

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
May 18, 2011 – 7:30 a.m.
First Floor Conference Room - 301 Walnut Street
Windsor, CO 80550**

MINUTES

A. Call to Order

Chairman Winter called the meeting to order at 7:30 a.m.

B. Roll Call

The following Board members were present:

	Chairman Bob Winter
	Vice Chairman Dan Stauss
	Secretary/Treasurer Craig Peterson
	Thomas Ladd
	Brent Phinney
	Kristie Melendez
	Ryan Kinnison (alternate)
Absent:	Charlie Manweiler

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

C. Review of Agenda by the Board and Addition of items of New Business` to the Agenda for Consideration by the Board

D. Approval of Minutes from the April 27, 2011 Board of Directors Meeting
Board Member Phinney motioned to postpone approval of the Minutes to the June 15, 2011 meeting; Secretary/Treasurer Ladd seconded the motion. Roll call on the vote resulted as follows:

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

E. Review of Approved Bylaws

General Counsel Liley addressed the Board regarding the Bylaws noting the changes that had been incorporated into the final document and approved at the April 27, 2011 meeting. Town Attorney McCargar inquired if the Downtown Development Authority (DDA) was included under the Town's insurance carrier, CIRSA. Town Manager Arnold stated the DDA was covered by CIRSA.

F. Review/Adopt Downtown Development Authority Plan of Development

Ms. Liley began by noting the red-lined version of the Plan of Development (POD) was included in their packets and guided the Board through the changes that had been implemented pursuant to discussions at the April 27, 2011:

- Objectives and Purposes
 - ✓ Denote the promotion of historic and cultural elements of the DDA
 - ✓ Addition of language related how the objectives may be achieved
 - ✓ Clarification of the DDA's role regarding transportation and the partnerships to be promoted
 - ✓ Addition of language regarding Windsor's identity.
- Plan of Development Projects
 - ✓ Replaced "bikeways" with "trails"
 - ✓ Deleted language regarding a bypass system.
- Priorities
 - ✓ Deleted Priorities which has been substituted with the heading of "Strategic Downtown Plan" which will include a plan based on appendices listed in the document.

Town Manager Arnold stated the POD will be discussed at the joint meeting between the DDA, Town Board and Planning Commission scheduled for June 6. He requested a cover memo to include information regarding the POD and a timeline for adoption of the POD.

Ms. Liley noted under state statute that the school district is an advisory body to the POD. Mr. Arnold commented that the POD would be forwarded to the school district along with the adoption calendar to allow time for comment.

Mr. Arnold and Ms. Liley reviewed the process for adoption of the POD noting it will need to be reviewed by the Planning Commission with a recommendation of approval to the Town Board. The Town Board would then consider the POD at a regular meeting and approve it by resolution.

There was consensus of the DDA Board that the POD is ready to move forward.

G. Discuss DOLA Downtown Programs

Town Manager Arnold reported that DOLA is ready to go and the next step would be to create a schedule of meeting dates which would be outside the DDA's normal meeting dates. The intent is to have a strategic plan in place by the end of 2011 although a document may be ready as soon as November, 2011. Mr. Arnold discussed the strategic planning process and noted that DOLA would guide the Board and help write the document. If DOLA will not write the document, then staff will assist in that process.

Secretary/Treasurer Peterson inquired if they would be starting from scratch. Ms. Liley responded that the plans being used would be the basic component and then the Board should determine their strategy on realizing the priorities in the plans. Mr. Arnold added the environmental scan will be used as well. Town Attorney McCargar offered that the past URA document may one to reference during the process.

Ms. Liley stated the planning documents should provide the framework; once the framework is established the Board would determine what the current needs and priorities are.

Mr. Arnold recommended that DOLA provide a proposal outlining the process which will be reviewed at the June 6 work session.

Board Member Ladd motioned to accept the assistance offered by DOLA for the creation of the Downtown Development Authority Strategic Plan; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

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

H. Other Business

Town Manager Arnold introduced Stacy Johnson, Business Development Manager and Lindsey Haggerty, Management Intern. Mr. Arnold stated the June 15 DDA agenda will include the finalization of the Plan of Development, the strategic plan calendar, report of bills and a budget calendar and a summer events presentation by Casey Muller, Special Events Coordinator.

Ms. Liley recommended that the intergovernmental agreement with the Town be discussed and scheduled for adoption prior to the budget. She also noted that the Tabor election should be addressed. Mr. Arnold commented that the adoption of the strategic plan at the end of year dovetails into the Tabor election which would require a question to the voters be established shortly after the first of the year for inclusion in the April, 2012 municipal election.

Secretary/Treasurer Peterson recommended that a letter be sent to those in the DDA district providing an update on the progress of the DDA and an overview of the summer schedule. Staff will draft a letter for Chairman Winter's signature.

Board Members Phinney and Kinnison volunteered to work on the creation of a DDA webpage.

Town Manager Arnold advised that staff would be presenting a letter to the Town Board at their May 23 meeting requesting authorization for the Town to take over the Mill grant which is for exterior renovation.

I. Adjourn

Upon a motion duly made, the meeting was adjourned at 8:40 a.m.

Patti Garcia, Town Clerk