



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

January 15, 2014 – 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 (Arrived Late)
Sean Pike
Jason Schaffer

Also present:

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; there was none to be heard

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 December 18, 2013 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, Petersen, Melendez, Pike, Schaffer
Nays - None. Motion carried.**

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

Town Clerk Garcia presented the report of bills, she will look into the outstanding Mantooth Marketing invoices, as well as contact Kristen Cypher, C+B Designs, for the engineering invoices.

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

**Yeas - Winter, Stauss, Petersen, Melendez, Pike, Schaffer
Nays - None. Motion carried.**

G. Report from Sub-Committees

1. Marketing Committee

Committee will meet on January 22, 2014 to discuss the Intern position, cost for billboards, and new website. Ms. Melendez has researched the cost of updating current website or creating a whole new website and will bring all information to regular board meeting in February. She also requested the board purchase holders to display the rack cards, and will



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distribute to DDA businesses. Ms. Garcia requested Ms. Melendez to get her all the information and she would place the order through the Town, to ensure a tax exempt purchase.

Secretary/Treasurer Peterson motioned to approve the purchase of rack card holders; Board Member Shaffer seconded the motion. Roll call on the vote resulted as follows:

Yeas - Winter, Stauss, Petersen, Melendez, Pike, Schaffer

Nays - None. Motion carried.

2. Beautification Committee

Committee is still waiting on Kristen Cypher, C+ B Designs, to get finalized documents on the concept plans and will forward to board when information is received.

3. Parking Committee

Fehr and Peers submitted to the Town a scope of work and cost estimate for their services. Town staff met and is in the process of making revisions to their scope of work. The original cost estimate was approximately \$13,000, and the cost will come from Town budget.

H. Communications

- Work session with Lucia on Wednesday January 29, 2014 at 7:30 am.
- Town staff went to Weld and Larimer County Assessors to learn how the DDA works with County offices. Both counties are available to answer any questions or help in any way.
- Sales tax numbers were discussed,
- A more in depth financial report will be distributed to DDA board when year has been closed out by Finance.

I. Adjourn

On a motion duly made, the meeting was adjourned at 7.45 a.m.

Megan Walter

Megan Walter, Customer Service Supervisor