

WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

September 16, 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
	Jason Schaeffer (excused)

Also present:

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

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

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

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

Nayes - None. Motion carried.

E. Approval of Minutes from the August 19, 2015 Board of Directors Meeting – M. Walter

Secretary/Treasurer Petersen 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, Koehler, Pike

Nayes - None. Motion carried.

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

Town Clerk Garcia presented the report of bills, financial report, and quarterly sales tax report. The board discussed the monthly bills and sales tax report.

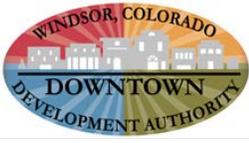
Secretary/Treasurer Petersen motioned to approve the report of bills as presented; Board member Koehler seconded the motion. Roll call on the vote resulted as follows:

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

Nayes - None. Motion carried.

G. Legal Services – J. Liley

- Survey/Title Work of DDA property – J. Liley
Mr. Liley informed the board that the title work is still ongoing and he will report back to board when he has more detailed information. He estimates the cost of the project will still be under \$1000. The board briefly discussed the title search with Mr. Liley.



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- Annexation of Property not contiguous with DDA area – J. Liley
The DDA board questioned Mr. Liley if the Library relocated to a property east of the DDA area boundary, would they be able to expand the boundary to include the Library. He stated that an annexation would be possible as long as the reasoning for including the library in the DDA was consistent with goals for the DDA, and that the Library would need to petition the board for the request. The board continued to discuss this topic with Mr. Liley and agreed to discuss in more detail as the library gets closer to determining a location.

H. Report from Sub-Committees

1. Marketing Committee

Board member Pike informed board that 4 cases of mugs had been returned to him from the mug promotion. The board agreed it was a good promotion and would like to use it again in the future. Board member Melendez was going to look into using the remaining mugs for Winter Wonderland which is scheduled for Saturday, December 5, 2015.

Town Manager Arnold informed board that the attendance of the Pro Challenge was significantly down this year. If this race continues to happen, it would be a few years before it returns and possibly a different time of year due to scheduling conflicts with the Tour de Spain.

The next marketing committee meeting is Wednesday September 23, 2015 at which time they will discuss the Windsor Now advertising, Winter Wonderland, and partnering with the Chamber of Commerce for Halloween festivities.

2. Beautification Committee

No report.

3. Parking Committee

No report.

I. Communications

1. Letter of Proposal to DOLA for Planning Grant

Ms. Garcia informed the board that the letter was received by DOLA and she is working on the RFP for the project. She will review the RFP with Town Manager Arnold as well as DDA and Library board before finalizing.

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

Jason Shaeffer & Kristie Melendez will be attending to represent the DDA.

J. The News on the Street is....

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

K. Executive Session

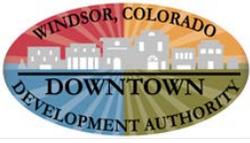
An executive session to receive legal advice on specific legal questions in accordance with C.R.S. 24-6 402(4)(b) – Josh Liley, DDA legal counsel

Board member Melendez motion to go into an executive session pursuant to C.R.S. 24-6 402(4)(b) to discuss legal advice on specific legal questions with Josh Liley, DDA legal counsel; Vice President Petersen seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Melendez, Koehler, Pike

Nays - None. Motion carried.

The DDA Board moved into Executive Session at 8:17 a.m.



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Vice President Petersen made a motion to adjourn the executive session at 8:48 a.m.; Board member Melendez seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Melendez, Koehler, Pike

Nays - None. Motion carried.

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

L. Adjourn

Vice President Petersen motioned to adjourn the meeting at 8:50 a.m.; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:

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

Nays - None. Motion carried.

megan walter

Megan Walter, Customer Service Supervisor