



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

January 16, 2013 – 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:

Town Manager	Kelly Arnold
Director of Finance	Dean Moyer
Town Clerk	Patti Garcia

C. Public Invited to be Heard

The meeting was open to 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

Town Manager Arnold requested the DDA board discuss the January 23, 2013 meeting at the Art & Heritage Center along with the 2012 work plan.

E. Approval of Minutes from the November 21, 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

Board Member Melendez reported that the Windsor Wonderland had been a great success and noted the DDA Board had approved \$500 for Windsor Bucks and \$500 for the Windsor Wonderland event. Ms. Melendez stated that they had received adequate funds to cover the Windsor Wonderland event and requested that the \$500 for the Windsor Wonderland event not be distributed.

Ms. Melendez also reported she had received notice that the hosting fee was due for the DDA website. She will be asking Mantooth for their opinion regarding the DDA continuing with the



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current website host. Chairperson Winter directed that the website hosting decision should be left up to Board Members Melendez and Phinney.

G. Communications

- Windsor Wonderland

Chairperson Winter reported he had received good feedback on the event and the Dash for Cash. Vice President Stauss recommended that if Dash for Cash is part of the downtown events next year, that participants be allowed to drop the cards off at local businesses as opposed to one location or being mailed in. Board Member Melendez stated that the Windsor Wonderland event will be held from noon – 5 pm next year to accommodate for more time for children to be with Santa Claus. They will additionally be looking for more child-friendly vendors next year.

- Undergrounding of Utilities

Board Member Phinney reported he had met with SafeBuilt to discuss the undergrounding of the utilities in the DDA area. It was noted that the business owners don't need to change anything; it is done by Xcel. The cost would be putting in the disconnect and wire coming in. Town Manager Arnold stated the next step would be getting with Xcel and creating a package that would identify what it would take to underground the utilities. Mr. Arnold will have staff work with Xcel to get direction on moving forward with this exercise.

- January 23, 2013 Meeting

The public meeting will be held at the Art & Heritage Center from 6:30 to 8 p.m.; a press release will be sent out, information will be put on the DDA website and a mailing to those in the DDA area will go out. The agenda will include the introduction of the Board, current budget and mill levy information, summary of past accomplishments and the 2013 work plan.

- April 2013 Board Member Terms

There are two terms that will be expiring in April, 2013. Chairperson Winter would like to continue as a board member; Board Member Phinney indicated that he would not be pursuing a second term.

H. Adjourn

Secretary/Treasurer Peterson motioned to adjourn; 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


Patti Garcia, Town Clerk