

**WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

P.O. BOX 381, Windsor, CO 80550

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

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**BOARD OF DIRECTORS MEETING**

**July 15, 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 7:33 a.m.

B. Roll Call

Chairman	Bob Winter
Vice Chairman	Dan Stauss
Secretary/Treasurer	Craig Petersen
	Kristie Melendez
	Dean Koehler
	Sean Pike (excused)
	Jason Schaeffer

Also present:

Communications/Asst to TM	Kelly Unger
Town Manager	Kelly Arnold
Town Clerk/Asst to TM	Patti Garcia
Customer Service Supervisor	Megan Walter
Legal Counsel	Joshua Liley

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

**Vice President Petersen motioned to approve the agenda as presented; Board member Schaeffer seconded the motion. Roll call on the vote resulted as follows:**

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

**Nayes - None. Motion carried.**

E. Approval of Minutes from the May 20, 2015 Board of Directors Meeting – M. Walter

**Vice President Petersen motioned to approve the minutes as presented; Board Member Schaeffer seconded the motion. Roll call on the vote resulted as follows:**

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

**Nayes - None. Motion carried.**

F. Report of Bills & Financial Report – K. Arnold

Town Clerk Garcia presented the report of bills and financial report; she offered to answer any questions. Board discussed the bills, the financial report, and potential business opportunities and construction in the Town of Windsor.

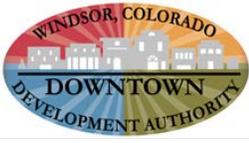
**Vice President Petersen motioned to approve the report of bills as presented; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:**

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

**Nayes - None. Motion carried.**

G. 2016 Budget Schedule – P. Garcia

Town Clerk Garcia provided the board with a tentative schedule for DDA budget adoption. The board discussed the schedule and the importance of upcoming meetings.



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### H. Retreat Follow Up – P. Garcia

The final report from the retreat was distributed to the board and the consultant has been paid. No other meetings with the consultant are scheduled at this time. The board requested Town Clerk Garcia contact Chris regarding a prioritizing exercise that was done, to see if they could have a copy of the steps.

### I. Support Services – P Garcia

Through the retreat process, the DDA discussed the hiring of a part time Executive Director. The DDA budgeted \$45,000 for this position. Town Clerk Garcia presented board members with a draft job description to review which outlined essential job duties/responsibilities and job requirements. She suggested getting a small group of board members together as soon as possible to work on posting the position. She stated that although she has enjoyed working with the DDA, they are starting to get extremely busy, and she feels they would benefit greatly from an executive director. The board discussed this opportunity as well as employee vs. contract. They agreed to form a small group to move forward with the process of hiring an executive director.

Based on some of the potential construction and business opportunities in the DDA area, as well as DCI recommendations for next steps in their final report, Town Clerk Garcia also suggests the board also look into the option of hiring an architect and realtor. She has reached out to some local architects that the Fort Collins DDA uses, she will report back at the next meeting with her findings.

### J. Report from Sub-Committees

#### 1. Marketing Committee

##### i. USA Pro Challenge / Promotional Ideas – K. Melendez

The marketing committee is proposing to the board, the idea of a commemorative coffee mug with a Windsor/Pro Challenge themed design. They would like to have local businesses give these away with a purchase during the race. They would distribute the 500 mugs evenly to any DDA businesses interested in participating in the giveaway. The committee is requesting a budget up to \$1,800 for design, printing, shipping, and advertising of the mugs and promotion.

**Board member Koehler motioned to approve the budget of \$1,800 for the mug promotion; Vice President Petersen seconded the motion. Roll call on the vote resulted as follows:**

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

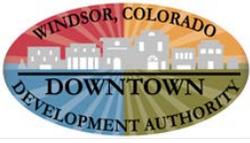
**Nays - None. Motion carried.**

##### ii. Event debrief – Broker Event, All Town BBQ – K. Melendez

Broker Event was well attended and received by the community. The DDA board did have a display which included the mill feasibility study and Chairman Winter spoke at the event.

All Town BBQ started out great, but was cut short by the weather. Because of the shortened event, there are several post cards and rack cards still available if any businesses would like to distribute them. The left over water was donated to the high school marching band and the fire station.

Board member Melendez informed the board she was approached by several downtown businesses upset that the farmers market wasn't happening this summer. She stated they would like the DDA board to considering different



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options and bring in back next summer. Town Manager Arnold informed the board he has asked Town staff to look at some options for a date and space for the farmer's market next year. That proposal should be presented to the Town Board in the next few months.

2. Beautification Committee

The board discussed the status of the cited properties in Town as well as the removal of the tree stump on the DDA owned property.

3. Parking Committee

The regulations have gone through a Planning Commission and Town Board Work Session. Town Clerk Garcia doesn't see any issues with these going through first and second reading at Town Board. It will then be published and become law 10 days after.

K. Communications

1. Parking Regulations

July 15, 2015 – Planning Commission recommendation

July 27, 2015 – Town Board first reading of ordinance

August 10, 2015 – Town Board second reading of ordinance

No further communication.

2. DCI Annual Conference/Durango – October 6-9, 2015

Board discussed DCI Annual Conference and interest of attending.

3. Board discussed Chamber Dinner on July 22, 2015.

L. The News on the Street is....

The board discussed status of ongoing projects in the Town of Windsor.

M. Executive Session

Executive session to discuss issues related to the purchase, acquisition, lease, transfer, or sale of real property, or other property interest; to determine positions relative to matters that may be subject to negotiations; and to receive legal advice on specific legal questions; in accordance with C.R.S. 24-6-402(4)(a), (b), and (e)

**Board member Melendez motioned to go into an executive session pursuant to C.R.S. 24-6-402(4)(a), (b), and (e) to discuss with Attorney Josh Liley regarding purchase, acquisition, lease, transfer, or sale of real property, or other property interest; Vice President Petersen seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**

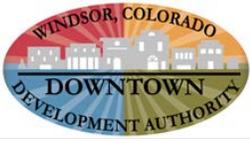
The DDA Board move into Executive Session at 8:20 a.m.

**Vice President Petersen made a motion to adjourn the executive session at 9:05 a.m.; Board member Schaeffer seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**

The Executive Session was closed and the board returned to regular meeting.



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Upon returning to the regular meeting, the DDA board instructed Mr. Liley to complete survey and title work for the DDA property aka the Pasarretti lot to determine ownership of the entire piece of property as well as the associated cost to complete the work.

N. Adjourn

**Vice Chairman Stauss motioned to adjourn the meeting at 9:07 a.m.; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**

*megan walter*

Megan Walter, Customer Service Supervisor