



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

March 20, 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 7:32 a.m.

B. Roll Call

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

Excused:

Also present:

Town Manager	Kelly Arnold
Town Clerk	Patti Garcia
Associate Planner	Brett Walker
Associate Planner	Josh Olhava
Administrative Specialist	Sandra Sheffler
Art & Heritage Manager	Carrie Knight

C. Public Invited to be Heard

Ron Lauer, owner of the Mill, inquired about what was needed to make the first floor of the Mill ready to be occupied. Town Manager Arnold referred him to the Planning Department. Associate Planner Olhava will work with Mr. Lauer and facilitate a meeting with SafeBuilt. Mr. Arnold asked for an update on the status of the Mill. It is still for sale; however it is not listed with a real estate agent. He is considering a possible owner carry situation if he finds someone to make the purchase. His goal is to get the Mill back to completeness and back to original status. Chairman Winter stated Mr. Lauer has the full support of the DDA to get the building up to code and will refer potential buyers his direction. Mr. Lauer has concept drawings available and the building is essentially "shovel ready" for construction. Mr. Phinney asked if he had considered delisting the mill from the National Historical Registry to simplify the construction process and Mr. Lauer hesitates to do that because of the historical significance the mill plays for the Town of Windsor. He also questioned some wording in his original State grants that specify in the case of a natural disaster the contract is void. Mr. Arnold requested Mr. Olhava help facilitate a meeting with the State to find out his options regarding the grant, agreement and the condition of the building. This meeting should include Mr. Lauer, Mr. Arnold, Mr. Olhava, Mr. Winter and Carrie Knight, Museum Manager.

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

The agenda was approved by consensus of the board.

E. Approval of Minutes from the February 13, 2013 Board of Directors Meeting – P. Garcia



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

Yeas – Winter, Stauss, Peterson, Melendez, Phinney

Nays – None. Motion carried.

F. Report of Bills & Financial Report – P. Garcia

Town Clerk Garcia stated there were no bills to present. Board Member Melendez asked about the status of the \$500 going towards the Farmer’s Market and Ms. Garcia said she would look into it.

G. Executive Session

An executive session for 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)(a).

Vice Chairman Stauss motioned to go into Executive Session for 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)(a); Secretary Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Phinney

Nays – None. Motion carried.

The meeting moved to Executive Session at 7:48 a.m.

Secretary Treasurer Peterson motioned to return to the Regular Meeting; Board Member Phinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Phinney

Nays – None. Motion carried.

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.

The regular meeting resumed at 8:10 a.m.

H. Report from Sub-Committees

1. Marketing Committee – Kristie Melendez

The Board discussed a previous request from the Parks, Recreation & Culture Department for a sponsorship of the Swinging in the Streets event that will be held in conjunction with the Windsor Summer Concert Series.

Board Member Phinney motioned to approve a \$250 sponsorship for the Swinging in the Streets event; Secretary Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Phinney

Nays – None. Motion carried.

• USA Pro Challenge

Ms. Melendez reported on several ideas to promote Downtown Windsor during the Pro-Cycling Tour, including a pancake breakfast, local business



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promotions and sales, DDA water bottles and a drawing for a bicycle. The DDA Board discussed the options regarding the bike drawing using a concept similar to "Dash for Cash" that was used during the winter holiday using a bike theme. Several members brought forward that funds might be better used on marketing as opposed to purchasing a bike to give away. The DDA Board discussed using funds up to \$2,500 for the promotional items for the event, such as the bicycle purchase, and noted that the water bottles should be purchased separately as they will be used during other events. Ms. Melendez stated the Marketing Committee would discuss ideas at their next meeting and provide an update of plans at the next regular DDA meeting.

2. Beautification Committee – Brent Phinney

- Xcel update

Xcel will design the undergrounding at no charge and will include a cost-estimate for installation that is good for 30 days. There are concerns that all of the buildings would have to be upgraded to meet code requirements for the new service line. If this is so, the DDA could facilitate one contractor to perform all of the upgrades. SafeBuilt will be invited to the next committee meeting to answer some of the questions regarding code requirements.

Board Member Phinney motioned to authorize staff to pursue undergrounding design on north side of Main between 4th and 5th Streets; Secretary Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Phinney

Nayes – None. Motion carried.

- Historic photos window project

Art & Heritage Manager Knight provided an overview of the window project and stated that the windows at Brent Phinney's business would be ideal. A cost estimate will be provided at the next DDA meeting for consideration.

3. Parking Committee

- Parking options for the DDA area

Chairman Winter discussed the idea of providing incentives for employees of the DDA area businesses to park off of Main Street. The Board discussed the need to look back at the parking study and determine what recommendations were given. The Parking Committee will review those recommendations.

- Bicycle parking – bike rack information

Associate Planner Walker brought forward several ideas for bike racks. The DDA board discussed where racks should be located along with what types of bike racks should be purchased. Several members appreciated the more artistic look as compared to a standard rack. Mr. Walker stated that the Parking Committee could select the racks and a consideration of costs would be provided at the next regular DDA meeting.

I. Communications

Board Member Phinney stated that this would be his last meeting as his term was up in April, 2013.

J. Adjourn

Board Member Stauss motioned to adjourn the meeting at 9:20 a.m.; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:



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**Yeas – Winter, Stauss, Peterson, Melendez
Nays – None. Motion carried.**

Patti Garcia, Town Clerk