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REGULAR MEETING AGENDA
Downtown Development Authority Board of Directors
Town Hall Council Chambers | 450 S. Parish Avenue, Johnstown CO
November 3, 2026, at 4:00 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.

Approval of Meeting Minutes
1. BOD Regular Meeting Minutes October 6, 2026
2. BOD Special Meeting Minutes October 13, 2026

Executive Director Comments

Agenda Items
3. Motion to approve letter of engagement with legal counsel
4. Motion to approve Johnstown Jingle spending authorization
5. Motion to approve the 2027 DDA Regular Board Meeting Schedule

Financial Updates
6. Statement of Financial Position

Informational/Discussion Items
- Schedule Work Session to plan for 2027
- 2027 Event Dates
  - Cinco De Mayo – May 1, 2027
  - BBQ Days – June 5, 2027
  - Fall Fest – September 18, 2027
  - Trick or Treat Street – October 30, 2027
  - Johnstown Jingle – Dec 5, 2027
- Good Things Grow Here Event
  - An afternoon of gratitude and new beginnings – Tentative Dec 2

Board Member Comments

Executive Session

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.

An executive session to discuss matters subject to negotiations and to instruct negotiators pursuant to C.R.S. Section 24-6-402(4)(e) regarding the Intergovernmental Agreement between the DDA and Town of Johnstown

Adjourn

Upcoming Meetings & Events Calendar

1. Johnstown Jingle, December 6, 2026
2. December Regular Board Meeting, December 1, 2026

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.

REGULAR MEETING

Downtown Development Authority Board of Directors

Town Hall Council Chambers | 450 S. Parish Avenue, Johnstown CO

October 6, 2026, at 4:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

Chairperson Melissa Sobeski presided over the meeting. The meeting was called to order; the exact call-to-order time and a complete roll call were not recorded in the source notes.

The notes identify Chairperson Sobeski, Interim Executive Director Sarah Crosthwaite, incoming Executive Director Kathryn Monroe, and Board Members Morris, Little, Earwood, Schlagel, Grosboll, and Waugh as participating in the discussion.

PUBLIC COMMENT

The source notes do not record any public comment.

APPROVAL OF MEETING MINUTES

Board Member Morris moved to approve the previous meeting minutes, and Board Member Little seconded the motion. The vote passed unanimously.

EXECUTIVE DIRECTOR COMMENTS

Interim Executive Director Crosthwaite thanked the Public Works team and introduced incoming Executive Director Kathryn Monroe, who was in attendance. Crosthwaite stated that it had been a pleasure to serve and explained that the JDDA was covered under the Town's insurance and that the Executive Director was covered by the Town's workers' compensation.

In response to a question from Board Member Schlagel about BBQ Day, Crosthwaite stated that the Town would continue to manage the event and that it would be covered under the Town's general insurance.

INFORMATIONAL/DISCUSSION ITEMS

1. Special Presentation by Public Works Department Regarding West Parish Alleyway Project

Brandon Torres, Senior Project Manager, presented the Town of Johnstown's West Parish Alleyway Project. He reported that the Town removed overhead power lines and presented graphics showing proposed entrance monuments and other features intended to create a welcoming alleyway. The alley will be brick-paved over a concrete base for reinforcement.

Chairperson Sobeski asked about snow and drainage; Torres stated these would not be issues. Board Member Morris asked whether boulders could be added to protect the entrance monuments, and Torres noted the suggestion for consideration. Board Member Earwood asked about traffic flow at the corner intersection near The Lunchbox; Torres stated that traffic flow would be maintained.

Torres explained that landscaping would use automatic irrigation, with no manual irrigation required, and that landscape buffers would help protect structures from traffic. He also noted the potential for murals on blank

alley walls. The project will not reduce parking on Charlotte Street, and no additional parking will be added to the alleyways. Completion is anticipated by December 2027. Construction will not occur during community events. The presentation concluded at 4:27 PM.

2. Discussion Regarding the Johnstown Downtown Development Association Transition

Interim Executive Director Crosthwaite summarized the transition following the Johnstown Downtown Development Association's final meeting. The Board discussed continuing Rocky Mountain Accounting's month-to-month service; Board Member Schlagel supported retaining the service, noting the difficulty of finding accountants.

Crosthwaite reported that the storage unit had not yet been inventoried and costs $80 per month, leaving the decision on continued use to Board direction. She also discussed transitioning into the existing Canva account and closing the old JDDA GoDaddy account and email account.

3. Discussion Regarding DDA Attorney and RFP Review

Crosthwaite reviewed the legal counsel RFP process and explained that she and incoming Executive Director Monroe had identified firms for further consideration. Board Members Morris and Little raised questions about cost and whether the proposals adequately addressed the DDA's needs. Crosthwaite noted that counsel could be retained or billed hourly.

Board Member Schlagel asked why Michow had been viewed favorably. Crosthwaite referenced the firm's work with other DDAs, and Monroe noted its experience working with governments. The Board also discussed Lyons Gaddis and the possibility of training through CIRSA; Crosthwaite agreed to check whether training could be provided at no cost.

Monroe asked permission to interview the firms. The Board supported the interviews and requested a selection report before the November meeting. Board Member Morris emphasized quality of work as an important consideration, while Board Member Grosboll stressed the need to remain mindful of the budget. Crosthwaite confirmed that Lyons Gaddis, Michow, and JJ & L Ventures, LLC, should be contacted.

4. Discussion Regarding the Johnstown Jingle Event on December 6, 2026

The Board discussed the Johnstown Jingle, a collaborative event involving the Town and JDDA, to help incoming Executive Director Monroe begin planning. Discussion included severe-weather logistics and possible use of the Senior Center, vendor placement around the carriage route, and the event's original focus on local businesses giving back to the community. Board Members noted that the annual toy drive had grown and discussed using additional signage and subtle messaging to encourage donations. The Board supported keeping the event centered on giving back to the community.

The current vendor fee was identified as $150. Monroe suggested a possible $200 fee, with $100 directed to the toy drive. Members discussed whether vendors not selling goods should be expected to provide an activity. Vendors were expected to be inside the center, with outside placement limited by the carriage route. Board Member Grosboll offered to send carriage information.

The Board discussed entertainment costs, including a $900 quote for Christmas carolers and a $1,400 quote from DJ Overkill. Monroe would contact Stephanie regarding Santa arrangements. Board Member Earwood suggested exploring an RFP for DJ services, and Monroe will forward any quotes. The possibility of an ice rink was raised; Crosthwaite stated it could not be placed at Parish Park.

AGENDA ITEMS

5. Approval of the Recommended 2026–2027 DDA Budget to Town Council

Crosthwaite reviewed the proposed budget and explained that revenue projections were conservative, with actual revenue expectations to be reassessed after the first year. The discussion referenced a one-time JDDA contribution of about $54,000, an annual Town contribution of $240,000 (with $120,000 budgeted for the current year), and a planned decrease in the Town contribution as DDA tax increment financing revenue grows.

The Board reviewed expenditures, including a proposed $5,000 allocation to staff an ice rink outside the DDA boundary. Members discussed why the park was not included in the DDA boundary, staffing and scheduling responsibilities, whether the school could assist (it could not), and the need for a Town backup plan if scheduled volunteers were unavailable. Board members expressed interest in volunteering. Crosthwaite summarized that the DDA was supportive, provided the Town maintained a backup scheduling plan.

The Board also discussed potential engagement with the Loveland Johnstown Chamber or Johnstown Chamber. Members considered advocacy opportunities, the value of chamber communications and advertising, and whether membership would provide additional benefits. No final chamber membership decision was recorded.

Board Member Waugh moved to approve the recommended budget, and Board Member Schlagel seconded the motion. The motion passed unanimously.

6. Consideration of Trick or Treat Street Event on October 31, 2026

Crosthwaite provided an update on preparations for Trick or Treat Street. The Board discussed the planned Charlotte Street closure, including a change related to the Weld County ballot office, and confirmed that no other anticipated closures would change. Preliminary event costs were estimated at $3,145 against a total budget of $3,500.

Board Member Grosboll requested a quarter-page advertisement. The Board discussed inherited social media accounts, identifying the previous owner of the old JDDA Facebook account, and whether to proceed with a Breeze advertisement given the limited remaining marketing budget.

Board Member Grosboll moved to approve the Trick or Treat Street budget, and Board Member Earwood seconded the motion. The motion passed unanimously.

7. Consideration of Employment Agreement Between the DDA and Kathryn Monroe for the DDA Executive Director Position

Crosthwaite explained proposed language updates regarding floating holidays and sick leave in the Executive Director employment agreement. No questions were raised. Board Member Waugh moved to approve the agreement with the described updates, and Board Member Schlagel seconded the motion. The motion passed unanimously.

Kathryn Monroe was recognized as Executive Director. Monroe thanked the Board, and Board members congratulated her. Crosthwaite explained that the Board would need to formally remove her interim authority and grant Monroe financial and expenditure authority. Monroe said she would email Board members to arrange a special meeting to transfer privileges. The Board set a special meeting for Tuesday at 5:00 PM, with a virtual option for Board Members Earwood and Little. The source notes do not specify the calendar date for that Tuesday meeting.

COMMITTEE COMMENTS

The source notes do not record committee comments.

BOARD MEMBER COMMENTS

The source notes do not record a separate Board Member Comments discussion.

ADJOURNMENT

Chairperson Sobeski proceeded through the remaining agenda item without further questions. The meeting adjourned at 6:27 PM.

Approved by the Downtown Development Authority Board:

_____

Melissa Sobeski, Board Chair

Attest:

_____

Kathryn Monroe, Executive Director

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SPECIAL MEETING

Downtown Development Authority Board of Directors

Town Hall Council Chambers | 450 S. Parish Avenue, Johnstown CO

October 13, 2026, at 5:00 PM

MINUTES — DRAFT FOR BOARD REVIEW

CALL TO ORDER AND ROLL CALL

Executive Director Katie Monroe presided in the absence of the Board Chair and Vice Chair and called the meeting to order at 5:17 PM.

Roll Call: Board Members Diane Morris, Sarah Grosboll, Dawn Little (remote), and Veronica Schlagel (remote) were present.

ABSENT: Board Members Melissa Sobeski, Kurtis Abato-Earwood, and Brianna Waugh were not recorded as present.

A quorum was declared. Due to remote attendance by two Board members, roll-call votes were used for all motions.

PUBLIC COMMENT

No public comment was offered.

AGENDA ITEMS

1. Consideration to authorize interim spending authority for the Executive Director pending adoption of a formal financial policy.

Executive Director Monroe requested temporary authority to pay operational expenses included in the DDA's approved 2026 budget while a formal financial policy is developed. She recommended a $5,000 spending limit effective immediately through January 31, 2027, and stated that expenditures would be reported at subsequent Board meetings. She anticipated developing a permanent policy with legal counsel.

Motion: To authorize the Executive Director temporary spending authority up to $5,000, effective immediately through January 31, 2027, solely for operational expenses budgeted in the DDA's fiscal year 2026 budget, with expenditures reported at the next scheduled Board meeting.

Moved by: Sarah Grossboll Seconded by: Diane Morris

Roll-call vote: Morris—Aye; Grosboll—Aye; Little—Aye; Schlagel—Aye. Motion passed, 4–0.

2. Motion to add Executive Director Katie Monroe to the Bank of Colorado account as an official signatory.

Executive Director Monroe explained that, following the October 6 executive leadership transition, adding her as an authorized account signatory and issuing her a debit card would provide banking access necessary for DDA financial management.

Motion: To add Kathryn "Katie" Monroe, Executive Director, as a signatory to the Johnstown Downtown Development Authority's Bank of Colorado account and to issue a debit card.

Moved by: Diane Morris Seconded by: Sarah Grossboll

Roll-call vote: Morris—Aye; Grosboll—Aye; Little—Aye; Schlagel—Aye. Motion passed, 4–0.

3. Motion to remove former Interim Executive Director Sarah Crosthwaite from the Bank of Colorado account.

Executive Director Monroe recommended removing former Interim Executive Director Sarah Crosthwaite as an account signatory following the leadership transition.

Motion: To remove Sarah Crosthwaite from the Johnstown Downtown Development Authority's Bank of Colorado account.

Moved by: Sarah Grossboll Seconded by: Diane Morris

Roll-call vote: Morris—Aye; Grosboll—Aye; Little—Aye; Schlagel—Aye. Motion passed, 4–0.

4. Motion regarding JDDA legal counsel.

Executive Director Monroe reported that she interviewed and checked references for three law firms: Lyons Gaddis; JJ&L VEntuires; and Michow Guckenberger McAskin LLP. She described Lyons Gaddis as offering commercial real estate experience and access to a broader attorney team, but noted limited DDA-specific experience. She felt the JJ&L firm might be more appropriate for a more established DDA. She recommended Michow Guckenberger McAskin based on its focus on governmental entities and special districts, familiarity with DDA statutes and procedures, preparation for the interview, and experience advising developing DDAs. She noted that its hourly rate was approximately $70 lower than those of the other firms.

Board members expressed support for the Executive Director's recommendation and appreciation for her interview and reference-check process.

Motion: To authorize and instruct the Executive Director to negotiate and extend an offer to Michow Guckenberger McAskin, LLP to serve as legal counsel to the DDA and bring a proposed legal services contract back to the Board for consideration and approval.

Moved by: Sarah Grossboll Seconded by: Diane Morris

Roll-call vote: Morris—Aye; Grosboll—Aye; Little—Aye; Schlagel—Aye. Motion passed, 4–0.

INFORMATIONAL/DISCUSSION ITEMS

1. Discussion regarding DDA Board Member Email Accounts

Executive Director Monroe recommended dedicated DDA email accounts for Board members to separate DDA correspondence from personal accounts and support Colorado Open Records Act (CORA) recordkeeping. The estimated cost was $25 per account per month, increasing to $29 in January, or a little over $2,400 annually for all accounts. Members discussed the expense, privacy, security, and the need for accounts that can be added or removed as Board membership changes. Board members supported moving forward with dedicated accounts.

Executive Director Monroe stated that Board members would receive setup links at their current personal email addresses and that, after activation, Board packets, meeting notices, and other DDA correspondence would be sent to their dedicated DDA accounts. No formal vote was taken.

BOARD MEMBER COMMENTS

After adjournment was initially proposed, a Board member raised the process for updating Bank of Colorado signatories. The member noted identity-verification issues associated with a name change. Former Interim Executive Director Crosthwaite reported that Bank of Colorado had advised that signatories would need to return to the bank to complete account changes. Executive Director Monroe said she would confirm the required steps and coordinate with the affected Board member, with the goal of completing the changes, ordering a debit card, and arranging online banking access promptly.

EXECUTIVE SESSION

No executive session was held.

ADJOURNMENT

Executive Director Monroe adjourned the meeting at 5:34 PM. No adjournment motion or second is reflected in the transcript.

Approved by the Downtown Development Authority Board:

_____

Melissa Sobeski, Board Chair

Attest:

_____

Katie Monroe, Executive Director

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Downtown Development Authority Board Agenda Item Overview

Agenda Date: November 3, 2026

Subject: Motion to approve letter of engagement with legal counsel

Attachments: Letter of Engagement from Michow Guckenberg McKaskin

Presented by: Katie Monroe, Executive Director

Agenda Item Overview:

The Board previously authorized the Executive Director to negotiate an engagement with Michow Guckenberger McKaskin to serve as legal counsel for the JDDA. This item seeks formal Board approval of the Letter of Engagement to establish legal representation for the Authority.

The Executive Director conducted interviews, reviewed proposals, and checked references as part of the legal counsel selection process. Michow Guckenberger McKaskin was selected based on its experience with downtown development authorities, municipal law, and development-related matters.

The Letter of Engagement establishes the scope of legal services, billing rates, and terms of representation. Approval will allow the Authority to formally retain counsel for ongoing legal guidance and organizational matters.

Financial Impact:

Legal services will be billed according to the rates and terms outlined in the Letter of Engagement. Expenses will be paid from the JDDA's approved operating budget, subject to available appropriations. Actual costs will depend on the legal services requested.

Legal Review:

The Letter of Engagement was prepared by Michow Guckenberger McKaskin. As this agreement establishes the Authority's legal representation, it has not been independently reviewed by separate legal counsel.

Plan of Development Alignment:

Establishing legal counsel supports the effective governance and administration of the JDDA and provides the legal guidance necessary to implement the goals and initiatives outlined in the Plan of Development, including economic development, redevelopment, and the responsible management of Authority resources.

Staff Recommendation:

Staff recommends that the Board approve the Letter of Engagement as presented with Michow Guckenberger McKaskin to establish legal representation for the JDDA and authorize the Executive Director to execute the agreement.

Suggested Motions:

For Approval: “I move to approve the Letter of Engagement with Michow Guckenberger McKaskin to serve as legal counsel for the Johnstown Downtown Development Authority and authorize the Executive Director to execute the agreement, effective immediately."

MICHOW | GUCKENBERGER | McASKIN
ATTORNEYS AT LAW

October 15, 2026

VIA EMAIL TO: kmonroe@johnstowndda.org

Katie Monroe
Executive Director
Johnstown Downtown Development Authority
P.O. Box 127
Johnstown, CO 80534

Re: Engagement Letter for the Johnstown Downtown Development Authority (JDDA)

Dear Ms. Monroe:

On behalf of Michow Guckenberger McAskin LLP (the "Firm"), I am pleased to submit this engagement letter pursuant to which the Firm shall provide legal services to the JDDA ("Client") as general counsel.

This Engagement Letter memorializes the agreement of the Firm to represent the Client as general counsel for legal services. The scope of this engagement is limited to the Firm's representation of the Client to handle general legal issues as they arise and at the request of authorized Town/JDDA staff or the JDDA Board of Directors and is based on the following terms and conditions.

Fees and Charges. The Firm will charge for its services according to the fees set out herein. Marcus McAskin will be the JDDA Attorney, but the Firm anticipates involvement by other attorneys, as needed. For purposes of this engagement, the Firm's hourly billing rates are set forth in **Exhibit A** attached hereto. The Firm charges fees in six-minute (1/10 hour) increments. This hourly rate will be effective until at least December 31, 2027. The Firm annually evaluates its rates and will notify you at least thirty (30) days in advance of any anticipated changes in rates.

In addition to the hourly fee for services, the Firm will charge you for all necessary and incidental out-of-pocket expenses, including, but not limited to, travel costs, office expenses, computerized legal research, court reporting services, court or other filing fees, title company's fees for title work, and publication fees. We do not generally charge for routine photocopying and long-distance telephone or cell phone calls but do charge for especially large copying jobs and color copies, in some instances. Out-of-pocket expenses are charged at our actual cost.

Billing; Payment; Late Payment Charge. The Firm shall provide to the Client detailed invoices for the legal services rendered on a monthly basis. Such invoice(s) shall separate work and fees for the specific matter. The Client shall pay all billings from the Firm within thirty (30) days of receipt of invoice. If the Client fails to pay any charges within thirty (30) days of the date

of the bill, the Firm may elect to stop all work for the Client. The Client's obligation to make prompt payment of all fees and charges does not depend upon achievement of any specific result.

Conflicts Evaluation. Before accepting the role as general counsel to the Client, the Colorado Rules of Professional Conduct (the "Rules") require us to evaluate whether there are any ethical constraints to representing the Client. We have completed a conflicts check within the Firm and have found no current conflict between the Client and our existing clients with respect to the proposed scope of this engagement.

Opinions on Likely Outcomes. Either at the commencement or during the course of our representation, lawyers in the Firm may express opinions or conclusions concerning the likely outcome of the matters or various courses of action and the results that might be anticipated. While we will always endeavor to give our clients candid and accurate assessments, any such statements will be an expression of our opinion based on information available to us at the time and are not a promise or guarantee.

Term and Termination. This Agreement shall be effective upon approval by the authorized representative of the Client with the requisite authority to bind the Client to the obligations hereof and by the Firm and shall terminate upon written notice by either party. Termination by either party may occur at any time without cause or reason. Upon completion or termination of our representation, the attorney-client relationship will end unless the Client and the Firm have agreed to a continuation with respect to other matters. Upon termination, the Firm shall deliver all files and documents of the Client to the Client. The Firm reserves the right to withdraw from our representation if, among other things, the Client fails to honor the terms of this engagement letter, fails to cooperate or follow our advice on a material matter or any fact or circumstance (including any conflict of interest with another client) that would, in our view, render our continuing representation unlawful or unethical. If we elect to withdraw, the Client will take all steps necessary to free us of any obligation to perform further, including the execution of any documents necessary to complete our withdrawal. No termination of our representation by the Client or the Firm will relieve the Client of its obligations under the terms of our engagement to pay for services rendered or for costs or expenses paid or incurred on the Client's behalf.

Acknowledgement of Firm's Representation. Due to the public nature of Client functions, the Client acknowledges and consents to the Firm's representation to the public that the Firm is engaged as the Client's general counsel.

Independent Contractor. In performing the services herein specified, the Firm is acting as an independent contractor. Its attorneys adhere to the Colorado Rules of Professional Conduct as approved and adopted by the Colorado Supreme Court, as they may be changed or revised from time to time.

The following disclosure is provided in accordance with Colorado law:

THE FIRM ACKNOWLEDGES THAT NEITHER IT NOR ITS AGENTS OR EMPLOYEES ARE ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS THE FIRM OR SOME ENTITY OTHER THAN THE CLIENT PROVIDES SUCH BENEFITS. THE FIRM FURTHER ACKNOWLEDGES THAT NEITHER IT NOR ITS AGENTS OR EMPLOYEES ARE ENTITLED TO WORKERS' COMPENSATION BENEFITS. THE FIRM ALSO ACKNOWLEDGES THAT IT IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS EARNED OR PAID PURSUANT TO THIS AGREEMENT.

Privacy and Document Retention Policies. The Firm's "Privacy Policy Notice" is attached hereto as **Exhibit B**. The Firm's Document Retention Policy is attached as **Exhibit C**. The Firm will conduct its representation of the Client in accordance with these policies. If the Firm changes either of these policies, the Firm will notify the Client within thirty (30) days after the effective date of such change.

Entire Understanding of Terms of Our Representation. This engagement letter constitutes our entire understanding and agreement with respect to the terms of our engagement and supersedes any prior understandings and agreements, written or oral, regarding representation on this matter. If any provision of our engagement letter is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect. This engagement letter may only be amended in writing by the Firm and the Client.

I believe that the foregoing covers the essential terms of our engagement agreement. Please confirm the Client's agreement to these terms by signature below, which signature will further confirm the agreement of the Client to the terms of this agreement.

We look forward to the opportunity to work with the JDDA as general counsel.

Sincerely,



Marcus McAskin, Partner
Michow Guckenberger McAskin LLP
MMcAskin@mgmfirm.com

ACCEPTED AND AGREED ON BEHALF OF:
JOHNSTOWN DOWNTOWN DEVELOPMENT AUTHORITY

By: _____ Date signed: _____
Missy Sobeski, JDDA Board Chair

EXHIBIT A

FIRM RATES FOR CLIENT LEGAL SERVICES

General Legal Services – Hourly Rates

JDDA Attorney	$285.00
Partner	$280.00
Senior Associate/Of Counsel	$260.00
Associate	$200.00
Paralegal/Professional Admin	$125.00

The Firm charges fees in six-minute (1/10 hour) increments. The hourly rates set forth above will be effective through December 31, 2027.

Specialized Legal Services – Hourly Rates

Specialized legal services, such as legal services pertaining to development agreements, TIF agreements, real estate transactions, and other external (billback) work when legal fees may be passed through to a third-party, are charged at the following hourly billing rates:

JDDA Attorney	$315.00
Partner	$300.00
Senior Associate/Of Counsel	$295.00
Associate	$250.00
Paralegal/Professional Admin	$145.00

EXHIBIT B

FIRM PRIVACY POLICY NOTICE

Attorneys, like other professionals who advise on certain personal matters, are required by federal law to inform their clients of their policies regarding the privacy of client information. Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by federal law. Maintaining your trust and confidence is a high priority for our law firm. The purpose of this notice is to comply with the federal law by explaining our privacy policy with respect to your personal information.

NON-PUBLIC PERSONAL INFORMATION WE COLLECT:

In the course of providing services to our clients, we collect personal and financial information about our clients that is not available to the public and which is provided to us by our clients or obtained by us with their authorization or consent.

PRIVACY POLICY:

As a current or former client of Michow Guckenberger McAskin LLP, please be assured that all non-public personal information that we receive from you is held in confidence and is not released to people outside the firm, except as agreed to by you, or as is permitted or required by law and applicable ethics rules.

CONFIDENTIALITY AND SECURITY:

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. We restrict access to non-public, personal information about you to those people in the firm who need to know that information to provide services to you (and their support personnel). In order to guard your non-public personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards as well as federal regulations.

Please call the attorney you work with if you have any questions. Your privacy, our professional ethics, and the ability to provide you with quality service are very important to us.

Michow Guckenberger McAskin LLP

EXHIBIT C

FIRM DOCUMENT RETENTION POLICY

The Johnstown Downtown Development Authority ("Client") is advised that the files created and compiled by the Firm for work on Client matters, including notes, correspondence, pleadings, research, and any other documents prepared by the Firm, will not be retained indefinitely. The Firm will notify the Client at least one time per year regarding the conclusion of Client matters and may elect to provide the Client with such notice more frequently (for example, at the time that such matter has concluded). Upon the Client's request, we will return Client files to the Client or its designee once a matter is concluded, so long as the Client has paid all fees and costs owed to the Firm and reasonably necessary to transfer such files. We may retain copies of all or any portion of the Client's file duplicated at our expense. If the Client does not request their files, we will keep the files and information therein for a minimum of thirty days after the conclusion of a matter or termination of representation, after which we may retain, destroy, or otherwise dispose of them as we deem appropriate.

The Firm generally keeps Client records electronically. As a general matter, once documents are part of our electronic records, we will destroy all paper documents provided to us, unless the Client provides express written instructions otherwise. Notwithstanding the foregoing, we will not destroy: (i) original documents entrusted to us for continued representation as part of our services; or (ii) any documents that the Client is obligated by law to retain.

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Downtown Development Authority Board Agenda Item Overview

Agenda Date: November 3, 2026

Subject: Motion to approve Johnstown Jingle spending authority

Attachments: None

Presented by: Katie Monroe, Executive Director

Agenda Item Overview:

Staff is requesting Board approval to authorize spending up to $12,000 for the 2026 Johnstown Jingle event. This amount exceeds the Executive Director's current spending authority and requires Board approval.

The JDDA currently has $6,500 budgeted for Johnstown Jingle. Additionally, the event has (to date) generated $2,900 in vendor fees and $3,500 in sponsorships, totaling $6,400 in additional event revenue.

Current event expenses are projected at approximately $10,000. Staff is requesting a $12,000 spending limit to provide flexibility for unforeseen expenses while maintaining oversight.

The goal is to fund the event through sponsorships and vendor fees, minimizing or eliminating the need to utilize the original $6,500 budget allocation.

Financial Impact:

- Existing Budget Allocation: $6,500
- Vendor Revenue: $2,900
- Sponsorship Revenue: $3,500
- Total Current Funding Available: $12,900
- Projected Event Expenses: $10,000
- Requested Maximum Spending Authority: $12,000

The requested spending limit does not represent an anticipated $12,000 expenditure but establishes a maximum authorization. Staff anticipate actual expenses closer to $10,000.

Legal Review:

This item has not been reviewed by legal counsel.

Plan of Development Alignment:

Johnstown Jingle supports the Plan of Development's goals of strengthening downtown vitality, increasing visitor traffic, supporting local businesses, and fostering community engagement. The event creates opportunities for economic activity while establishing Downtown Johnstown as a destination for community celebrations.

Staff Recommendation:

Staff recommends that the Board approve a spending limit not to exceed $12,000 for the 2026 Johnstown Jingle event. This authorization will allow staff to execute the event while continuing to secure sponsorships and vendor participation, with the goal of minimizing the use of previously budgeted JDDA funds.

Suggested Motions:

For Approval: "I move to authorize the Executive Director to expend an amount not to exceed $12,000 for the 2026 Johnstown Jingle event, utilizing event-generated revenue and previously budgeted funds as necessary, with the goal of offsetting event expenses through sponsorships and vendor fees."

Downtown Development Authority Board Agenda Item Overview

Agenda Date: November 3, 2026

Subject: Motion to approve the 2027 DDA Regular Board Meeting Schedule

Attachments: 2027 Regular Board Meeting Schedule

Presented by: Sarah Crosthwaite, Interim Executive Director

Agenda Item Overview:

To establish and formally approve the 2027 regular meeting schedule for the Johnstown Downtown Development Authority (JDDA) Board of Directors.

Staff proposes holding regular Board meetings on the first Tuesday of each month at 4:00 p.m. in the Town of Johnstown Council Chambers.

The proposed schedule provides consistency for Board members, staff, and the public while allowing for adjustments when necessary. None of the proposed meeting dates fall on a federal holiday. However, September 7 follows Labor Day, and November 2 is Election Day.

Financial Impact:

None

Legal Review:

Has not been reviewed by legal

Plan of Development Alignment:

Establishing a consistent Board meeting schedule supports transparent governance, accountability, and effective oversight of JDDA activities and initiatives outlined in the Plan of Development.

Staff Recommendation:

Staff recommends that the Board approve the proposed 2027 Regular Board Meeting Schedule, establishing meetings on the first Tuesday of each month at 4:00 p.m. in the Town of Johnstown Council Chambers.

Suggested Motions:

For Approval: I move to approve the 2027 Johnstown Downtown Development Authority Regular Board Meeting Schedule as presented.

For Denial: I move to deny the proposed 2027 Johnstown Downtown Development Authority Regular Board Meeting Schedule.

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JOHNSTOWN DOWNTOWN DEVELOPMENT AUTHORITY

2027 Regular Board of Directors Meeting Schedule

Regular meetings are scheduled for the first Tuesday of each month at 4:00 PM in Council Chambers.

Meeting Date	Time	Location
January 5, 2027	4:00 PM	Council Chambers
February 2, 2027	4:00 PM	Council Chambers
March 2, 2027	4:00 PM	Council Chambers
April 6, 2027	4:00 PM	Council Chambers
May 4, 2027	4:00 PM	Council Chambers
June 1, 2027	4:00 PM	Council Chambers
July 6, 2027	4:00 PM	Council Chambers
August 3, 2027	4:00 PM	Council Chambers
September 7, 2027	4:00 PM	Council Chambers
October 5, 2027	4:00 PM	Council Chambers
November 2, 2027	4:00 PM	Council Chambers
December 7, 2027	4:00 PM	Council Chambers

Holiday and calendar notes

No scheduled first-Tuesday meeting falls on a federal or Colorado state holiday.

July 6 follows Independence Day (observed Monday, July 5); September 7 follows Labor Day (Monday, September 6).

November 2 is Election Day (not a federal or Colorado state holiday).

Schedule subject to Board approval and any subsequently noticed changes.

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Downtown Development Authority Board Agenda Item Overview

Agenda Date: November 3, 2026

Subject: Statement of Financial Position

Attachments: Statement of Financial Position

Presented by: Katie Monroe, Executive Director

Agenda Item Overview:

To provide the Board with an update on the JDDA's financial position and establish consistent financial oversight and transparency while formal financial policies and reporting procedures are being developed.

Staff has taken several steps to strengthen the JDDA's financial management and reporting practices:

- Financial Reporting: The Statement of Financial Position provides the Board with an overview of the JDDA's current financial standing.
- Savings Transfer: $10,000 was transferred to the JDDA savings account as directed by the Board during its September meeting.
- Outstanding Receivables: Approximately $3,000 in Johnstown Jingle sponsorship commitments remain outstanding and are expected to be collected.
- Accounting System: The Executive Director has established QuickBooks Online to improve financial tracking, reporting, and accountability.
- Bookkeeping Oversight: Staff is actively seeking a qualified accountant or bookkeeper. In the interim, the Executive Director will work directly with the Board Treasurer to ensure accurate financial records and appropriate oversight.

Financial Impact:

There is no direct financial impact associated with presenting the Statement of Financial Position.

The $10,000 transfer to savings represents a movement of existing funds between JDDA accounts, not an additional expenditure. The $3,000 in outstanding sponsorships represents anticipated revenue that has not yet been received.

Legal Review:

The Statement of Financial Position has not been reviewed by legal counsel.

Plan of Development Alignment:

Maintaining accurate financial records and transparent reporting supports responsible stewardship of JDDA resources, Board accountability, and the effective implementation of projects and initiatives identified in the Plan of Development.

Staff Recommendation:

Staff recommends that the Board review and accept the Statement of Financial Position as presented. Staff will continue working with the Treasurer to maintain financial oversight while establishing formal financial policies, reporting procedures, and professional bookkeeping support.

Suggested Motions:

For Approval: "I move to accept the Johnstown Downtown Development Authority Statement of Financial Position as presented."

For Denial: "I move to decline acceptance of the Statement of Financial Position as presented and direct staff to address the Board's identified concerns."

Johnstown Downtown Development Authority

Statement of Financial Position

As of Oct 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Checking	112,468.75
Savings	10,000.00
Total Bank Accounts	**$122,468.75**
Accounts Receivable	
Accounts Receivable (A/R)	3,005.00
Total Accounts Receivable	**$3,005.00**
Total Current Assets	**$125,473.75**
Total Assets	**$125,473.75**
Liabilities and Equity	
Liabilities	
Total Liabilities	**$0.00**
Equity	
Opening balance equity	120,000.00
Retained Earnings	
Net Income	5,473.75
Total Equity	**$125,473.75**
Total Liabilities and Equity	**$125,473.75**

Reviewed and Accepted by Treasurer: _____

Dawn Little, DDA Treasurer Date

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Downtown Development Authority Board Agenda Item Overview

Agenda Date: November 7, 2026

Subject: Executive Session to discuss Intergovernmental Agreement between the DDA and Town of Johnstown

Attachments: None

Presented by: Katie Monroe, Executive Director

Agenda Item Overview:

An executive session to discuss matters subject to negotiations and to instruct negotiators pursuant to C.R.S. Section 24-6-402(4)(e) regarding the Intergovernmental Agreement between the DDA and Town of Johnstown

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Suggested Motions:

For Approval: "I move to enter into an executive session to discuss matters subject to negotiations and to instruct negotiators pursuant to C.R.S. Section 24-6-402(4)(e) regarding the Intergovernmental Agreement between the DDA and Town of Johnstown"