



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

July 18, 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 7:32 a.m.
- B. Roll Call
Chairman Bob Winter
Vice Chairman Dan Stauss (arrived at 7:35 a.m.)
Secretary/Treasurer Craig Peterson
Brent Phinney
Kristie Melendez
Absent: Jason Shaeffer (excused)
- Also present:
Legal Counsel Josh Liley
Associate Planner Elizabeth Fields
Town Manager Kelly Arnold
Chief of Police John Michaels
Town Clerk 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
- E. Approval of Minutes from the June 20, 2012 Board of Directors Meeting – P. Garcia
Secretary/Treasurer Peterson 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, Phinney, Melendez
Nayes – None. Motion carried
- F. Report of Bills – D. Moyer
Secretary/Treasurer Peterson motioned to approve the Report of Bills as presented; Board Member Phinney seconded the motion. Roll call on the vote resulted as follows:
Yeas – Winter, Stauss, Peterson, Phinney, Melendez
Nayes – None. Motion carried
- G. Presentation from Don Reichert regarding the Windsor Fine Arts Festival – Powerpoint presentation has been included in the packet for review
Don Reichert, Windsor Fine Arts Festival, addressed the Board regarding the upcoming event being held July 27-29, 2012 at Boardwalk Park. Mr. Reichert reported on how the event relates to the Downtown Development Authority (DDA) due to the location along with the business establishments in the area. It was reported that there will be 63 vendors representing 13 states over the 2.5 day event. Mr. Reichert stated that volunteers were needed and that they are part



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of the success of the event along with the fact funding is always needed as they are a non-profit organization.

Board Member Melendez recommended that the Marketing Committee determine how the DDA would like the support the event in 2013.

Board Member Melendez brought forward an idea to create bookmarks that would have a synopsis of DDA information to hand out at events. The DDA members supported the concept and would like to have them done by August 9. Ms. Melendez stated that there would not be a large volume printed so that new ones could be printed as the DDA moves forward.

H. Report from Sub-Committees

1. Marketing Committee

i. Update from Mantooth (*materials included in packet*)

Associate Planner Fields reported that an update was included in the packet and monthly updates will continue.

2. Beautification Committee

i. Tree planting quote (*materials included in packet*)

Board Member Phinney recommended moving forward with the purchase of the trees and noted the quote was for \$17,000. The DDA board members concurred.

Board Member Phinney motioned to accept the quote for tree planting, irrigation and electrical in the amount of \$17,000; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Phinney, Melendez

Nayes – None. Motion carried

ii. Benches and trash can quote (*materials included in packet*)

Associate Planner Fields reviewed options provided for purchase of benches and trash cans. Three trash cans will be purchased at a cost of \$2,520. The DDA discussed ordering 15 benches which will provide uniformity downtown. Town Manager Arnold stated the old benches could be passed on to another entity if Windsor does not have any use for them. The three benches that were purchased by individual business owners will be given the opportunity to take them for their use. The DDA members also discussed two options for the benches; one being having steel bar ends, the other having cast iron ends. The DDA would like to have the cast iron ends. The DDA also brought up the idea of using a type of plaque on the benches for dedication purposes. It was also noted that there may be other options to add onto the benches for branding purposes. Associate Planner Fields will follow up on the concept.

Vice Chairman Stauss motioned to authorize the purchase of 3 trash cans and 15 benches with cast iron ends; Board Member Phinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Phinney, Melendez

Nayes – None. Motion carried

3. Parking Committee

The Parking Committee will be holding a work session following the regular meeting.



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I. Communications

1. DCI Conference – Golden, CO, September 12-14 –Registration is \$210/person before August 1st and \$285/person after August 1st

Associate Planner Fields requested the DDA members check their calendars and advise her if they would like to attend. It was determined that the conference was close enough that the members would drive to Golden each day.

Town Manager Arnold stated that it is budget season and the DDA members need to start thinking about their own budget as staff will need guidance this year. Mr. Arnold recommended that the Chairman, Vice Chairman and Secretary/Treasurer serve as the budget team.

Mr. Arnold also reported on activity at Boardwalk Park noting that a report would be forthcoming to the Town Board regarding the summer statistics along with discussion of refinements that need to be made in order to address the crowd events.

Town Manager Arnold stated that northern Colorado was going to put in a bid for the 2013 USA Pro Cycling Challenge noting heavy sponsors will be Loveland and Fort Collins. More details will be available in August as bids are due at the end of October. Windsor would be a pass-thru on the route.

Chairman Winter stated the DDA was in favor of paving Main Street, if it comes to pass. Mr. Arnold noted that CDOT got pulled due to the fire and road work that needed to be addressed.

J. Adjourn

Vice Chairman Stauss motioned to adjourn the Regular Meeting; Secretary/Treasurer Phinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Phinney, Melendez

Nays – None. Motion carried

Patti Garcia, Town Clerk