



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

[www.windsordda.com](http://www.windsordda.com)

---

### BOARD OF DIRECTORS MEETING

December 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  
Dean Koehler  
Sean Pike

Also present:

Town Manager	Kelly Arnold
Town Clerk	Patti Garcia
Management Assistant	Kelly Unger
Associate Planner	Brett Walker
Customer Service Supervisor	Megan Walter

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment; Ron Lauer asked the board who made the decision to use tax payer money to complete a feasibility study on privately owned property. The board decided to address his question under the regular Communications 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 changes to the Agenda as presented.

E. Approval of Minutes from the November 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, Stauss, Petersen, Melendez, Koehler, Pike**

**Nayes - None. Motion carried.**

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

Town Clerk Garcia presented the report of bills; Board Member Melendez stated the rack cards hadn't been paid for yet. Ms. Garcia agreed to follow up on that payment. Chairman Winter asked about the payment he approved for engineering, Ms. Garcia advised the board an invoice hadn't been received yet but be processed once it was.

**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, Petersen, Melendez, Koehler, Pike**

**Nayes - None. Motion carried.**



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

[www.windsordda.com](http://www.windsordda.com)

---

### G. Report from Sub-Committees

#### 1. Marketing Committee

##### i. Winter Wonderland debrief – K. Melendez

Winter Wonderland was held on December 7, 2013 and despite very cold temperatures had a good turnout, with 430 kids compared to 500 last year. Wing Shack provided hot chocolate and cider. Great Western surprised the crowd with large candy canes filled with candy for the kids. This year had the highest sponsorship which fully paid for the event and sponsors have already stated they would be back next year. A debriefing meeting will be held later to determine what to do with the remaining funds. Rack cards were present at the event and are available for any business who would like to display them at the shop. Vice chairman reported to the board that business was down on that day based on the cold but he still supports Winter Wonderland.

Town Manager Arnold asked the board to send a thank you note to Great Western. Kristie advised Mr. Arnold that all participants received thank you notes and Great Western was part of that list. Mr. Arnold also said that other surrounding communities had their winter celebrations on the same weekend which may have also contributed to the lower numbers this year. Board member Melendez stated she would discuss the date and time for next year at their debriefing meeting.

The marketing committee will not meet on December 25, 2013 due to the Christmas holiday, and will begin up again in January looking at cost for billboard signage and website updates for 2014.

#### 2. Beautification Committee

##### i. DDA- owned lots - Concept Plan status including update of December 11, 2013 meeting – B. Winter

Chairman Winter reported that Kristen Cypher from C+B Design presented the Concept Plan and discussed drainage off the highway that runs into the property. The committee asked Mr. Arnold if the Town of Windsor would be responsible for that drainage. He and Ms. Garcia stated there wasn't an answer available for that issue and that as the Concept Plan progresses that would all become available. Ms. Garcia communicated that she would contact Lucia Liley to see what financing options were available and touch base with Town of Windsor Engineering concerning drainage lines to the lake.

A work session meeting will also be rescheduled with Lucia Liley regarding the Facade Improvement Program.

Mr. Walker will advise board by email when a good time will be to show up at the Planning Commission meeting to present Concept Plan. A memo has been presented to the board regarding the information.

#### 3. Parking Committee

##### i. Update regarding meeting with Fehr & Peers – B. Walker

Mr. Walker met with Fehr & Peers to discuss a scope of work for the following parking programs; historic parking credits, parking reduction, shared parking



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

[www.windsordda.com](http://www.windsordda.com)

---

and payment in lieu. He would forward more information to the committee when it becomes available.

Mr. Winter shared with the board that he found 78 parking spaces around Boardwalk Park with 8 being handicap.

### H. Communications

- Historic Mill Feasibility Study – RFP Process

Ms. Melendez responded to Mr. Lauer on his previous question stating that, the Downtown Development Authority Board as well as Town Board approved the study and budget. Mr. Arnold stated the State of Colorado was interested in giving funds to research what could be done to improve the downtown area. Mr. Lauer stated that didn't really answer his question, Mr. Winter indicated no formal approval or decision has been made, the DDA, Town, and State are still in the research stages and will be moving towards making a decision.

The RFPs will be reviewed on Friday December 20, 2013 at 7:30am

- Schedule work session to discuss 2014 Work Plan  
Work session is scheduled for after regular meeting on January 15, 2014
- 2014 regular and committee meeting scheduled  
Board agrees to continue meeting on Wednesday mornings at 7:30. Ms. Garcia will organize a 2014 calendar to schedule regular and committee meetings.
- Sales tax numbers from the financial report were discussed
- Ms. Melendez questions why dues, fees, and subscriptions were over budget, Ms. Garcia informed the board that property tax was not budgeted and was paid out of that account.
- Mr. Winter reminded board that DCI meeting will be in Fort Collins this year and it would benefit the board to attend. Ms. Garcia stated it was in the budget for each member to attend and she would send out dates of the meeting.
- Ms. Garcia is a member of the Northern Colorado Leadership Program and has networking opportunities with the Fort Collins DDA and Downtown Business Association Program Manager.

### I. Adjourn

On a motion duly made, the meeting was adjourned at 8:04 a.m.

*Megan Walter*

Megan Walter, Customer Service Supervisor