



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

April 18, 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 7:35 a.m.

B. Roll Call

Chairman Bob Winter
Secretary/Treasurer Craig Peterson
Kristie Melendez
Sean Pike

Excused:

Vice Chairman Dan Stauss
Jason Shaeffer

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

Vern Rasmussen addressed the Board regarding parking concerns that had been voiced during a committee meeting. Mr. Rasmussen had talked to the applicants of the old bank building regarding employee parking options which were received well. It has been requested that they not park for an entire work day in front of businesses that have customers, other parking is available behind Main Street. The Board discussed ways of notifying all businesses on Main Street where employee parking is available; Secretary/Treasurer Peterson and Board Member Pike volunteered to meet with the various affected businesses.

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

Town Clerk Garcia stated that Lucia Liley would not be present at the meeting and recommended to postpone Item G. to the May 15, 2013 Downtown Development Authority meeting.

E. Approval of Minutes from the March 20, 2013 Board of Directors Meeting – P. Garcia

Secretary/Treasurer Peterson motioned to approve the minutes as presented; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Peterson, Melendez, Pike

Nayes – None. Motion carried.

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

Town Clerk Garcia reported on the bills included for approval; one for legal services and another for postage when mailing the open house postcards.



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Secretary/Treasurer Peterson motioned to approve the bills as presented; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez

Nayes – None. Motion carried.

G. Tax increment projects presentation – L. Liley

Postponed to May 15, 2013.

H. Report from Sub-Committees

1. Marketing Committee

- Pro Cycling Challenge update

Board Member Melendez provided a report of the Pro Cycle Challenge approved ancillary event “Wheels & Deals” using the Dash for Cash concept. The goal is to have the event span several weeks and promote it outside of the Windsor area in order to draw people downtown. Several monetary expenditures were brought forward for consideration: Labels for water bottles for summer events (approximately \$319), Mantooth contract to handle Pro Cycle Challenge promotions, posters & fliers (\$1,500), bike from Spokes for the Wheels & Deals promotion (\$1,000), media buys (\$2,000). Ms. Melendez requested \$5,000 for the marketing committee to fulfill the listed expenditures.

Secretary/Treasurer Peterson motioned to authorized the expenditures of up to \$5,000 to be used for marketing the Pro Cycle Challenge in the Downtown Development Authority district; Board Member Pike seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez

Nayes – None. Motion carried.

Town Manager Arnold requested that the DDA members help remind businesses of what they can and cannot do on the day of the Pro Challenge event.

Board Member Melendez reported that Mantooth is working with Taco Johns in supporting a potential continuation of Salsa in the Streets in September.

2. Beautification Committee

- Historic photos window display program; consideration of costs

Art & Heritage Manager Knight provided information regarding a window display program using historic photos in the Town’s possession that would be displayed in the Windsor Eye Care Center windows. The cost for each sign is \$264 which includes installation; the Museum would pay for one and the DDA would be responsible for payment of the second sign. The Board member discussed what windows were available for a public art display with Town Manager Arnold stating that empty storefronts could benefit from the program. Staff brought forward ideas of using foam board or smaller, movable photos. Board Member Melendez stated that a precedent could be set if the photos for the Eye Care Center are paid for by the Town and the DDA and that photos for other businesses will be at their own cost.



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Staff determined that further research needed to be done on the Window Program, ie scope of work and framework for the program.

- 4th & 6th Street bulb outs, planters & materials information - *Information provided at DDA meeting*

Associate Planner Walker provided an overview of the planter options noting the concrete planters are \$312 each and do not have much of a color variation and the plastic planters are \$143 each and come in a wide array of colors to choose from. It was confirmed by the Parks Department that if the DDA were to purchase four planters the Town would purchase and plant flowers in them. The Board determined to purchase four concrete planters as the look will stay consistent with what the Town has purchased and they will be more durable than plastic.

Board Member Melendez motioned to purchase four concrete planters in terra cotta; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez

Nays – None. Motion carried.

3. Parking Committee

- Bicycle parking – bike rack information, placement and consideration of costs - *Information provided at DDA meeting*

Associate Planner Walker provided bike rack options to the DDA; one with loops and a second that looks like a bike but is a rack (called an Advocate). Staff discussed placing the Advocate (\$489) by the House of Windsor and a rack with seven loops near Okole Maluna (\$539). It was noted that Board Member Stauss may be able to pick the racks up while in Wisconsin. Associate Planner Walker stated he would follow up with Mr. Stauss to check availability.

Secretary/Treasurer Peterson motioned to authorize the purchase of one Advocate bike rack and one seven loop bike rack; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez

Nays – None. Motion carried.

I. Dashboard Map Exercise – Identify levels of participation throughout the DDA

Postponed to May 15, 2013 meeting.

J. Communications

Associate Planner Olhava reported that a meeting had been scheduled with members of the State Historical Fund on Friday at 9 a.m.; discussions will include information regarding the mill, grants, and easements.

K. 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)

Board Member Melendez 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



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subject to negotiations; developing strategies for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(e); Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez

Nays – None. Motion carried.

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

Yeas – Winter, Stauss, Peterson, Melendez

Nays – None. Motion carried.

The regular meeting resumed at 8:52 a.m.

Secretary/Treasurer Peterson motioned to authorize Chairperson Winter to enter into an agreement with final approval by legal counsel for a contract amount and closing costs for the two pieces of the Householder property in the DDA district; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez

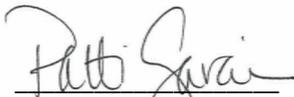
Nays – None. Motion carried.

L. Adjourn

Board Member Melendez motioned to adjourn the meeting at 8:55 a.m.; Board Member Pike seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez

Nays – None. Motion carried.


Patti Garcia, Town Clerk