



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

February 18, 2015 – 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
Secretary/Treasurer Craig Petersen
Kristie Melendez
Dean Koehler
Sean Pike
Jason Schaeffer

Also present:

Town Clerk/Asst to TM	Patti Garcia
Communications/Asst to TM	Kelly Unger
Customer Service Supervisor	Megan Walter
Art & Heritage Manager	Andrew Dunehoo
Special Event Coordinator	Trish Chavez

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment, to which there was none.

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

Secretary/Treasurer Petersen requested an addition to the agenda in regard to the DDA checking account at Public Service Credit Union.

Secretary/Treasurer Petersen motioned to approve the agenda with the addition; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Petersen, Melendez, Koehler, Pike, Schaeffer
Nayes - None. Motion carried.

E. Approval of Minutes from the January 21, 2015 Board of Directors Meeting – P. Garcia

Board Member Koehler motioned to approve the minutes presented; Vice Chair Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Petersen, Melendez, Koehler, Pike, Schaeffer
Nayes - None. Motion carried.

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

Town Clerk Garcia presented the report of bills and financial report; she offered to answer any questions. Board discussed the included bills.

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

Yeas – Winter, Stauss, Petersen, Melendez, Koehler, Pike, Schaeffer
Nayes - None. Motion carried.

Secretary/Treasurer Petersen informed the board that the account at Public Service Credit Union is inactive due to lack of use. The account is not accruing any fees and contains a balance of \$9,636.57. The



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board discussed the options for the account and determined to leave the account as it sits for possible use by the future executive director.

G. Report from Sub-Committees

1. Marketing Committee

i. Farmer's Market

Town of Windsor, Special Event Coordinator Trish Chavez informed board she has resigned and her last day is March 3rd. Ms. Chavez also addressed the board regarding the future of the Farmer's Market. She has been in contact with the vendors and they have voiced their concerns regarding communication with CSU Extensions. She offered some areas for the DDA to think through and encourages them to communicate with Ms. Garcia and Mr. Dunehoo. Ms. Garcia informed the board that she spoke with Lucia Liley regarding the DDA partnering with the Town of Windsor. Lucia stated the partnership would need to directly correlate with the DDA area by impacting the property taxes within the DDA boundary. The board continued to discuss the future of the farmers market and liked the idea of combining with the summer concert series. Board member Koehler stated he would contact the Master Gardner's to get a feel for their interest and ideas. The board agreed to gather some additional information and reconvene during the next regular meeting on March 18, 2015 to make a final decision.

ii. 125th Celebration

Ms. Unger informed the board that the website for the anniversary can be found at windsor125.com and contains events and photos. She also presented the board with a banner quote for downtown light poles. The board also offered their lot to setup any events for the 125th anniversary. The board discussed other events for the 125th anniversary with Ms. Unger.

2. Beautification Committee

i. Clean up of DDA owned lots – 410 Main

Board member Koehler hadn't heard back from any of his contacts as of yet. He will continue to reach out to others for a quote.

ii. Maintenance of DDA Property

Board member Schaffer informed board he spoke with David Medina and he was confused as to what would be his responsibility, he didn't seem to be very interested. Board member Melendez stated she would get in contact with him and go over a few things in more detail and report back.

iii. Bike racks – purchase & placement

Ms. Garcia stated she hadn't checked in with Spokes regarding the bike racks and would check in with him before next meeting. Ms. Chavez informed the board that the Town is also working on bike racks around the parks and Wade Willis will be the contact.

3. Parking Committee

No new updates.



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H. Communications

Secretary/Treasurer Petersen updated the board regarding the 25 feet in the DDA back lot properties that is not owned by DDA. He has a contact to make in Fort Collins regarding the rail road owning a portion of it. He will report back to the board with his findings.

Chairman Winter and Secretary/Treasurer Petersen agreed to participate on the advisory board for the Comp Plan.

I. Adjourn

Secretary/Treasurer Petersen motioned to adjourn the meeting at 8:30 a.m.; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Petersen, Melendez, Koehler, Pike, Schaeffer

Nays - None. Motion carried.

Megan Walter

Megan Walter, Customer Service Supervisor