



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

**BOARD OF DIRECTORS MEETING
November 21, 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
Brent Phinney
Kristie Melendez
Jason Shaeffer
Sean Pike

Also present:

Legal Counsel	Josh Liley
Town Manager	Kelly Arnold
Management Assistant	Lindsey Blomberg
Director of Finance	Dean Moyer
Town Clerk	Patti Garcia
Art & Heritage Manager	Carrie Knight

C. Public Invited to be Heard

Chairman Winter opened the meeting to public comment; to which there was none. Mr. Winter moved on to the next agenda item.

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

There were no additions or modification to the agenda.

E. Approval of Minutes from the October 17, 2012 Board of Directors Meeting – P. Garcia
Secretary/Treasurer Peterson 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, Melendez, Shaeffer, Pike
Nayes – None. Motion carried**

F. Report of Bills – D. Moyer

Secretary/Treasurer Peterson 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, Phinney, Melendez, Shaeffer, Pike
Nayes – None. Motion carried**

G. Public hearing for 2013 budget – J. Liley

Legal Counsel Liley reported the information in the packet reflected the most recent budget information. Mr. Liley noted the mil was set at one mil for the fiscal year 2013. Town Manager



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

Arnold reported that the budget meeting with the Town Board had gone well and recommended another meeting once the DDA 2013 work program has been put together.

Chairman Winter opened the meeting for public comment on the 2013 budget to which there was none.

- H. Resolution 2012-DDA 03 – A resolution of the board of directors of the Windsor Downtown Development Authority approving and recommending to the Town Board of the Town of Windsor the budget of the estimated amounts required to pay the expenses of conducting the business of said authority, and the appropriation of funds therefor, for the fiscal year ending December 31, 2013 – J. Liley

Board Member Melendez motioned to approve Resolution No. 2012-DDA03;

Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – None. Motion carried

- I. Resolution 2012 DDA 04 – A resolution of the board of directors of the Windsor Downtown Development Authority recommending to the Town Board of the Town of Windsor the determining and fixing of the mill levy of the Windsor Downtown Development Authority for the fiscal year ending December 31, 2013 – J. Liley

Board Member Melendez motioned to approve Resolution No. 2012-DDA04;

Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – None. Motion carried

Director of Finance Moyer stated he would track with the tax bills came up and would take care of the mill levy certification.

- J. Windsor Wonderland Sponsorship – K. Melendez

Board Member Melendez reviewed the Windsor Wonderland events and attractions along with marketing materials of flyers and banners with the DDA logo. Ms. Melendez also noted the Windsor Dash for Cash event that would be starting the Tuesday after Thanksgiving with local restaurants and retail establishment participating. Cards for the Dash for Cash event would be used December 1-24 in the DDA area; if you spend \$10 or more in an establishment the card would be stamped. Once a card receives five stamps they are mailed or dropped off at Windsor Eye Care Center. Two winners would receive \$250 in Windsor Bucks. The DDA board discussed Windsor Wonderland and the Dash for Cash and recommending to fund \$500 to Windsor Wonderland, \$500 to Dash for Cash, and a maximum of \$200 for ancillary expenses for items such as cards for Dash for Cash, etc.

Vice Chairman Stauss motioned to approve the funding of \$500 to Windsor Wonderland, \$500 to Dash for Cash, and a maximum of \$200 for ancillary expenses; Board Member Shaeffer seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – None. Motion carried

- K. Preserve America Presentation – C. Knight



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

Art & Heritage Manager Knight reported on the Preserve America program noting it is a federal program that encourages historic preservation efforts. The designation opens opportunities for grant programs; the Town Board and Historic Preservation Commission have both reviewed the Preserve America Communities program and have indicated support. Ms. Knight reviewed the benefits of the designation and reported she would know the status of the application in a couple of months.

- L. Resolution No. 2012- DDA 05 – Recommendation to Town Board and Resolution supporting the efforts of the Town of Windsor to receive a “Preserve America Communities” designation pursuant to Federal Executive Order 13287 – C. Knight

Vice Chairman Stauss motioned to approve Resolution No. 2012-DDA05; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

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

Nays – None. Motion carried

- M. Future Meeting Topics and Schedule

1. 2013 Work Plan and Strategic Plan Review

The DDA Board discussed the meeting/open house on January 23, 2013 and brought forward ideas to get input and more people from the DDA to attend. Town Manager Arnold recommended cancelling the December meeting; have a short meeting in January and go into a work session to discuss ideas for 2013 and prepare for the open house. The January DDA meeting will be a joint meeting with the Historic Preservation Commission. Management Assistant Blomberg will put a summary together of outstanding items from 2012 and include 2013 items from the work plan and have it ready for the January 23 meeting. Art & Heritage Manager Knight offered the Arts & Heritage Center for the open house on January 23.

- N. Report from Sub-Committees

1. Marketing Committee

Board Member Shaeffer provided ideas regarding the next public meeting such as getting the information on the website, newspaper, and flyers. A Facebook account was discussed; Board Members want to find ways to target those individuals in the DDA boundaries. Mailing information to members has been past practice and the DDA discussed ways to get email addresses too.

2. Beautification Committee

Town Manager Arnold stated that Management Assistant Blomberg was checking with CIRSA on our cost for the property recently purchased so it can be under the DDA as opposed the Town of Windsor. Ms. Blomberg is also checking with other insurance companies for estimates. Mr. Arnold noted the parking lot is owned by the DDA; the Town of Windsor is not going to maintain it until further notice is received.

3. Parking Committee

It was noted that the parking committee should be looking at the parking lot. Legal Counsel Liley recommended that there be signage absolving the Town of theft,



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

damages, etc. Board Member Shaeffer expressed concern regarding the parking lot and dangerous situations related to ice, etc.

Town Manager Arnold stated that the Town would assist, but not maintain it at this time. He requested the DDA work through the issue as time allows.

O. Communications

None.

P. Executive Session

The purchase of real property, pursuant to C.R.S. 24-6-402(4)(a); and determining positions relative to matters that may be subject to negotiations; developing strategies for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(e).- J. Liley

Secretary/Treasurer Peterson motioned to go into Executive Session at 8:35 a.m. regarding the purchase of real property, pursuant to C.R.S. 24-6-402(4)(a); and determining positions relative to matters that may be subject to negotiations; developing strategies for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(e); Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

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

Nays – None. Motion carried

Secretary/Treasurer Peterson motioned to return to the regular meeting at 8:55 a.m.; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

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

Nays – None. Motion carried

Q. Adjourn

Secretary/Treasurer Peterson motioned to adjourn at 8:55 a.m.; Board Member Shaeffer seconded the motion. Roll call on the vote resulted as follows:

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

Nays – None. Motion carried

A handwritten signature in cursive script that reads "Patti Garcia".

Patti Garcia, Town Clerk