



**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**

**May 16, 2012 – 7:30 a.m.**

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

**Windsor, CO 80550**

**AGENDA**

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  
Kristie Melendez  
Brent Phinney  
Jason Shaeffer

Also present:

Legal Counsel

Town Legal Counsel

Town Manager

Director of Finance:

Associate Planner

Administrative Specialist

Lucia Liley

Ian McCargar

Kelly Arnold

Dean Moyer

Elizabeth Fields

Sandra Sheffler

C. Public Invited to be Heard

Darcy Harris, representing the 6<sup>th</sup> Annual Our Lady of the Valley Golf Tournament to be held on August 4, 2012 at Pelican Lakes Country Club, was present and has been given the task of seeking silent auction donations and event sponsors. She has found that many businesses are reluctant to donate because of the economy and made a suggestion that a few businesses in one area could go in together to make one gift basket. This would help make any financial burden less of an impact on an individual business. Her goal is to get three gift baskets. Board Member Melendez deferred this topic to the Marketing Committee which will be meeting on May 23, 2012.

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 requested adding an Executive Session to the agenda.

Town Manager Arnold suggested making the Sub-Committee reports a standard agenda item.

E. Approval of Minutes from the April 18, 2012 Board of Directors Meeting – P. Garcia

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

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Shaeffer**



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**Nayes – None. Motion carried**

F. Report of Bills – D. Moyer

**Secretary/Treasurer Peterson motioned to approve the bills as presented; Board Member Phinney seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Shaeffer**

**Nayes – None. Motion carried**

G. Discussion on location for a Clearview Library drop box in Downtown – Ann Kling, Director of Clearview Library District

Ms. Kling stated the library made a commitment to the people of the community to place library drop boxes, for the return of library materials, in various locations in Windsor and Severance. The library is interested in putting a drop box in the Downtown area in a visible location with parking/standing in proximity. The library would be responsible for emptying the drop box on a daily basis and the businesses near the box would be responsible for snow removal.

Chairman Winter referred this request to the Beautification Committee to look at options of possible locations.

Associate Planner Fields stated the desired location should be presented to the town Development Review Committee to make sure there are no issues regarding public right of way and such. She also questioned whether Boardwalk Park would be a suitable location.

Town Manager Arnold stated a town location may be feasible and it should be further discussed with the Beautification Committee.

H. Passaratti Lot Discussion

Previous discussions regarding the use of portions of Lot 11, Block 5 have raised questions about the status of the lease with Michael & Hilda Passaretti. Town Attorney McCargar and Town Manager Arnold presented the lease that was signed on September 25, 2000 and stated the annual rent on the property has not been paid to the Town of Windsor since October 2010. Discussion regarding the direction of action to take took place. Board Member Shaeffer stated that he will open a dialogue with Mr. Passaretti and will set up a meeting to discuss the termination of the lease.

Town Manager Arnold recommended Associate Planner Fields work with the Beautification Committee to determine an interim use of the lot in question and come up with some sort of design.

I. Report from Sub-Committees

Associate Planner Fields gave a brief history and description of each committee for the benefit of Board Member Shaeffer.

1. Marketing Committee – K. Melendez

Marketing Committee (K. Melendez and B. Phinney) meetings will be held at 7:30 a.m. on the fourth Wednesday of each month. Board Member Melendez reported The Mantooth Company has been selected as the new marketing firm.

2. Beautification Committee – E. Fields



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Beautification Committee (D. Stauss, B. Phinney and C. Peterson) meetings will be held at 8:00 a.m. on the first Thursday of each month.

Board Member Shaeffer stated Justin Larson may be interested in doing some design work, pro bono, for the Beautification Committee. He will be invited to a future meeting to discuss options.

Associate Planner Fields reported that hanging planters would not be an option at this time due to Xcel Energy's policy to not let anyone use their poles. Xcel Energy is also moving towards removing banners from their poles. She suggested looking into the stone or concrete ground planters.

Town Manager Arnold suggested getting Todd Anderson with Xcel Energy to attend the next Beautification Committee meeting to talk about poles, banners, meters and underground utility funding that is available. Ms. Fields will work on getting him scheduled to attend a meeting.

### 3. Parking Committee – B. Winter

Parking Committee (B. Winter) meetings will be held at 7:30 a.m. on the second Wednesday of each month.

Associate Planner Fields stated submittals for the Parking Consultant RFP are due May 21, 2012. Submittals will be reviewed, prospects interviewed and a selection will be made to move forward with the parking issues.

Town Manager Arnold requested to be included in the review process of the RFP's and suggested Town Civil Engineer Effinger be invited also.

### J. Communications

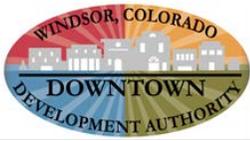
- Town Manager Arnold announced Ron Lauer has been invited to Town Board's work session on May 21, 2012 for an update on the mill. Work sessions are now televised in case anyone who cannot attend the meeting would like to view it live or at a later date.
- Board Member Phinney commented that they need to get the word out regarding the opening on the Board. Town Manager Arnold suggested pursuing someone in the area between 6<sup>th</sup> and 7<sup>th</sup> to get some extended representation on the Board.
- Town Manager Arnold announced June 7<sup>th</sup> is the All Town BBQ and first concert of the summer at Boardwalk Park. Board Member Melendez stated the Chamber of Commerce would likely welcome the DDA Board as volunteers for the event. Logo shirts were discussed and Board Member Shaeffer will work with Ms. Fields to select colors and style of new shirts and get them ordered.

**Secretary/Treasurer Peterson moved to approve beginning the process of selection and ordering shirts, with a verbal approval on cost once it's determined; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Shaeffer**

**Nays – None. Motion carried.**

- Town Manager Arnold announced Special Event Coordinator Casey Muller's last day working for the Town will be May 25, 2012. Plans are in place for coverage of upcoming special



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events and the position will be posted for replacement in the near future. He assured the Board that coordination of events will be well taken care of.

- K. 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.

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.

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.

**Board Member Phinney moved to authorize the Chair to obtain appraisals in connection with potential property acquisitions; Secretary Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Shaeffer**

**Nays – None. Motion carried.**

- L. Adjourn

**Board Member Winter motioned to adjourn at 8:52 a.m.; Secretary Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Phinney, Shaeffer**

**Nays – None. Motion carried.**

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Patti Garcia, Town Clerk