



**WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

P.O. BOX 381, Windsor, CO 80550

[www.windsordda.com](http://www.windsordda.com)

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**BOARD OF DIRECTORS MEETING**

**January 18, 2012 – 7:30 a.m.**

**301 Walnut Street, First Floor Conference Room**

**Windsor, CO 80550**

**AGENDA**

A. Call to Order

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

B. Roll Call

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

Absent:

Also present:

General Counsel

Town Manager

Director of Finance:

Associate Planner

Town Clerk

Lucia Liley - Liley, Rogers & Martell

Kelly Arnold

Dean Moyer

Elizabeth Fields

Patti Garcia

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment, to which there was none.

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

Board Member Phinney reported he had a letter of resignation from Board Member Kinnison. Mr. Phinney read the letter in which Mr. Kinnison thanked the Board for allowing him to be part of the process. The Board accepted his resignation and requested the document be part of the permanent record. Lucia Liley, legal counsel, recommended the Board discuss the alternative position that is will be vacated by Mr. Kinnison as it was not the original intent

E. Approval of Minutes from the December 14 , 2011 Board of Directors Meetings – S. Sheffler

Chairman Winter noted a correction in the Minutes on page 2 noting the election date is April 3, 2012. Town Clerk Garcia will make the correction.

**Vice Chairman Stauss motioned to approve the Minutes as amended; Board Member Phinney seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Ladd, Manweiler**

**Nays – None. Motion carried.**



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F. Report of Bills – D. Moyer

The list of bills were presented by Director of Finance Moyer who noted that the bills were the last of expenses to be paid in 2011. The Board discussed setting up an ID number for the Internal Revenue Service and a bank account; Secretary/Treasurer Peterson will meet with Mr. Moyer at a later date.

**Board Member Phinney motioned to approve the Bills as presented; Board Member Manweiler seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Ladd, Manweiler**

**Nays – None. Motion carried.**

G. A Resolution Submitting to the Qualified Electors of the Town of Windsor Downtown Development Authority, at the Election to be Held April 3, 2012, Ballot Questions Authorizing Debt and a Tax Increase – L. Liley

Legal Counsel Liley presented the resolution and noted it is in its final form and after approval by the DDA board members, it will go before the Town Board on Monday night for consideration. Once approved by the Town Board, the DDA members will need to be careful in terms of campaigning.

**Board Member Melendez motioned to approve Resolution 2012-DDA01, Board Member Phinney seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Ladd, Manweiler**

**Nays – None. Motion carried.**

H. Election Update – P. Garcia

Town Clerk Garcia reported on the upcoming election deadlines and noted the DDA election will be a separate ballot from the municipal election. Letters to the DDA district will be sent notifying of the requirement to designate a natural person to vote and requesting electors to verify their addresses. Information will be included on the website and also sent to Kristie Melendez to be added to the DDA website. Secretary/Treasurer Petersen requested the Town hold an open house for people to come and ask questions and submit the Designation of Natural Person to Vote.

Ms. Liley provided an overview of the DDA process and TABOR election purpose. This could be used as an individual, but not as a DDA board member. Ms. Liley reminded the group of the FCRA requirements and boundaries regarding campaigning. She requested comments back on the overview as soon as possible so the document could be finalized.

I. Approval of the Request for Proposals for Professional Consulting Services to prepare a Marketing Plan for Downtown Windsor – E. Fields

Associate Planner Fields reported on the request for proposal and stated the Board Member Melendez had reviewed the document along with staff. Once the proposals are back the Board can determine who is to sit on the interview committee due to the resignation of Ryan Kinnison. If approved, the information will be put on the Town's website, the Downtown Colorado Inc. website and the Colorado Planning Association



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website. With the current schedule, the DDA board would be choosing a consultant at the March, 2012 meeting but that can be extended to the April meeting if needed.

Board Member Phinney reported that some downtown business owners were concerned about the proposal due to the cost of the marketing plan.

**Board Member Phinney motioned to approve the RFP for a marketing plan; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Ladd, Manweiler**

**Nayes – None. Motion carried.**

J. Approval of the Town of Windsor pursuing an application for Certification as a Colorado Creative District – E. Fields

Associate Planner Fields reported the Town is working on the application and will be submitting it within the next week. Ms. Fields is looking for support from the DDA to pursue the application and that they would plan on being a partner with the Town in establishing the Creative District.

**Secretary/Treasurer Petersen motioned the Downtown Development Authority be in support and in partnership with the Town of Windsor in pursuing an application for Certification as a Colorado Creative District; Board Member Ladd seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Ladd, Manweiler**

**Nayes – None. Motion carried.**

K. Presentation on Potential Downtown Farmer’s Market – C. Mueller

Special Events Coordinator Mueller reported on the status of the Farmer’s Market and noted that staff was looking at two potential locations for the Farmer’s Market; one is 5<sup>th</sup> Street between Main and Walnut which would create a closure of 5<sup>th</sup> Street in that area, and the other is the Faith United Church parking lot as opposed to 5<sup>th</sup> Street between Main and Walnut.

The DDA board discussed the Farmer’s Market and the intent to have it located in the downtown area to bring foot traffic to the businesses. The Board liked the 5<sup>th</sup> Street option the best. Ms. Mueller noted that the location was contingent upon getting the businesses along that area to approve of the street being closed. The DDA board spoke in favor of financially supporting a Farmer’s Market as long as it was located downtown.

L. An executive session pursuant to § 24-6-402 (4) (e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Land negotiations (K. Arnold)

**Board Member Melendez motioned to go into an Executive Session pursuant to § 24-6-402 (4) (e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Land negotiations (K. Arnold); Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Ladd, Manweiler**



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**Nayes – None. Motion carried.**

Upon a motion duly made the Executive Session was closed and the Downtown Development Authority Board returned to the Regular Meeting.

Upon returning to the regular meeting, Chairman Winter advised that if any participants in the Executive Session believed the session contained any substantial discussion of any matters not included in the motion to convene the Executive Session, or believed any improper action occurred during the Session in violation of the Open Meetings Law, such concerns should now be stated. Hearing none, the regular meeting resumed.

M. Other Business  
None.

N. Adjourn  
On a motion duly made, the meeting was adjourned.

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Patti Garcia, Town Clerk