



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING – APPROVED MINUTES

February 15, 2017 | 7:30AM– 9:00AM

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

Attendance: Bob Winter, Dean Koehler, Craig Petersen, Sean Pike, Kristie Melendez, Dan Stauss, Cristin Peratt. **Staff:** Matt Ashby, Joshua Liley. **Public:** Derinda Thoen, Cindy Zitti.

A. Call to Order 7:30AM

B. Roll Call

C. Public Invited to be Heard

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

Motion: Approve as presented. KM, 2nd- DK. Approved.

E. Executive session to consider the purchase of real property in accordance with C.R.S. 24-6-402(4)(a).

Motion to enter into executive session as per item E.: Enter into Executive Session. KM, 2nd - CP. Approved.

Motion to close executive session: Close executive session. DK. 2nd- CP. Approved.

F. Consideration of contract to buy/sell real estate.

Introduction – Joshua Liley provided an overview of a contract that the DDA has received offering property for sale along Ash Street. Two options were presented: Price offer is \$500,000. The first offer is that the DDA would pay for the broker’s commission and would purchase the mineral rights. The second offer would have the current owner pay the broker’s commission but the current owner would keep the mineral rights.

DK: Motion to accept Contract A which includes paying the commission and retaining the mineral rights. 2nd – Craig Petersen. Unanimous approval.

DK Motion: Authorizing Winter to sign the contract on behalf of the DDA with respect to this property. 2nd – CP. Unanimously Approved.

CP Motion: Move forward with the appraisal of the property. 2nd – KM. Approved unanimously.

Matt: Schedule appraisal.

G. KEY INITIATIVES: 8:10AM

1. Mill Project Update - M. Ashby

Discussion: Provided an update on the eligible improvements list as requested by the developer. JL provided legal explanation of the clear items that would qualify for funding, some items could be eligible but might have caveats and some of the items have not been typically included in eligible costs by the DDA.

2. Backlot Boardwalk Update – M. Ashby

i. Stakeholder Communication – Matt provided information on a follow up meeting to our October property meeting with Jerry Steil. Additionally, discussions have been held with the Town Attorney as to the process to clear up the area of unknown ownership. A follow-up meeting with the Town Attorney would be positive to determine next steps.

JL: Working on discussions with the property owners would be a great next step to work on securing consent from the individual owners. Possibly work on a draft agreement for owners. No formal action is needed at this point. KM: **Bob, Craig and Matt should move forward with discussions.**

ii. RFP Process – Matt provided an overview of the draft RFP. Comments from the Board.

iii. American Legion – Draft Report

Note: Double Underlined items indicate attachments.



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3. District Expansion – M. Ashby

- H. Approval of Minutes from the January 18, 2016 Board of Directors Meeting – M. Ashby
Comment: Remove DK from attendance of last meeting.
DK: Motion – Approve as amended. 2nd - CP. Approved unanimously.

- I. Report of Bills, Financial Report – P. Garcia, M. Ashby
Discussion – Reviewed. **CP motion to approve \$40,028.67. 2nd- DK. Approved unanimously.**

- J. Executive Director’s Report – M. Ashby
 1. Work Plan & Key Initiatives 2017 – **Motion: KM adopt the work plan and key initiatives. 2nd – CP Approved unanimously.**
 2. Main Street Business Survey RFP – Matt provided an overview of the revised project. An additional \$4,000 for phase II. Discussion of whether it would be more cost effective to have just one visit. **Motion: KM move forward with the business survey including option B. 2nd – CP. Approved unanimously.**
 3. Possible DDA Legislation – Update. KM – CML did not mention the bill so it may have killed. **Matt to follow up to find out if that is indeed the case.**
 4. CO Main Street Mini-Grant (Wayfinding Plan) – Matt provided an update to the Town Board regarding wayfinding. The board appeared interested in cooperating and exploring additional partnerships to help fund a full study. **CP Motion: Move forward with completing application for Wayfinding with COMS. 2nd - KM. Approved unanimously.**

- K. **COMMITTEE REPORTS:** **8:40AM**
 1. General Committee Discussion – Chairs, Times, Etc.
 2. Marketing Committee
 - i. Website Work Session – Update from 1/11/17 –
Matt: Send to board for review prior to sending to the website provider to give a cost estimate on the magnitude of changes.
Business After Hours scheduled for April 12th. Sandwich boards are being considered to help direct attendees at Boardwalk Park events to businesses.
 - ii. The “Year in Promotions” – Simplified Approach to Biz Announcements

- L. **COMMUNICATIONS & NEWS:**
 1. March Regular Board Meeting – March 8th (Marketing Committee follows Regular meeting.)
Matt to make calls prior to meeting.
 2. Main Street Board Training – Tentative April 12th
 3. Town Hall – Access Protocol: Check in at main desk
 4. Board Applications: Announced – 2/13, Apps Due 2/28, Interviews – 3/6, Appt. 3/27

- M. **Adjourn** **9:00AM**

CP – Move to adjourn. 2nd – DK. Approved.

Note: Double Underlined items indicate attachments.