



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

April 20, 2016 – 7:30 a.m.

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

APPROVED MINUTES

Attendance: Bob Winter, Craig Petersen, Kristie Melendez, Cristin Paratt, Sean Pike, Dan Stauss.

Excused: Dean Koehler

Guests: Ann Kling, Joanne, Tim Stroh, Shay Coburn

Staff: Scott Ballstadt, Patti Garcia, Matt Ashby

(Please note that due to a special presentation from the Colorado Main Street program, we will be trying to keep the business portion of the meeting brief.)

- A. Call to Order
- 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
- E. Approval of Minutes from the March 16, 2016 Board of Directors Meeting – M. Ashby
Moved - Petersen, Second - Melendez. Approved.
- F. Election of Officers 2016 – M. Ashby
Nominations: Chair, Vice Chair, Secretary/Treasurer. Petersen identified the option to retain the current slate of nominees. **Moved – Petersen, Second - Stauss. Approved.**
- G. Report of Bills, Financial Report – P. Garcia, M. Ashby
Staff recommends approval of the bills as presented. Melendez
Discussion of how much has been spent on the Executive Director and how the volume of hours is described in the report. Ashby to project out expenses and contract adjustments.
Moved - Petersen, Second - Stauss. Approved.
- H. Executive Director's Report – M. Ashby
Requested that M. Ashby forward the Loveland Project Fact Sheet.
- I. Strategic Plan Update – M. Ashby
A brief overview of the strategic plan draft was presented by M. Ashby. Request is for the Board to review and provide suggested adjustments ASAP. The final draft will be presented to the Board at the May 18, 2016 meeting for formal action.
- J. Facade Improvement Application Update – 500 Main Street – M. Ashby
Provide review from Josh Liley and place on the May agenda.
- K. **KEY INITIATIVES:**
 - 1. Mill Project Coordination Update – M. Ashby **(Provide update at next meeting and identify options report, coordinated with the Town.)**
 - 2. Library Feasibility Update – M. Ashby
 - i. Parking Committee Summary 3/6/16



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Discussion: Looking at the need to address the parking in a collaborative manner. We need to finish up the feasibility study before jumping to any conclusions as to assistance that could be made. Need is for 120 spaces.

3. Backlot Boardwalk Update – M. Ashby

Next steps would be to fully define the issue so that the title issues can be cleared.

Stauss – We need to get our property issue addressed. Having the library downtown is critical to making downtown a destination. This needs to move forward in conjunction with the library.

Ashby to work with attorney's to create messaging regarding the issue.

4. Growth & Sustainability – M. Ashby

To be discussed at future meetings and identify responsible committee.

L. COMMITTEE REPORTS:

1. Marketing Committee 3/23/16 – ***Sponsorship request, welcome update. May update.***

2. Beautification Committee – No Update

3. Parking Committee - No Update ***Discussion of gravel on parking lot and striping.***

M. Communications

1. Board Member Appreciation

2. Downtown Colorado Inc. Conference, Sept. 20-23, Pueblo.

<http://www.downtowncoloradoinc.org/?page=2016Conf>

3. Spring Cleanup Day – ***Looking for a location for crews to set up with refreshments.***

(Possibly Pike's open at 6:30AM) Marketing committee is putting together pricing.

Discussed the option of exploring window washing service. Contact the Band to consider window washing as a fundraiser. Include advertisements and notices.

N. The News on the Street is . . .

O. Main Street 101 – Colorado Department of Local Affairs – Shay Coburn

Shay Coburn and Tim Stroh provided an overview of the Main Street Program. The presentation will be included with the next Board Packet. The DDA Board recommended continuing pursuit of developing an application for "Candidate Status" to meet the July deadline.

P. Adjourn