

WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

August 20, 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
Sean Pike (absent)
Jason Schaeffer (absent)

Also present:

Town Clerk	Patti Garcia
Management Assistant	Kelly Unger
Town Manager	Kelly Arnold
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

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

Yeas – Winter, Stauss, Petersen, Melendez, Koehler

Nayes - None. Motion carried.

E. Approval of Minutes from the July 29, 2014 Board of Directors Meeting – M. Walter

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, Petersen, Melendez, Koehler

Nayes - None. Motion carried.

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

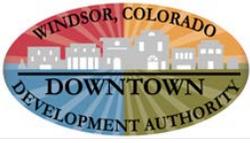
Town Clerk Garcia presented the report of bills and financial report and offered to answer any questions.

Vice Chairman Stauss requested Ms. Melendez look into the Vista Works invoice; it appears the DDA was charged for two domain transfers. Mr. Melendez stated she would look into it and report back.

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

Nayes - None. Motion carried.



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G. Outside Agency Fund Request – Breastfriends Footsteps to Hope

Debbie Martin with Breastfriends turned in an Outside Agency Fund Request to the DDA Board. She presented the Breastfriends Footsteps to Hope event to the board and requested a \$3,000.00 donation. The board discussed the event and approved the donation amount.

Board member Koehler motioned to approve the Outside Agency Fund Request in the amount of \$3,000.00; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas - Stauss, Petersen, Melendez, Koehler

Nayes - None. Motion carried.

H. Contracting policies – use of Town’s form contract for future DDA contracts – J. Liley

As the DDA enters into more contacts, Mr. Liley and Ms. Garcia discussed the importance of using standard Town of Windsor contact forms with DDA specific modifications. By using form contracts, it cuts down on legal fees, and makes it easier to review. These form contracts are also useful in more detailed federal contracts that contain comprehensive information in regards to labor, payroll and subcontractors. The topic was discussed at the May DDA meeting at which it was requested that a form contract be provided to the DDA to review before authorizing its use. The form contract is a template for future use. There may be individual modifications made in order for the form to fit the needs and requirements of work to be performed.

Secretary/Treasurer Peterson motioned to approve the use of Town’s form contracts for future DDA contracts; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas - Winter, Stauss, Petersen, Melendez, Koehler

Nayes - None. Motion carried.

I. Presentation of Draft Town of Windsor Strategic Plan – K. Melendez

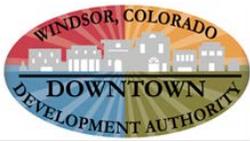
Ms. Melendez presented the board with the Town of Windsor Strategic Plan and offered to answer any questions or return information to the board from the DDA. The board discussed, and would like Ms. Melendez and Town Board for their support and ideas. The DDA board also supports the idea of “One Windsor, One Community.”

J. Report from Sub-Committees

1. Marketing Committee

i. Farmer’s Market update

- a. Mr. Koehler reported an average of 400-750 visitors per weekend.
- b. Ms. Melendez stated that several DDA businesses have stated their sales are up on the market weekends.
- c. Board members suggested a volunteer for next year that would be at every market and handout information for DDA.
- d. Marketing committee will review and update the rack cards at their next meeting and bring to regular meeting for approval before printing.



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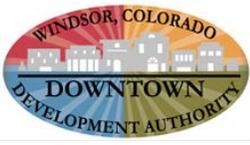
- ii. Salsa on 5th –
 - a. A DDA booth will be setup to provide flyers, information and water.
 - b. There is no sponsorship from Taco John for this year due to short staffing, therefore the budget will be slightly over \$5,000.00
 - c. Ms. Garcia provided an event setup up for the DDA members to review and requested help with security in regards to alcohol leaving premises.
2. Beautification Committee
 - i. No items were discussed.
3. Parking Committee
 - i. No items were discussed.

Town Manager Mr. Arnold updated the board on various issues

- Town dance on Thursday will not continue next year due to many issues and complaints.
- There is a lot of interest and support on the Mill Feasibility Study in regards to concept plans and DDA lots.
- There was a fire at Theo's Pizza, Mr. Arnold recommends DDA members reach out to that business and make sure they are aware of the Façade Improvement Program.
- A business at 427 Main Street was shut down because a business license had not been obtained.
- There are several code enforcement violations on Ash Street that the Town is working on getting taken care of.
- Mr. Arnold recommends Chairman of Board keeps track of board attendance and make sure members are still interested on being part of board.
- The board may want to look into a strategic plan retreat, DDA staffing, and the 5 year extension.

K. Communications

1. 2015 Budget Calendar
 - i. During the September 17th regular meeting the budget will be discussed and will meet with Town Board on October 27th.
2. Board meeting date change in September to September 24, 2014
 - i. Holtkamp will not have everything available by the 24th and would like to push the meeting to early October. Board decided to have regular meeting on September 17th and call a special meeting on Wednesday October 1st or after.
3. Downtown Colorado, Inc – Annual Conference scheduled for September 9-12, Ft. Collins, CO
 - i. All board members are signed up for conference and Ms. Garcia will forward information as it becomes available.
4. Pro Challenge Monument
 - i. A Pro Challenge Monument will go in front of Nana Bee's once it's approved.
5. DDA Sponsorship Benches
 - i. Ms. Garcia will look back into this project and get back to board with information.
6. Bike Racks
 - i. On Town Board agenda for August 25th. Ms. Garcia will let board know if resolution is adopted and approved.



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L. Adjourn

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

Yeas - Winter, Stauss, Petersen, Melendez, Koehler

Nays - None. Motion carried.

Megan Walter

Megan Walter, Customer Service Supervisor