



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

February 15, 2012 – 7:30 a.m.

301 Walnut Street, First Floor Conference Room

Windsor, CO 80550

MINUTES

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

Also present:

General Counsel

Town Manager

Director of Finance:

Director of Engineering

Associate Planner

Town Clerk

Lucia Liley - Liley, Rogers & Martell

Kelly Arnold

Dean Moyer

Dennis Wagner

Elizabeth Fields

Patti Garcia

C. Public Invited to be Heard

Don Johnson, president of the Lauren Project, addressed the Downtown Development Authority (DDA) Board regarding the work of the Lauren Project in providing carbon monoxide detectors for residents including tenants of those in the downtown area.

Michal Connors representing the Building a Better Windsor Committee spoke to the DDA members regarding the lodging tax ballot measure that will be on the April 3, 2012 ballot and requested support from the DDA.

Carol Householder, Windsor resident, stated she has been talking to people in the downtown area who have told her that they are unsure of the DDA board proceeding with a marketing or parking plan. Chairman Winter brought up parking options and noted the DDA would be working with the Town.

Vern Rasmussen, downtown business owner and resident, recognized the Chimney Park Bistro as a nationally recognized restaurant. Mr. Rasmussen also noted concerns regarding a piece of property rented to a citizen by the Town and its location to Chimney Park.

Michal Connors, on behalf of the Chamber of Commerce, reported there would be a candidate and ballot issue forum on March 14. Legal Counsel Liley stated the DDA board members could provide factual data at the forum, if desired.

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

Board member requested to add a resolution in support of the lodging tax along with updates on the checking account, the historic mill (Ron Laur) and the website.



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- E. Approval of Minutes from the January 18, 2012 Board of Directors Meetings – P. Garcia
Postponed to March 21, 2012 meeting.

- F. Report of Bills – D. Moyer
Director of Finance Moyer reported on the list of bills and passed out a revised list that included bills paid to King Soopers and Liley, Rogers & Martell.

Board Member Melendez stated she had received the bill for the website and noted the website had gone live on January 21, 2012. The original cost of the website build was quoted at \$2,560; in discussions with Ms. Melendez and Board Member Phinney the website contractor had verbally told them the cost would not be increased. The final bill received by Ms. Melendez was for \$3,200. The DDA discussed the issue and determined to pay the price that was contracted for which was a total of \$2,560.

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

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

Nays – None. Motion carried.

- G. Resolution 2012-DDA02 – A Resolution of the Board of Directors of the Windsor Downtown Development Authority in Support of the Passage of Downtown Development Authority Ballot Measures Authorizing the Imposition of an Ad Valorem Tax on Property within the Boundaries of the Downtown Development Authority and Authorizing the Issuance of Debt by the Town of Windsor, Colorado to Pledge the Downtown Development Authority Tax Increment Revenue to the Payment of Such Indebtedness – L. Liley

General Counsel Liley brought forward the resolution for consideration and noted it is one of support of the TABOR ballot questions on the April 3, 2012 ballot.

Board Member Phinney motioned to approve Resolution No. 2012-DDA02 and recommended the Town Board reciprocate; 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. Presentation on Proposed Special Events in Downtown Windsor – C. Mueller/C. Knight
Art & Heritage Manager Knight addressed the DDA Board regarding the concerts being scheduled this summer including the last concert being held on Main Street between 5th and Ash and promoted as “Salsa in the Streets” which is intended to bring people into the downtown area. The band is booked but Ms. Knight still need approval from affected businesses in the area. Ms. Knight stated the main objective to bring the idea to the DDA board is to seek support. Food vendors have been discussed but Ms. Knight felt that should be a DDA discussion that perhaps there would be “Dinner & Dance” specials at local restaurants. Board Member Melendez reported the event would draw people to downtown and could potentially bring new people to the area. Ms. Knight suggested the businesses could have a sidewalk sale at the same time to promote what they have to offer. The Board discussed supporting the event and the opportunity to showcase the downtown area.

Board Member Manweiler motioned to support the Salsa in the Streets event in August, 2012; Board Member Melendez 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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Special Events Coordinator Mueller reported on the status of the Farmer's Market and noted a location change was required as they did not receive permission from all of the business owners to close off the street. The second option was United Faith Church which is supportive to hold the Market. Ms. Mueller noted that Boardwalk Park was not a viable option as the vendors sell out of their cars or trucks and that option is not available in that location. Board Member Melendez stated she worked at length with Ms. Mueller to locate a good area for the Farmer's Market and could not determine an alternative.

Mr. Rasmussen addressed the DDA board regarding his patrons having a right to have adequate parking on 5th Street and did not support holding the Farmer's Market in that area.

Ms. Mueller currently has about ten vendors that are interested; the key is to get the word out that there is a Farmer's Market so it can get established.

I. Other Business

- Notice of the Chamber resolution in support of the ballot questions
Ms. Connors stated the Chamber was on board with a resolution in support of the DDA ballot questions.
- Update on Marketing Plan RFP
Ms. Fields noted that no proposals had been submitted as of yet. Ms. Melendez recommended the marketing committee review the applications and bring back the top proposals for consideration to the Board. Ms. Melendez stated the marketing committee would report back at the March meeting.
- Update from the Beautification Committee
Secretary/Treasurer Petersen stated items noted in the walk through included trash cans, benches and bike racks and noted that the corners at 5th and 6th be priorities. Mr. Rasmussen added that there are broken grates, rusted trash cans and broken ballards that need repaired. Board Member Phinney suggested that they should wait for CDOT to take care of some of those items.

Secretary/Treasurer Petersen gave an update on the status of the checking account which should be set up by the March meeting.

The DDA board discussed the lodging tax resolution and voice support of the ballot issue. Board Member Manweiler motioned to approve a resolution of support of Ballot Issue 2A related to a lodging tax; 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.

The Board discussed the historic mill with Mr. Petersen reporting that Ron Laur has taken it over. Board Member Melendez stated that Mr. Laur is the sole owner and had recently provided a presentation to the Town Board regarding ideas; particularly in using it for a restaurant/pub. The Town Board gave Mr. Laur until April, 2012 to present a business plan. It was noted that SafeBuilt is not yet involved and Mr. Laur was referred to the SBDA.

Board Member Melendez stated the website was live on January 31, 2012. Email generated from info@windsordda is currently going to Ms. Melendez and will send on any important information to the rest of the board. Ms. Melendez offered to train any others on how to use the website.

Ms. Fields met with the Chimney Park Bistro owner regarding the site plan for the rear patio and noted that they discussed how to partner with the DDA and promote business.



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Director of Engineering Wagner referred to CDOT for tables on sidewalks. Ms. Liley recommended working with CDOT on decorating of sidewalks. She will check with Fort Collins on how they coordinated a similar effort.

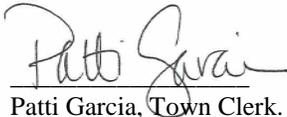
- J. An executive session pursuant to § 24-6-402 (4) (e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Land negotiations (K. Arnold)

Upon a motion duly made, the Downtown Development Authority went 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).

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.

- K. Adjourn

Upon a motion duly made, the meeting was adjourned.


Patti Garcia, Town Clerk.