

**WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

P.O. BOX 381, Windsor, CO 80550

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

---

**BOARD OF DIRECTORS SPECIAL MEETING**

**March 12, 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 7:32 a.m.

B. Roll Call

Chairman Bob Winter  
Vice Chairman Dan Stauss (Arrived Late)  
Secretary/Treasurer Craig Peterson  
Sean Pike (Excused)  
Dean Koehler  
Kristie Melendez  
Jason Shaeffer

Also present: Town Clerk Patti Garcia  
Customer Service Supervisor Megan Walter

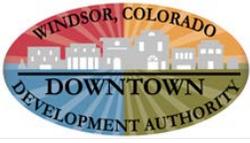
C. Consideration of a contract with Holtkamp Planning for the purpose of conducting a Feasibility Study on the Historic Mill – P. Garcia

The contract and proposed budget from Holtkamp Planning to conduct the Feasibility Study was distributed by email and by hard copy to the DDA board members. Included with the feasibility study, the contract included completion of the gap analysis to be used with the concept plans for the town-owned lots. If the DDA board approves of the contract and budget, it will be contingent upon the receipt of an administrative technical grant from DOLA in the amount of \$20,000. The contract cannot be executed until the DDA receives confirmation of the matching grant funds.

The proposed budget from Holtkamp has a not to exceed amount of \$49,629. The DDA included \$20,000 in their 2014 budget for the Feasibility Study and will apply for a \$20,000 matching grant from DOLA. This could leave a potential balance of \$9,629 to be funded.

The board members discussed the proposed budget and several were apprehensive of the cost of the study and uneasy with the guarantee or what the return on investment would be. They were also concerned with what the owner of the lot would be willing to finance.

Other members of the board felt that although the cost seemed high, the benefit of this company and study would increase value of the Historic Mill as well as other DDA lots and businesses around the property. These members also saw the huge opportunity of DOLA granting matching funds for the study and didn't want to miss that chance.



**WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

P.O. BOX 381, Windsor, CO 80550

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

The DDA board as a whole came to the agreement that this is a great time to conduct the study especially with the opportunity to receive matching funds from DOLA and even though the guarantee of return on investment is unknown at this point, they are willing to move forward with the study. The board also questioned if Holtkamp Planning was willing to break the study into phases. Ms. Garcia said that was an option and she would follow up with Holtkamp Planning.

**Secretary/Treasurer Peterson motion to approve the contract with Holtkamp Planning for the purpose of conducting a Feasibility Study on the Historic Mill contingent upon confirmation of receipt of matching grant funds of \$20,000 from the Department of Local Affairs. Vice Chair Stauss seconded the motion. Roll call on the vote resulted as follows:**

**Yeas - Winter, Stauss, Petersen, Melendez, Koehler, Schaffer**

**Nayes - None. Motion carried.**

D. Adjourn

**Secretary/Treasurer Peterson motioned to adjourn the meeting at 8:30 a.m.; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:**

**Yeas - Winter, Stauss, Petersen, Melendez, Koehler, Schaffer**

**Nayes - None. Motion carried.**

*Megan Walter*

Megan Walter, Customer Service Supervisor