



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

March 21, 2012 – 7:30 a.m.

301 Walnut Street, First Floor Conference Room

Windsor, CO 80550

MINUTES

A. Call to Order

Chairman Bob 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

Also present:

Town Manager

Director of Finance:

Director of Engineering

Associate Planner

Town Clerk

Kelly Arnold

Dean Moyer

Dennis Wagner

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

Secretary/Treasurer Peterson requested to add March 14, 2012 Chamber Election Forum meeting update to the agenda.

E. Approval of Minutes from the January 18, 2012 & February 15, 2012 Board of Directors Meeting – P. Garcia

Vice Chairman Stauss motioned to approve the minutes as presented; 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

F. Report of Bills – D. Moyer

Vice Chairman Stauss motioned to approve the Bills as presented; Board Member Ladd seconded the motion. Roll call on the vote resulted as follows:

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

Nays – None. Motion carried

G. Site Plan Presentation for the Chimney Park Restaurant Patio Improvements – Jason Shaeffer, Chimney Park Restaurant, applicant, Justin Larson, VFLA, applicant's representative - E. Fields

Associate Planner Fields provided an update of how site plan presentations are handled by the Planning Commission and Town Board and noted the DDA does not have a referral process in

place yet. Ms. Fields stated that she is not aware of any other projects in the DDA district at the current time.

Justin Larson reviewed the project and noted it is the first commercial step in work related to Boardwalk Park. The overview included information regarding the proposed patio which would create seating for 25 with trash enclosures and two sets of awnings. There is work to possibly establish an entrance from Boardwalk Park. There was discussion related to the power lines with the ultimate goal of having everything underground. It was noted that Qwest won't get the power off of the poles. The DDA members discussed the project stating it looks good and supports their goals of what they would like to see in the area.

Associate Planner Fields noted the project would be presented to the Planning Commission that evening.

Mr. Larson stated he appreciated the support of the DDA Board.

Secretary Treasurer Peterson remarked that the DDA Board needs to start having meetings with the DDA membership.

Secretary/Treasurer Peterson motioned to recommend support of the project to the Planning Commission and Town Board; Board Member Ladd seconded the motion. Roll call on the vote resulted as follows:

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

Nays – None. Motion carried

H. Review of Interviews Conducted With the Marketing Plan Consultants and Discuss Next Steps – K. Melendez/B. Phinney

Board Member Phinney reported that four firms had been interviewed with the field being narrowed to two. Board Member Melendez stated either of the two parties would work within the budget and provide a good foundation in order to move forward.

The DDA Board directed Board Members Phinney and Melendez and Associate Planner Fields to continue with negotiations with the Marketing Plan consultants.

I. Discuss Proposed Downtown Farmer's Market – C. Mueller

Special Events Coordinator Mueller reported she is looking for support of the Downtown Development Authority board members to have the Farmers Market in the downtown area after receiving requests for the same from local DDA members. The downtown location would be on 5th Street, south of Main to the alley; the Market has tentatively been scheduled to be held from 10 a.m. to 1 p.m. on Saturdays starting June 30 through September 22, 2012.

Associate Planner Fields stated if the DDA Board wants to move forward in this direction that there would need to be a motion so there is a formal recommendation.

Secretary/Treasurer Peterson stated he would like to see the Farmers Market on 5th Street the first year and then determine where the best place for it to be located in future years.

Board Member Phinney motioned in support of the Farmers Market to be located on 5th Street, south of Main Street; Town Board Member Ladd 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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Chairman Winter stated that the DDA should be working with the property and business owners to make the most of the weekends.

Board Member stated when the idea of a Farmers Market was first discussed that the DDA had agreed to be a sponsor. The Board discussed at what level to sponsor the Market with consensus to sponsor it at \$500.

Board Member Phinney motioned to sponsor the Farmers Market at \$500; 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. Discuss Potential Parking Plan – E. Fields

Associated Planner Fields started the discussion regarding potential parking plans and stated if the topic was something the DDA board wanted that staff could begin the Request for Proposal (RFP) process. Town Manager Arnold stated that staff was ready to move forward the summer and catch the events that will be happening in the downtown area; particularly Thursday's through Sunday's. Mr. Arnold noted that staff could draft an RFP which could be reviewed at the next DDA meeting with a consultant possibly on board by July and the study done in August. Chairman Winter noted this would involve the DDA membership; Mr. Arnold stated the effort will require significant outreach and will need to include everyone involved. Board Member Melendez stated it would impact all the businesses in the DDA district.

Town Manager Arnold reported with both the marketing and parking plan consultants, that there is opportunity for the DDA to be setting up the team that the Board will be using for years to come.

Associate Planner Fields introduced John Effinger, Town Civil Engineer, to the DDA board as he will be a staff liaison for the parking study from the Engineering Department.

K. Election Update – P. Garcia Verbal report

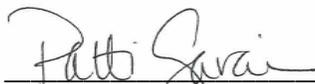
Town Clerk Garcia reported that ballots had been sent out to the DDA membership and stated concern with not receiving Designation of Natural Person to Vote forms back from businesses. It was noted that extra forms and instructions had been included with the ballots that went to businesses that had not turned in the form.

L. Adjourn

Board Member Phinney motioned to adjourn the meeting; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – None. Motion carried



Patti Garcia, Town Clerk