

Shopping Tour Pilot & Holiday Expansion (Now 15 Stores Participating), Liquor License Premises Adjustment Application Mapping & Assistance, Grant Opportunity Notification and Assistance for Businesses (Weld Recovers, Energize Colorado, Etc.)

Our winter adaptations currently exploring a concept that was developed from the Colorado Restaurant Associations planning session. It's effectively a green house "The We-Shed" that can be placed on the sidewalk housing a table and chairs for individual seating with a ceramic heater. The panels make it more insulated, and can withstand the snow and rain. The \$50,000 grant is pending CDOT to apply for this option to maximize space.

Mr. Hale commented we have talked about this project eternally if that grant isn't received we could backfill the project with the Cares Act grant with money that hasn't been appropriated.

We continue to monitor grants and funding opportunities, while identifying new ways our businesses might need assistance.

To aid in progressing with a radically changed workplan, the DDA Board in August discussed ways to improve the overall effectiveness of staffing for the organization. The DDA is provided staffing through a contract for services with Ayres Associates. Initially established as a part-time arrangement, the changing circumstances pushed the limits of what could be provided. The third change to the DDA's overall workplan mid-stream in 2020 provided for Ayres Workplan Adjustments to fill needed gaps. Goals included expanded team visibility, revising board committees, increased communication with the board, weekly calls with Town Manager, and a monthly report to the Town Board. The DDA has also established an office presence to enable more regular staffing. Each of these changes has made a major impact on our ability to generate progress

(For a breakdown of our 2021 activities, please see the attached 2021 Draft Workplan and 2020-2021 Strategic Plan.)

Other major initiatives in 2020 included initiation of design and construction plans for the Backlot Alley. These plans put into motion an effort to secure the other half of the "Thru Lot" property, with a vision to construct the first phase of enhancements in 2021. Although the initial plan at the start of 2020 was to apply for a Colorado Department of Local Affairs grant to support alley construction, changing economic priorities could impact the timeframe for construction. However, the undergrounding of utilities and construction of the Thru Lot are budgeted priorities in 2021. (For a visualization of this area, please see the attached plan concept drawings.)

The property at 512 Ash has also been a focus for the DDA in 2020. We experienced some setbacks in converting the property to transitional parking due to asbestos permitting. Initially, the DDA used an EPA grant program to complete assessments. However, upon selecting a demolition contractor and submitting a permit for the demolition to the Colorado Department of Public Health and Environment, we discovered that the study provided by the EPA was not sufficient. In working to resolve their concerns, we discovered additional asbestos on the site that will require additional mediation steps. Although slow, we are making progress in tracking toward clearing of the site in late 2020. Our priority for 2021 is to ready the site for parking and an active event season at Boardwalk Park.

In regrouping to encourage progress and redirection of the Backlot Development, the DDA has launched a request for expressions of interest process to aid in moving forward. A website was launched and promoted in October, generating several calls, tours and interest in downtown. A presentation is available highlighting the properties, with letters of interest due on December 31. Once we have received statements of interest from developers, the DDA and Town Boards will meet to review and direct future action.

Mr. Ashby responded that will be Chimney Park, the DDA's lot is on the Eastside, and the portion on the West is what the DDA is currently under contract to purchase, immediately next-door to that is My Favorite Things retail store.

We are assuming that sales taxes remain flat from 2020, with slight increases in the 5-Mill Levy and Property Tax Increment. Total revenues are estimated at \$541,962 with a rollover from 2020 of \$315,321 for a total available fund balance of \$857,283. (For detailed information, see attached draft budget.)

Key budget expenditures of note: \$187,000 – 100% Design Construction Plans Alley, Parking Study Consulting Fees, \$300,000 – Construction of “Thru Lot” property improvements, \$150,000 – Increase of Ayres Contract for Staffing Services from \$78,000 in 2020, \$40,000 – Façade Improvement Program (Reduced from \$120,000 in 2020), \$20,000 – Wayfinding Phase I, \$50,000 – 512 Ash Parking Improvements (Shared w/ Town), \$25,000 - Parking Study, \$8,000. Maintenance.

Based on these budget assumptions, the DDA anticipates stretching our budget to the limit, with nearly no funds remaining for carryover at the end of the year. Total expenditures are budgeted at \$854,992.

The DDA is requesting an extension of the IGA for organizational sustainability to become a sustained catalyst leader. We look forward to continuing the strong partnership with the Town that we have experienced in the past to realize the vision of a more vibrant Windsor.

Town Board Member Charpentier commented the backlot alleyway project will start in March 2021. What business will the walk-thru alleyway align with?

Mr. Ashby responded that will be Chimney Park, the DDA's lot is on the Eastside, and the portion on the West is what the DDA is currently under contract to purchase, immediately next-door to that is My Favorite Things retail store.

Town Board Member Charpentier commented allot of people currently use that alleyway for deliveries, and parking.

Mr. Ashby responded the physical construction of the alleyway at it's narrowest it's 24' feet wide, and the equivalency of 2-lane highway at it's widest it's 30' foot wide. There will still be 2-way traffic, and the element design is designed to be 17' feet tall which is interstate height for semi-trucks. The plan for the property behind the alleyway to the North has not been finalized because we don't have a current development proposal. The overall plan is more buildings, and some parking.

Town Board Member Charpentier asked what requirements will neighboring businesses have to clean-up that backside of their buildings? Will the grants cover any of those expenses?

Mr. Ashby responded there is no requirement for businesses to update the backside of their buildings. We might be able to find some grants for the small portion of the thru-lot.

Mr. Brunk added we have been reviewing consolidation of all of the dumpsters, and a nice architectural barrier around a community dumpster. The businesses can then apply for business façade grants, and review different plans once the use-by-right is approved.

Town Board Member Sislowski reported concern on the alleyway project, and limited parking.

Mr. Brunk responded the 512 Ash location is going to be our parking putting the shopper closer to the cottage district.

Mayor Pro Tem Bennett commented he's really excited to see all of the DDA progress in the last couple of years.

Town Board Member Charpentier asked what are the boundaries of the DDA.

Mr. Brunk responded from 2nd Street, 7th Street North to Town of Windsor Public Works lot. Our goal is continue to work on the development side for the tax base to get these projects done.

Mayor Rennemeyer asked why Ayres Associates Contract Services is going from \$80,000 this year 2020 to \$150,000. next year 2021?

Mr. Ashby responded as we were established in 2015 the Town staff were assistants to the Board. The board decided to hire on a staff member at that point it was part-time, and was setup as general services to administer the DDA, and run meetings. As additional special projects came on board those would be billed out separately. Our current contract is \$78,560.

for general services, and additional expenses are allocated. During prior years we have allocated funding from the 6267 Consulting providing additional funding for special projects. This year vs our payments come out of 2 separate budget line items the board requested we put those expenses under one item. The additional capacity is defined in the contract as an increase, but it is all still going to be billed on an hourly basis.

Mayor Rennemeyer clarified the contract with Ayres Associates is for \$150,000 or is that amount up to \$150,000 billed on contractual hours?

Mr. Ashby responded the contract for next year has not been written or approved. How it's been done in the past general services were billed as an "not to" exceed. Every month I provide an executive director report that displays how much we have spent towards that limit. Any other special projects are billed hourly, and "can" exceed the limit due to the need for flexibility.

2. Wayfinding Signage Discussion - M. Ashby, DDA Director

Per Matt Ashby, the following is a rough order of magnitude, budget pricing review of the 9/17/20 Wayfinding Concepts package by C+B Designs LLC. The Ayes team worked with Mike Long at Arapahoe Sign Arts and Sabrina Steele at DaVinci Sign Systems to develop a budget range for each sign type. We also spoke with these fabricators to better understand schedule durations for permitting, fabrication, and construction.

The numbers provided are not a price quote from the fabricators but a ballpark budget range so we can discuss design and phasing and make any adjustments prior to bidding. In all cases there are some opportunities to reduce cost by simplifying design substituting material and, in some cases, reducing the scale of the sign. Dimensions for the signs were not provided in the design package from C+B Designs so we worked with the fabricators to develop assumed dimensions by scaling from the drawings. Budget numbers for each sign type are noted on the following pages

(adjacent to each sign) with some additional detail provided immediately below for signs identified as priority for a Phase 1 package.

Moving forward we would recommend developing a more detailed bid package based on this design concept and further discussions with DDA and the Town. From that point a bid set could be distributed to several fabricators for competitive pricing. The Ayres team is available to provide procurement and construction administration if needed.

DDA: Priority #1

Pedestrian/Kiosk Sign – Small Budget Estimate: \$25,000 - \$30,000 each (full turnkey below and above grade.) Manufacture and Install by ASA: Double sided/illuminated Estimated Size: 10' x 3', includes: Shop Drawings/Submittals, Structural Engineering.

Excludes: Double sided sign, any required landscape and irrigation modifications, permitting efforts or permit costs, Traffic Control.

1. Information Kiosk – Large Budget Estimate: \$45,000 – \$60,000 each, Manufacture and Install of Sign and Structural Base by Fabricator, Estimated Size: 10' x 9', Includes: Shop Drawings/Submittals, Structural Engineering.

Excludes: Double sided sign, any required landscape and irrigation modifications, Permitting efforts or permit costs, Traffic Control.

We have a draft schedule in the packet identifying the key activities and their durations. This does not reflect time for meetings with the Town and DDA and any review and approval times. We are happy to add that information to the schedule as those activities are identified.

Mayor Rennemeyer commented he's in favor of moving forward with the whole segment of the Wayfinding study.

Town Board Member Tallon commented patrons drive through the Town of Windsor not knowing where they are at just another spark to the jewel of downtown.

Mayor Pro Tem Bennett commented he's supportive of the idea, and would like to see the

additional designs. If we are looking at a sign that might bridge over HWY 392 due we need to get permission from CDOT?

Mr. Ashby responded we looked at the other designs, but they had more of a modern aesthetic with glass, lights, and tile. This design was identified as more of a traditional with similar materials used in downtown Windsor. The design contemplated for an arch over the top of Main Street is the most costly of any of the features, and would require CDOT approval.

Mayor Rennemeyer commented on CDOT 's height requirement to allow for oversized loads.

Town Board Member Wilson commented he supports moving forward with the Wayfinding.

Town Board Member Sislowski asked whether locations have been mapped out for the proposed wayfinding signage? Is there a portion already reflected in the budget for the upcoming year?

Mr. Ashby responded the pedestrian kiosk generally being one of our first targets with a cost aligning close with our 2021 budget. The larger kiosk sign displayed would be a secondary option in the neighborhood of 5th Street, and Main Street at the entrance of that busy intersection. We will be searching for available grant funding for this project.

Mayor Rennemeyer commented on the wayfinding study and the brand it can set for downtown Windsor.

2. Future Meetings Agenda

Per Mr. Hale, based on the conversation and presentation last week with Raindance another review of the Transportation Master Plan might help answer questions. Aligning discussions with our engineers on where, and how they gather data for the reports.

Carlos Hernandez, and Bill Fox to present you on Monday, December 14th, moving the Bypass Study onto Monday, January 4th or Monday, January 11th. Focusing on the broader subject of the Transportation Master Plan, and the current projects.

Mayor Rennemeyer asked when Dean Moyer would present again on Town debt.

Mr. Hale responded Dean Moyer will present early next year, but nothing is currently scheduled.

Mr. Ballstadt commented Extraction made the request to temporarily truck product while they are renegotiating there pipeline agreements. Staff has learned Extraction can continue to work on the Milk Shake pad within the parameters of their existing approved CUD. There's no need for further direction or change to that particular pad with access across Colorado Blvd. However the Merlin pad which had a conditional use grant approval that included use of Weld County Road 64 was a dirt road across the Raindance property to Colorado Blvd. That access that was approved is no longer available, therefore Extraction would need to apply for an amendment or new conditional use grant to update there truck route. If Extraction was to propose use of New Liberty Road they would need to apply for a new conditional use grant.

Mr. McCargar commented we are viewing this as an amendment of an existing CUD, similar to issues in the past for extensions. That process is an amendment to the quasi-judicial, and we can talk procedurally on what type of process you want. The merits or how you might feel about the outcomes needs to be discussed when the process is complete.

Town Board Member Sislowski commented the emails received appeared to state there was no Ordinance on how to amend a CUD, and that the procedures weren't clarified.

Mr. McCargar responded we have a choice where an applicant can no longer comply with the terms of my CUD putting us in a position of either revoking it for non-compliance or doing something else. What we've done in the past in the cases where people need more time, and the example where the CUD or the problem would require a solution. This requires the same level of process choosing to say no which leads to a revocation or say yes where the process has to take place.

Town Board Wilson asked whether we could review how other municipalities have handled this

situation.

Mr. McCargar commented if the Town Board thinks something might be relevant to the decision, relevant evidence can be gathered and submitted for review.

Mr. Ballstadt commented it depends on what the application is for, and whether the truck route is changed but the rest of the CUG remains the same. If there are relevant comparisons to other municipalities changing truck routes or other related aspects. It's something we would have to investigate after the application has been submitted.

C. EXECUTIVE SESSION

1. An executive session pursuant to C.R.S. § 24-6-402 (4)(f)(I) concerning personnel matters and the employee who is the subject of the session has not requested an open meeting (Town Manager annual review)
2. An executive session pursuant to C.R.S. § 24-6-402 (4)(f)(I) concerning personnel matters and the employee who is the subject of the session has not requested an open meeting (Town Attorney annual review)

Town Board Member Sislowksi moved to enter into an Executive Session pursuant to C.R.S. §24-6-402 (4)(f)(I) concerning personnel matters and the employee who is the subject of the session has not requested an open meeting (Town Attorney annual review), and furthermore to enter into an Executive Session pursuant to C.R.S. §24-6-402 (4)(f)(I) concerning personnel matters and the employee who is the subject of the session has not requested an open meeting (Town Manager annual review), Town Board Member Tallon seconded the motion. Roll Call on the vote resulted as follows; Yeas - Bennett, Charpentier, Cline, Rennemeyer, Sislowksi, Tallon, Wilson; Motion Passed.

Upon a motion duly made, the Town Board entered into an Executive Session at 7:47 p.m.

Upon a motion duly made, the Town Board returned to the Special Meeting at 10:29 p.m.

The Executive Session was closed and the Town Board returned to the Special Meeting

Upon returning to the Regular Meeting, Mayor Rennemeyer advised that if any participants in the Executive Session believed the session contained any substantial discussion of any matters not included in the motion to convene the Executive Session, or believed any improper action occurred during the Session in violation of the Open Meetings Law; such concerns should now be stated. Hearing none, the Special Meeting resumed at 10:29p.m.

D. ADJOURN

Town Board Member Tallon moved to adjourn, Town Board Member Wilson seconded the motion. Roll Call on the vote resulted as follows; Yeas - Bennett, Charpentier, Cline, Rennemeyer, Sislowksi, Tallon, Wilson; Motion Passed.

Upon a motion duly made, the Town Board adjourned at 10:29 p.m.



Karen Frawley, Town Clerk