



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

September 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 7:30 a.m.

B. Roll Call

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

Excused:

Also present:

Town Manager	Kelly Arnold
Town Clerk	Patti Garcia
Management Assistant	Kelly Unger
Associate Planner	Brett Walker
Associate Planner	Josh Olhava
Administrative Specialist	Sandra Sheffler

C. Public Invited to be Heard

There was no public comment.

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 changes to the Agenda.

E. Approval of Minutes from the August 21, 2013 Board of Directors Meeting and August 26, 2013 Special Meeting Minutes – M. Lee

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

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

F. Report of Bills – P. Garcia

Town Clerk Garcia stated that three of the checks listed were related to the Salsa on 5th event. As the event was postponed, the checks are being held until a new date is chosen.

Secretary/Treasurer Peterson motioned to approve the Report of Bills as presented; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:

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

G. Report from Sub-Committees

1. Marketing Committee



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Salsa on 5th Street – discussion of new date for event
Board Member Melendez reported on Salsa on 5th stating it has been tentatively rescheduled to October 5, 2013 due to the storms and flooding mid-September. The event will be held from 5:30 to 7:30. The Committee is checking on the availability of the band, sound, dancers and vendors. The Committee is meeting on September 23 and will discuss the DDA website and Windsor Wonderland; the DDA is a sponsor of the event. The DDA Board discussed the Farmer’s Market and determined they would not have a booth for the last weekend (September 21)

2. Beautification Committee

Overview of discussion with Kristin Cypher – Britina Design Group
Town Clerk Garcia reported that Kristin Cypher had attended the last Beautification Committee meeting and would be providing a scope of work and concept plan for the DDA owned lots. The information should be available at the next Beautification Committee meeting for review. Chairman Winter inquired about the status of the undergrounding to which Associate Planner Olhava reported that he is to receive information by Friday and he will forward it along to the DDA board.

3. Parking Committee

Associate Planner Walker stated that he was preparing a document to be shared at the October 23 meeting at Nana Bea’s regarding employee parking and options in the DDA area. Secretary/Treasurer Peterson noted that Main Street is “come and go” parking. The board members discussed the parking study and the ideas that were provided such as 2 hour parking limits. Mr. Walker will draft the parking document that will be shared at the October 23 meeting to allow for attendees to provide comments regarding employee parking.

H. Draft Budget & Mill Levy Discussion – D. Moyer & P. Garcia

Director of Finance Moyer reported on the draft budget. It was noted that the property tax was down in 2013 from 2012 numbers; Mr. Moyer stated that he contacted the Weld County Assessor who advised the change could have been due to a variety of reasons but most likely because the DDA purchased property is no longer taxable. The revenues include a carry-over of funds unused 2013 funds along with the \$250,000 transfer from the Town of Windsor General Fund which was committed to the DDA annually until 2016. The Board discussed the change from 1 mill to 2 mills; Town Clerk Garcia stated the goal is to be at 5 mills by the time the Town of Windsor funding ends in 2016.

Town Clerk Garcia reviewed the draft expenditures with the DDA Board requesting that the façade program be funded at \$100,000 and Site Improvements be funded at \$20,000. There were no other changes to the draft expenditures.

The DDA will join the Town Board at their October 28, 2013 work session to review their budget; the final adoption of the Town of Windsor budget takes place on November 25, 2013.

I. October 24, 2013 Downtown Meeting at Nana Bea’s (formerly House of Windsor) – B. Winter

Chairman Winter reported that a meeting of the DDA would be held at Nana Bea’s on October 23 from 5:30 to 8:00 pm. The meeting will be hosted by the DDA and each



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attendee will receive \$3 in Windsor Bucks that they can use toward purchasing something at Nana Bea's.

Chairman Winter motioned to authorize the expenditure of \$3 per DDA member at the October 23, 2013 meeting at Nana Bea's; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Melendez, Pike, Koehler

Nays – None. Motion carried.

Town Clerk Garcia stated that she would have postcards mailed the week of October 14 to the DDA mailing list advising them of the meeting.

J. Communications

None.

K. Adjourn

After a motion duly made, the meeting was adjourned at 8:50 a.m.

/s/Patti Garcia, Town Clerk