



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

August 15, 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 7:34 a.m.

B. Roll Call

Chairman Bob Winter
Secretary/Treasurer Craig Peterson
Brent Phinney
Kristie Melendez
Jason Shaeffer
Sean Pike

Absent: Vice Chairman Dan Stauss (excused)

Also present:

Legal Counsel	Josh Liley
Associate Planner	Elizabeth Fields
Town Clerk	Patti Garcia
Director of Finance	Dean Moyer
Town Manager	Kelly Arnold

C. Public Invited to be Heard

Chairman Bob 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

Chairman Bob Winter requested the addition of 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

E. Approval of Minutes from the June 20, 2012 Board of Directors Meeting – P. Garcia

**Board Member Phinney motioned to approve the Minutes as presented; Board Member Shaeffer seconded the motion. Roll call on the vote resulted as follows:
Yeas – Winter, Peterson, Phinney, Melendez, Shaeffer, Pike
Nays – None. Motion carried**

F. Report of Bills – D. Moyer

Board Member Phinney motioned to approve the Minutes as presented; Board Member Shaeffer seconded the motion. Roll call on the vote resulted as follows:



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**Yeas – Winter, Peterson, Phinney, Melendez, Shaeffer, Pike
Nays – None. Motion carried**

- G. Oktoberfest Presentation – A. Porter/C. Knight
Art & Heritage Manager Knight thanked the Downtown Development Authority (DDA) Board for their support at Salsa in the Street and noted that Oktoberfest would be the next event which will be held in Boardwalk Park on September 15 from 11-4. Ms. Knight explained the set-up of the event along with bands that would be performing at the event. Board Member Melendez stated she would put information regarding Oktoberfest on the DDA website. Ms. Knight introduced Amy Porter who is the new Special Events Coordinator for the Town of Windsor. Chairman Winter noted "Cruise Night" that is held in Golden and stated something of that caliber might be an event to consider in Windsor.
- H. Town of Windsor Strategic Plan Discussion – K. Melendez/K. Arnold
Town Manager Arnold provided an overview of the draft Strategic Plan that the Town Board has been working on. Mr. Arnold invited the DDA Board to attend the public meeting being held on Monday night which will give citizens the opportunity to comment on the document.
- I. Discussion on Budget Timeline and Schedule
Director of Finance Moyer reported on the budget process and stated the DDA needs to produce a budget for review and approval. Mr. Moyer noted that actual July numbers will give a projection for the end of the year. The Town Board will be holding a budget retreat on October 6 so the DDA budget will need be submitted prior to that date. Chairman Winter stated that an Executive Committee could be put together which would work on the pending budget. It was reported that something would be prepared for the September DDA meeting.
- J. Report from Sub-Committees
1. Marketing Committee
 - i. Update from Mantooth (*materials included in packet*)
Associate Planner Field stated the update from Mantooth was included in the DDA packet. Board Member Melendez stated that survey forms from Mantooth can be made available for use at upcoming events. Ms. Melendez also reported on the bookmarks that have been created that provide DDA information and list upcoming events. The next Marketing Committee meeting will be held on August 29 at 7:30 a.m. at Town Hall.
 2. Beautification Committee
 - i. Update on Tree Planting project
Wade Willis, Manager of Parks & Open Space, and Ken Kawamura, Forester, will attend the next DDA meeting to provide recommendations and a schedule for tree planting.
 - ii. Update on Benches and Trash Cans



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Associate Planner Fields stated the benches and trash cans have been ordered and should be arriving in a few weeks. Board Member Phinney stated he has talked to business owners who owned benches that will be replaced by the new benches and they are supportive of the action. Mr. Phinney noted that the owners understand that they will need to remove the benches so that the new ones can be installed. It was discussed what to do with the old benches that are town property; Town Manager Arnold stated he would check the policy on giving away Town property.

3. Parking Committee

- i. Parking meeting scheduled for Thursday, August 30th, 7:30-9:00 am – Windsor Community Recreation Center

Chairman Winter noted the meeting on August 30 which will be held at the Community Recreation Center. Associate Planner Fields reported on the upcoming parking study that will be conducted within the DDA boundaries. Ms. Fields stated a mailing was going out to those in the DDA inviting them to the August 30 meeting. Parking inventories will be done on August 2 and August 4; draft findings will be presented to the DDA on August 30 with recommendations presented in September at a joint Town Board/DDA meeting.

K. Communications

1. Inter-city visit with a Chamber of Commerce group from Topeka, Kansas – Thursday, October 4th – L. Liley

Chairman Winter advised that a DDA member should attend the meeting that will be held in Fort Collins; he cannot attend as he will be on vacation. Board Member Shaeffer stated he could attend; Board Member Phinney will try to make the meeting.

2. Harvest Festival Booth sign-up

Chairman Winter and Secretary/Treasurer Peterson both volunteered to serve as hosts at the Windsor Town Board booth during the Harvest Festival.

Board Member Melendez motioned to go into 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; Board Member Phinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Peterson, Phinney, Melendez, Shaeffer, Pike

Nays – None. Motion carried

Upon a motion duly made the Executive Session was closed and the Downtown Development Authority Board returned to the Regular Meeting.



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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 Meeting Law, such concerns should now be stated. Hearing none, the regular meeting resumed.

L. Adjourn

Upon a motion duly made, the regular meeting was adjourned.

A handwritten signature in cursive script, appearing to read "Patti Garcia", is written over a horizontal line.

Patti Garcia, Town Clerk