

WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

October 21, 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 (excused)
	Kristie Melendez
	Dean Koehler (arrived at 7:40)
	Sean Pike
	Jason Schaeffer (arrived at 7:36)

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 Melendez motioned to approve the agenda as presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

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

Nayes - None. Motion carried.

E. Approval of Minutes from the September 16, 2015 Board of Directors Meeting – M. Walter

Vice Chairman Stauss motioned to approve the minutes as presented; Board member Melendez seconded the motion. Roll call on the vote resulted as follows:

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

Nayes - None. Motion carried.

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

Town Clerk Garcia presented the report of bills and financial report.

Vice Chairman Stauss motioned to approve the report of bills as presented; Board member Pike seconded the motion. Roll call on the vote resulted as follows:

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

Nayes - None. Motion carried.

G. Resolution No. 2015DDA-01 - A Resolution of the Board of Directors of the Windsor Downtown Development Authority Recommending to the Town Board of the Town of Windsor the Determining and Fixing of the Mill Levy for the Windsor Downtown Development Authority for the Fiscal Year Ending December 31, 2016 – P. Garcia

Board member Melendez motioned to approve Resolution No. 2015DDA-01 as presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:



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

Nayes - None. Motion carried.

- H. Resolution No. 2015DDA-02 – A Resolution of the Board of Directors of the Windsor Downtown Development Authority Approving and Recommending to the Town Board of the Town of Windsor the Budget of the Estimated Amounts Required to Pay the Expenses of Conducting the Business of Said Authority, and the Appropriation of Funds therefor, for the Fiscal Year Ending December 31, 2016 – P. Garcia

Vice Chairman Stauss motioned to approve Resolution No. 2015DDA-01 as presented; Board member Melendez seconded the motion. Roll call on the vote resulted as follows:

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

Nayes - None. Motion carried.

- I. Consideration of Legal Services Agreement with Liley Law Offices, LLC – J. Liley

Mr. Liley informed the board of a billing error in regards to Lucia Liley's rate. Going forward, the rate will be billed correctly. He also stated they are excited to continuing working with the DDA and are offering very competitive rates based on their knowledge and experience with other DDAs.

Ms. Melendez recommended the DDA board look into possibly hiring an additional attorney whose business is in DDA boundaries; Wick & Trautwein LLC. She stated they could still utilize Liley Law Offices, LLC as DDA specific legal counsel, but having an attorney in the Town of Windsor, and specifically the DDA boundary may be beneficial. The board agreed to sign the contact with Liley Law Offices and also look into other local options.

Board member Koehler motioned to approve the contact with Liley Law Offices, LLC as presented and also look into other local law firms; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

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

Nayes - None. Motion carried.

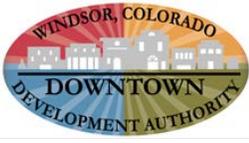
- J. Legal Services – J. Liley

- Status of Survey/Title Work of DDA Property

Mr. Liley reported to the board that no new information came from the title search of the DDA property or neighboring lots. He discussed with the board and Town Manager Arnold regarding different options for next steps. Ultimately, Town Manager Arnold requested him to get in contact with Town's legal counsel and decide on the next steps. Board agreed and requested Mr. Liley to report with more information.

- Façade Improvement Program policies

Mr. Liley presented the board with an amendment to section V of the Façade Improvement Policy; *The amount of the DDA's funding of a façade improvement project through the FGP shall be a maximum of 25% of the total cost of eligible façade improvements made to all eligible facades (as eligibility is determined by Policy III above), up to a maximum amount of \$20,000 per eligible façade. For example, if a project consists of two eligible facades and the project owner has expended \$100,000 on eligible improvements for the first façade and \$60,000 for the second façade, the project owner would be eligible to receive a total of \$40,000 in FGP funding (\$20,000 per eligible façade), as the cumulative cost of eligible improvements equaled \$160,000.* Mr. Liley explained the update and offered to answer any additional questions. Ms. Garcia stated with board approval she could amend the policy.



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Board member Melendez motioned to approve the Façade Improvement Program amendment; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

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

Nays - None. Motion carried.

K. Report from Sub-Committees

1. Marketing Committee

- Small Business Saturday – K. Melendez
Ms. Melendez reminded board of Small Business Saturday on November 28, 2015.
- Windsor Wonderland – Saturday, December 5, 2015 - K. Melendez
Ms. Melendez stated the Winter Wonderland committee is continuing to meet and plan the event. She will report back with additional information when available.
- Ms. Melendez requested the board approve \$450 for a half page ad in the Windsor Now for their 125th anniversary commemorative paper as well as online. Ms. Melendez stated they would work on the ad during their next marketing committee meeting.
Board member Koehler motioned to approve \$450 for the half page ad in the Windsor Now; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:
Yeas – Winter, Stauss, Melendez, Koehler, Pike, Shaeffer
Nays - None. Motion carried.
- Ms. Melendez suggested the board look into hosting a Chamber After Hour's event in the coming year. They may be able to use the Old Town Hall as a location. The chamber suggested to her that some of the DDA businesses remain open late for people to shop during the event. Board discussed this opportunity and agreed to host an event in early 2016 and have the marketing committee coordinate with the Chamber.

2. Beautification Committee

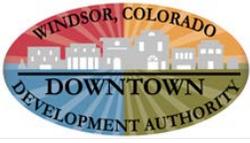
No report.

3. Parking Committee

No report.

L. Communications

- DCI Annual Conference/Durango Debrief – J. Shaeffer & K. Melendez
Board member Shaeffer and Melendez shared information and their experience from the DCI Annual Conference with the other board members.
- Status of Executive Director Search – P. Garcia
Ms. Garcia informed the board that interviews were scheduled for November 6, 2015. There are four candidates; three individuals and one contractor.
- Request for Proposal – Library Feasibility Project – P. Garcia
Ann Kling hosted a library walk through on Oct 20, 2015 for any one that was interested in submitting an RFP. The deadline to turn in the RFP is Oct 30, 2015. After the deadline, The Town, DDA Board and Library Board will meet to decide on the next steps.
- Ms. Garcia followed up with the board on their request to meet with the Town Board during a work session to discuss the IGA and future relationships between Town and DDA. The



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board discussed and agreed to setup something in early 2016, once an executive director started. Ms. Garcia agreed to look at the Town Board's schedule in January, 2016 and report back to the board with a work session date.

M. The News on the Street is....

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

N. Adjourn

Vice Chairman Stauss motioned to adjourn the meeting at 8:51 a.m.; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:

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

Nays - None. Motion carried.

Megan Walter

Megan Walter, Customer Service Supervisor