



**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**

**June 20, 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 7:32 a.m.
- B. Roll Call  
Chairman Bob Winter  
Vice Chairman Dan Stauss  
Secretary/Treasurer Craig Peterson (arrived at 7:35 a.m.)  
Brent Phinney  
Jason Shaeffer
- Absent: Kristie Melendez (excused)
- Also present:  
Legal Counsel Lucia Liley  
Legal Counsel Josh Liley  
Associate Planner Elizabeth Fields  
Administrative Specialist Sandra Sheffler
- 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
- E. Approval of Minutes from the May 16, 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, Phinney, Shaeffer**  
**Nayes – None. Motion carried**
- F. Report of Bills – E. Fields  
**Vice Chairman Stauss 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, Phinney, Shaeffer**  
**Nayes – None. Motion carried**
- G. Discussion on Conflicts of Interest  
Legal Counsel Liley read a portion of C.R. S. 31-25-819 regarding DDA conflicts of interest, which states "No board member nor any employee of the board shall vote or otherwise participate in any matter in which he has a specific financial interest, defined as a matter in which the member or employee would receive a benefit or incur a cost substantially greater than other property



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owners within the district. When such interest appears, it is the duty of the board member or employee to make such interest known, and he shall thenceforth refrain from voting on or otherwise participating in the particular transaction involving such interest. Willful violation of the provisions of this section constitutes malfeasance on the part of a member of the board and is grounds for instant dismissal of any employee. The governing body may by ordinance provide for automatic forfeiture of office by a board member for violation of this section."

This section was discussed to ensure all members understood what a conflict of interest might look like regarding the DDA, and if a conflict of interest were to arise it would be noted in the minutes that the person did not take part in discussion or voting.

### H. Report from Sub-Committees

#### Marketing Committee – B. Phinney

Board Member Phinney reported having had one meeting with The Mantooth Company to start outlining a plan for marketing.

Associate Planner Fields stated Mantooth has been to two Thursday evening concerts requesting people fill out a survey, and offering Windsor Bucks to do so. They also are working on a Downtown Windsor logo to help promote downtown as a whole. They sent her "20 Questions to Ask a Client Before Designing a Logo" that she will be emailing for input to be shared at the next scheduled committee meeting.

#### Beautification Committee – E. Fields

Associate Planner Fields reported on a meeting with Xcel Energy regarding undergrounding utility lines. It needs to be determined what lines are to be proposed for undergrounding and Safebuilt will need to inspect the area and verify if there may be any additional costs to business owners in the area. Research on this project will continue.

Board Member Phinney stated they met with Justin Larson of JCL Architecture to design the area of land next to Mr. Passaretti's property. Mr. Larson will have some concept drawings to present at the next meeting.

Ms. Fields stated a letter would be going to Mr. Passaretti to have the vehicles moved that may be encroaching on the town property. Chairman Winter asked if there was a survey on the property or if the town would be obtaining one. It was also questioned about how work could be done to the site if it is owned by the town and not owned by the DDA. Ms. Fields stated that once there are some concepts presented and there is an idea of what they would like to do with the property it could then be presented to Town Board with a proposal.

Ms. Fields gave an update on using Xcel Energy light poles for our banner program. Xcel Energy has passed a new rule stating that nothing can be attached to their poles. There is an option for the town to purchase certain light poles, making them able to continue the banner program, but unless a purchase is made, no banners shall be hung from the poles.

Mr. Phinney stated the bike racks for downtown are on hold until the parking study is completed. There will be a bike/pedestrian component as part of the study. Ms. Fields



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will be working with the Public Works Department to make final plans for placement of benches and trash cans.

### Parking Committee – C. Peterson

Ten proposals were received for the parking study. Three interviews were conducted which resulted in a recommendation to contract with Fehr & Peers.

**Board Member Phinney motioned to authorize Chairman Winter to sign the contract with Fehr & Peers for the parking study; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays – None. Motion carried**

### I. Communications

#### Discussion on how and where to post notices and cancellations of committee meetings – E. Fields

Committee meetings and cancellations will be posted the same as regular meetings. Board Member Phinney will work with Board Member Melendez to get all meeting information posted on the DDA website calendar. They will also be sent via email to the Board and will be posted at Town Hall.

- 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.

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.

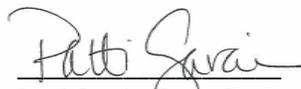
**Board Member Phinney moved to authorize Chairman Winter to continue the negotiations for purchases of certain properties, including making offers for purchase of those properties; Vice-Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays – None. Motion carried.**

### K. Adjourn

The meeting adjourned at 8:33 a.m.

  
Patti Garcia, Town Clerk