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REGULAR MEETING
Downtown Development Authority Board of Directors
Town Hall Council Chambers | 450 S. Parish Avenue, Johnstown CO
July 7, 2026, at 4:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

At 4:01 PM, Economic Development Director Sarah Crosthwaite called the meeting to order.

Roll Call: Sarah Crosthwaite (Interim Director), Board Member Morris, Board Member Sobeski, Board Member Schlagel, Vice Chair Earwood, Board Member Grosboll, Board Member Little, Board Member Waugh.

Absent: None

PUBLIC COMMENT

No public comment was offered.

AGENDA ITEMS

A. Election of DDA Board Chair

Ms. Crosthwaite asked for interest in the position of Chair. Board Member Morris inquired if Ms. Crosthwaite would serve as Chair if no one opted in. Ms. Crosthwaite stated that based on the proposed DDA Bylaws, only board members could hold an officer position on the board. Board Member Sobeski expressed interest in serving as Chair for future meetings.

Motion by Board Member Schlagel and seconded by Board Member Earwood to appoint Board Member Sobeski as Chair. Upon vote, motion passed unanimously.

B. Adoption of Resolution 2026-01: Johnstown Downtown Development Authority Bylaws

Ms. Crosthwaite presented Resolution 2026-01 for the adoption of the DDA Bylaws.

Motion by Board Member Morris and seconded by Board Member Earwood to adopt the bylaws as presented. Upon vote, motion passed unanimously.

C. Election of DDA Board Officers



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Election of Vice Chair: Motion to appoint Board Member Earwood as Vice Chair was made by Board Member Morris and seconded by Board Member Grosboll. Upon vote, motion passed unanimously.

Election of Treasurer: Ms. Crosthwaite asked for a treasurer nomination. Motion by Vice Chair Earwood and seconded by Board Member Morris to appoint Board Member Little as Treasurer. Upon vote, motion passed unanimously.

D. Appointment of Interim Executive Director

Ms. Crosthwaite explained the role of the Executive Director.

Motion by Board Member Grosboll and seconded by Board Member Schlagel to appoint Sarah Crosthwaite as Interim Executive Director. Upon vote, motion passed unanimously.

E. Adoption of Resolution 2026-02: Designating the Public Places for Posting Notices

Interim Director Crosthwaite presented Resolution 2026-02 regarding public meeting notice postings.

Motion by Board Member Grosboll and seconded by Board Member Morris to adopt the resolution with an amendment to specify the posting location as the Senior Center. Upon vote, motion passed unanimously.

F. Adoption of Resolution 2026-03: Appointing an Official Custodian of Records; Adopting a Policy Under the Colorado Open Records Act; and Adopting the Colorado Special District Records Retention Schedule

Interim Director Crosthwaite presented Resolution 2026-03.

Motion by Board Member Morris and seconded by Vice Chair Earwood to adopt the resolution. Upon vote, motion passed unanimously.

G. Motion regarding Job Description for an Executive Director

Interim Director Crosthwaite led a discussion regarding the position description. Board Member Schlagel inquired about using the Town's benefit package. A deliberation occurred regarding retirement contributions, with the Board ultimately agreeing on a 5% retirement match and approving the listed salary. Board Member Waugh suggested adding a description regarding event management and the role's relation to the community.

Motion by Board Member Waugh and seconded by Vice Chair Earwood to approve the description with the additions. Upon vote, motion passed unanimously.



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INFORMATIONAL/DISCUSSION ITEMS

A. Bob's Rule of Order

This item was received as information.

B. Discussion regarding Johnstown Downtown Development Association (JDDA)

The Board discussed the transition from the Johnstown Downtown Development Association (JDDA) to the new DDA. It was noted that a new email address would be needed for the DDA to avoid liability associated with the old JDDA email. The Board agreed to create a separate new email. Interim Director Crosthwaite explained the importance of keeping the JDDA as a subset 501(c)(6) organization for event sponsorship purposes and noted that the JDDA board would dissolve by September. Inquiries were made regarding the continuation of "JDDA Connect" events and the job application process, which Interim Director Crosthwaite addressed. The Board also expressed a desire for their own domain for emails.

COMMITTEE COMMENTS

No committee comments were offered.

BOARD MEMBER COMMENTS

Board Member Morris: Expressed thanks to the Board.

Board Member Schlagel: Inquired about the timeline for the Intergovernmental Agreement (IGA), which Interim Director Crosthwaite confirmed would occur once the Town sets a date.

Treasurer Little: Expressed appreciation for the guidance provided and excitement about being a part of the DDA.

Board Member Waugh: Expressed excitement for the future and the joy of people participating in the greater good of Johnstown.

ADJOURNMENT

There being no further business for the Downtown Development Authority, Interim Director Crosthwaite adjourned the meeting at 4:48 PM.

Approved by the Downtown Development Authority Board:



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M. Sobeski

Melissa Sobeski, Board Chair

Attest:

Sarah Crosthwaite, Interim Executive Director