

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
April 13, 2011 - 6:00 P.M.
Town Board Chambers – 301 Walnut Street
Windsor, CO 80550**

MINUTES

A. CALL TO ORDER

1. Roll Call

Town Clerk Patti Garcia called the meeting to order at 6:00 pm.

The following Town Board members were present: Craig Peterson
Dan Stauss
Bob Winter
Thomas Ladd
Charlie Manweiler
Kristie Melendez
Ryan Kinnison
Absent: Brent Phinney

Also present: Legal Counsel Lucia Liley - Liley, Rogers & Martell -
Town Manager Kelly Arnold
Director of Finance Dean Moyer
Business Development Manager Stacy Johnson
Town Clerk Patti Garcia

2. Oath of Office

Town Clerk Garcia led the members in the Oath of Office.

3. Election of Officers

Lucia Liley recommended the Election of Officers be postponed to the next Downtown Development Authority (DDA) meeting. This will allow for changes in the terms of appointment of the DDA members to be approved by the Windsor Town Board. Board Member Winter was appointed as temporary Chair for the meeting.

4. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

Board Member Ladd motioned to approve the agenda as amended with the removal of the Election of Officers agenda item; Board Member Winter seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Peterson, Stauss, Winter, Ladd, Manweiler, Melendez, Kinnison
Nays – None. Motion carried.**

B. DISCUSSION ITEMS

Lucia Liley addressed the Board regarding the discussion items and noted the Plan of Development (POD) would need to be reviewed by the Planning Commission prior to adoption by the Town Board. Ms. Liley stated that once the POD was adopted the TIF (Tax Increment Financing) could be captures. Ms. Liley also noted a TABOR election could be held in November, 2011 or April, 2012 of which passage is required to allow for collection of the TIF. Ms. Liley reviewed how TIF works and

noted it is a public financing method which is used as a subsidy for redevelopment and community improvement projects.

Town Manager Arnold congratulated the Board Members on the establishment of the DDA. Mr. Arnold introduced staff members that would be working with the Board; Dean Moyer, Director of Finance; Stacy Johnson, Business Development Manager; and Patti Garcia, Town Clerk. Mr. Arnold noted that staff would be available for assistance, such as budget preparation, and noted that as the Board develops the staff roles may change. Mr. Arnold encouraged the Board to get together outside of the meeting dates to gain perspective as a group of the downtown area.

1. Downtown Development Authority Bylaws

Lucia Liley reported on the draft bylaws that had been submitted with the packet and reviewed the items to which more than basic administrative changes were being recommended. The sections noted included Section 2.3 regarding terms; the initial terms that had been approved by the Town Board are recommended to be shifted to provide for staggered terms expiring in 2012 through 2015 for the first appointments with all appointments thereafter to a four year term. Ms. Liley noted the alternate term is recommended to be phased out and reported on the opportunity for a member of the Weld County Commissioners to serve on the Board as a non-voting member. The nomination and appointment process was also discussed with Ms. Liley recommending that members represent a broad spectrum of the downtown area.

Ms. Liley reviewed Article 3.0 – Officers and Committees with discussion of a DDA member possibly being appointed as Treasurer and Mr. Moyer serving as a liaison for support. Article 4.0 was noted along with particular attention to Section 4.4 – Notice of Meetings which stated that notice of regular meetings would be provided electronically to the Board seven days in advance of the meeting and that notice of special meetings would be provided by electronic mail at least three days in advance. Notice of the meetings will be mailed by hard copy to the members as well within the same time frames.

It was recommended to remove Section 5.110 regarding an Executive Director until the section is required.

2. Downtown Development Authority Plan of Development

Lucia Liley provided an overview of the draft Plan of Development (POD) included in the packet and noted the POD needed to be adopted prior to a TABOR election. Ms. Liley reviewed recommended change to the POD and Town Manager Arnold stated he would be conducting a review of the objectives and purposes listed to assure they align with the Strategic Plan adopted by the Town Board.

It was noted that the POD should include everything under the statute as it is important for the long term for it not to be limited. The document can be used as a vision of downtown. Ms. Liley noted changes to the POD, such as changing a reference to Boardwalk Park and Windsor Lake as they are both important amenities but are not part of the DDA district. Funds collected can only be used to fund projects in the DDA district. Additionally, Ms. Liley will review the document to assure the most current versions of the statute are captured.

3. Intergovernmental Agreement with Town of Windsor

It was noted the Intergovernmental Agreement will reviewed at a later date; no draft was included in the packet.

4. Tabor Election

The DDA Board discussed the election date opportunities to either participate in the November, 2011 coordinated election or the April, 2012 Town of Windsor municipal election. The mill request could be for up to 5 mills which is allowed by law and that once approved by the voters, the DDA would set the mill each year with Town Board approval.

Ms. Liley reviewed funding processes with Town Manager Arnold recommending the Board outline DDA needs for the next three to five years.

Mr. Arnold also recommended the DDA have a work session with the Town Board and possibly the Planning Commission to discuss their plans and projects.

5. Establishment of Regular Board of Directors Meeting Dates

Tentative regular meeting dates were discussed with the next two meetings scheduled for April 27, 2011 and May 18, 2011 at 7:30 a.m. Town Clerk Garcia will reserve a conference room at Town Hall and notify the members of the meeting location.

6. Orientation (agenda & packet process, open meetings, etc.)

Town Manager Arnold noted the Town's advisory board/commission orientation scheduled for Thursday, May 12 at 6 p.m. at Town Hall. All DDA members who have not participated in the orientation were invited to attend. It was requested if they were unable to attend, to contact Town Clerk Garcia so an additional session could be scheduled. Town Clerk Garcia stated that electronic packets would be sent on the Friday before each meeting with hard copies being sent to the same day.

C. ADJOURN

Upon a motion duly made, the meeting was adjourned at 7:20 p.m.



Patti Garcia, Town Clerk