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REGULAR MEETING AGENDA
Downtown Development Authority Board of Directors
Town Hall Council Chambers | 450 S. Parish Avenue, Johnstown CO
October 13, 2026, at 5:00 PM

Call To Order and Roll Call

Public Comment

Members of the audience are invited to speak at the meeting. Public Comment is limited to 3 minutes per speaker. When several people wish to speak on the same position on a given item, they are requested to select a spokesperson to state that position.

Agenda Items

1. Consideration to authorize interim spending authority for the Executive Director pending adoption of a formal financial policy.
2. Motion to add Executive Director, Katie Monroe to the Bank of Colorado Account as an Official Signatory
3. Motion to remove former Interim Executive Director, Sarah Crosthwaite from Bank of Colorado Account
4. Motion regarding JDDA Legal Counsel

Informational/Discussion Items

1. Discussion regarding DDA Board Member Email Accounts

Board Member Comments

Executive Session

Adjourn

Upcoming Meetings & Events Calendar

1. Trick or Treat Street – October 31, 2026 – 10 am to 12 noon
2. DDA Regular Board Meeting – November 3, 2026 – 4:00 p.m. at Town Hall 450 S. Parish Avenue Johnstown Co 80534

Public Notice

The public is invited to attend all regular meetings or study sessions of the Johnstown Downtown Development Authority. Please call 970-578-9612 at least 48 hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to attend, or participate in, any such meeting.



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Downtown Development Authority Board Agenda Item Overview

Agenda Date: October 13, 2026

Subject: Consideration of authorizing interim spending authority for the Executive Director pending adoption of a formal financial policy.

Attachments: None

Presented by: Katie Monroe, Executive Director

Agenda Item Overview:

Staff requests temporary spending authority for the Executive Director to approve operational expenses within the DDA's approved FY 2026 budget.

This authority would remain in effect through January 31, 2027, allowing for efficient daily operations while a formal financial policy is developed. All expenditures made under this authority will be reported at the next scheduled Board meeting.

Financial Impact:

No direct financial impact. All expenditures must remain within the approved budget and available appropriations.

Legal Review:

This has not yet been reviewed by legal counsel.

Plan of Development Alignment:

Establishes temporary spending authority to be able to function the JDDA daily and includes financial accountability, operational efficiency, and responsible management of JDDA resources.

Staff Recommendation:

Staff recommends Board approval of temporary spending authority for the Executive Director, not to exceed \$5,000, effective immediately through January 31, 2027, for budgeted operational expenses.

Suggested Motions:

For Approval: "I move that the board authorize the Executive Director to have temporary spending authority up to a maximum limit of \$5,000 effective immediately through January 31, 2027, strictly for the purpose of operational expenses that have been budgeted through the DDA's FY 2026 budget, with all such expenditures to be reported at the next scheduled board meeting."



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Downtown Development Authority Board Agenda Item Overview

Agenda Date: October 13, 2026

Subject: Action Item: Add New Executive Director, Katie Monroe to the Bank Account as an Official Signatory

Attachments: None

Presented by: Katie Monroe, Executive Director

Agenda Item Overview:

Following the executive leadership transition on October 6, 2026, staff recommends adding Executive Director Katie Monroe as an authorized signer on the Bank of Colorado Bank Account and get a debit card. This action will ensure appropriate banking access and financial management authority.

Financial Impact:

No Financial impact

Legal Review:

This item has not been reviewed by legal counsel. The proposed action is administrative in nature and is intended to maintain appropriate financial controls and authorized banking access.

Plan of Development Alignment:

This action supports the JDDA's continued establishment of sound financial management practices, operational accountability, and effective governance necessary to implement the Authority's Plan of Development.

Staff Recommendation:

Staff recommends Board approval to add Executive Director Katie Monroe as an authorized signer on the Bank of Colorado Bank accounts and authorize completion of the necessary banking documentation.

Suggested Motions:

For Approval: "I move to add Kathryn Monroe, Executive Director, to the Johnstown Downtown Development Authority's bank account with Bank of Colorado and be issued a debit card."



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Downtown Development Authority Board Agenda Item Overview

Agenda Date: October 13, 2026

Subject: Action Item: Removing Sarah Crosthwaite from DDA Bank of Colorado Bank Account.

Attachments: None at this time

Presented by: Katie Monroe, Executive Director

Agenda Item Overview:

Following the executive leadership transition on October 6, 2026, staff recommends removing former Interim Executive Director Sarah Crosthwaite as an authorized signer and account representative on all JDDA bank accounts.

This action will ensure banking access reflects the Authority's current leadership and maintains appropriate financial oversight and internal controls. Board approval is requested to authorize the removal and completion of all necessary banking documentation.

Financial Impact:

No Financial impact

Legal Review:

This item has not been reviewed by legal counsel. The proposed action is administrative in nature and is intended to maintain appropriate financial controls and authorized banking access.

Plan of Development Alignment:

This action supports the JDDA's continued establishment of sound financial management practices, operational accountability, and effective governance necessary to implement the Authority's Plan of Development.

Staff Recommendation:

Staff recommends Board approval to remove Sarah Crosthwaite from all JDDA bank accounts and authorize the Executive Director and appropriate Board officers to complete the necessary documentation.

Suggested Motions:

For Approval: "I move that Sarah Crosthwaite is removed from the Johnstown Downtown Development Authority's Bank of Colorado Bank Account.



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Downtown Development Authority Board Agenda Item Overview

Agenda Date: October 13, 2026

Subject: Motion Regarding JDDA Legal Counsel

Attachments: None at this time

Presented by: Katie Monroe, Executive Director

Agenda Item Overview:

At the direction of the Board, the JDDA issued a Request for Proposals (RFP) for legal counsel services. Following review of the proposals, the Board selected three firms to advance to interviews:

- Lyons Gaddis, P.C.
- Michow Guckenberger McAskin, LLP
- JJ & L Ventures, LLC

The Executive Director conducted interviews with all three firms and completed reference checks to evaluate their qualifications, experience with Colorado DDAs, tax increment financing (TIF), governance, responsiveness, and overall ability to meet the Authority's needs.

Based on this evaluation, the Executive Director will present a recommendation to the Board for consideration. Board approval is requested to authorize the Executive Director to negotiate with the selected firm and return a proposed legal services agreement for final Board approval.

Financial Impact:

No immediate financial impact, legal services will be subject to a future contract approved by the Board and available budget appropriations.

Legal Review:

This item has not been reviewed by legal counsel.

Plan of Development:

Establishing legal representation supports statutory compliance, sound governance, TIF implementation, and the authority's future development initiatives.

Staff Recommendation:

Staff recommends that the Board authorize the Executive Director to negotiate with the recommended law firm and return a proposed legal services agreement for approval of the BOD Chair.

Suggested Motions:

For Approval: "I move to authorize and instruct the Executive Director to negotiate and extend an offer to [Firm Name] to serve as legal counsel to the DDA and to bring a proposed Legal Services Contract back to the DDA Board for consideration and approval."