

WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

November 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 7:33 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
Customer Service Supervisor	Megan Walter
Director of Public Works	Terry Walker
Streets Foreman	Brian Rowe
Chief of Police	John Michaels
DDA Executive Director	Matt Ashby

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment.

Kristin Peratt from the Windsor Now introduced herself and stated she would be the contact at the newspaper.

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; 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.

E. Approval of Minutes from the October 21, 2015 Board of Directors Meeting – M. Walter

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

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

Nays - None. Motion carried.

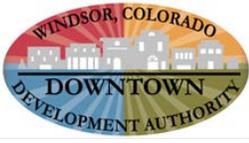
F. Report of Bills & Financial Report – P. Garcia

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

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

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

Nays - None. Motion carried.



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G. Legal Services – J. Liley

Board member Melendez informed the board she spoke with Lucia Liley regarding pursuing local legal services and that she was fine with it. Ms. Melendez also stated that she has been in contact with the local firm and is waiting for more information from them. She will report back to board when more information is available.

H. Snow Removal Plan – T. Walker

Terry Walker, Director of Public Works and Brian Rowe, Streets Foreman presented the board with the Town of Windsor's Snow & Ice Control Plan. They informed the board of their processes and procedures for snow removal based on priority levels and severity of the weather. The board was willing to work with the Town's snow plan and help educate local businesses.

I. No Parking on Main Street 3 pm – 5 am – T. Walker / J. Michaels

Public Works felt like there is a lot of sign pollution in the downtown, therefore the no parking signs on Main Street have recently been removed. There haven't been a lot of issues with the parking until a snow storm hits, then the plows have trouble plowing through the downtown, around the parked cars. The Town of Windsor is looking at proposing an emergency snow route instead of hourly parking violations. Chief Michaels asked for boards input on including 4th, 5th, and 6th Street in the emergency snow route. The board discussed the issues and determined they would work with the Town on any recommendations they make, and will help educate local businesses as to any changes.

J. Report from Sub-Committees

1. Marketing Committee

• Small Business Saturday – K. Melendez

Board member Melendez encouraged DDA board members to take advantage of Small Business Saturday even though the board wasn't doing any specific events.

• Windsor Wonderland - K. Melendez

The event is Saturday, December 5, 2015. The committee is still looking for sponsorships and volunteers. Because of all the events planned for this year's Windsor Wonderland, the committee is going to publish a map with all the activities.

• The committee has also purchased biodegradable ornaments that will be available for each DDA business's to give away during the holiday season.

• The marketing committee has begun talking about plans for the Chamber after hour's event. The event will be held on February 9, 2016 at the Art and Heritage Center. She will report back with more information regarding the event as it gets closer.

2. Beautification Committee

No report.

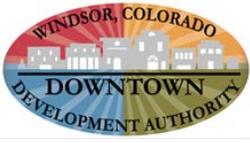
3. Parking Committee

No report.

K. Communications

• Status of Executive Director Search - P. Garcia

Matt Ashby, Ayres Associates attended the meeting. Ms. Garcia stated that a contract is in the works with Ayres Associates for Executive Director services. He introduced himself to the board and stated he was excited and looking forward to working with the DDA and Windsor community.



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Board member Melendez informed the board she is still working on finding a space that would be available for Matt to work out of when he is in Town. She will continue to research the options and get back to the board.

- Status of Request for Proposal – Library Feasibility Project – P. Garcia
The feasibility study is available for review to any interested parties. The library board, Town of Windsor, and DDA will get together on November 20, 2015 at 1 pm to review the applications and discuss any comments.
- Clem McNaney, owner of 520 Main Street turned in an application for the Façade Improvement Program. The board discussed the application and agreed that because the construction was already done and the business was open, the board would have to decline the application due to the policies of their Façade Improvement Program.
- Ms. Garcia presented the board members with an amended budget and explained that the money for the executive director position needs to be moved from wages to contract services. The bottom line would not change; she just needed approval to make the adjustment.

Board member Melendez motioned to approve the amended budget 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.

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

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

M. 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

Nayes - None. Motion carried.

Megan Walter

Megan Walter, Customer Service Supervisor