



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING MINUTES

June 15, 2016 – 7:30 a.m.

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

APPROVED MINUTES

Attendance: Dan Stauss, Craig Petersen, Bob Winter, Kristie Melendez. **Excused:** Sean Pike, Cristin Peratt, Dean Koehler.

Staff: Matt Ashby, Lucia Liley, Josh Liley.

- 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

Moved: Kristie, Dan.

E. Executive Session – L. Liley

Executive session for the following purposes, in accordance with C.R.S. 24-6-402(4)(b) and (e):

- a. Receiving legal advice on specific legal questions; and
- b. Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators.

Moved to Enter Executive Session: Petersen, Melendez. Unanimous Approval.

Moved to Conclude Executive Session: Petersen, Stauss. Unanimous Approval.

F. KEY INITIATIVES:

- 1. Mill Project Coordination Update – M. Ashby
- 2. Library Feasibility Update – M. Ashby
 - i. Final Library Feasibility Study

Discussion: *Feasibility study prioritizes Greenspire Site. Costs are anticipated to be equivalent at both sites, even with inclusion of structured parking at the Downtown site. Library Board to meet on 6/15/16. The Downtown Futures Summit should be helpful in identifying related issues.*

Action: Matt to update board on Library decision.

- ii. Downtown Futures Summit

- 1. Proposals Received
 - 2. Logistics, Budget Considerations Etc.

Discussion: *Don't schedule the week of the 4th. If the Library moves forward on the Greenspire Site, would that change things? Also, how does the current activity with the Mill impact the schedule. General sentiment is to approve up to \$5,000 toward the effort. Still want to tie in the Appreciation BBQ to the event.*

Action: Matt to connect with the Town and see if there are any changes that could impact timing decisions.

- 3. Backlot Boardwalk Update – M. Ashby

- i. Summary Draft – In Progress

Discussion: *Should the "through lot" that the DDA owns be contemplated for sale, the Town deeded the property to the DDA and should be consulted prior to divesting.*

Note: Underlined items include attachments.



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Additional review will be provided by Ian and Josh to clarify the explanation of the issue. Once we can effectively communicate what the issue is, then we can identify the possible solutions. Also looking to provide clarity to the property lines which is the overall benefit – the property is now yours to sell. Note that the overall plan is to provide two fronts to the buildings to enable funding improvements to both facades.

Action: Matt to coordinate with Josh and Ian to firm up description.

4. Growth & Sustainability – M. Ashby

Discussion: *B. Winter noted that possible discussions during the Broker Day and will follow up.*

Action: B. Winter to follow up.

G. Approval of Minutes from the May 18, 2016 Board of Directors Meeting – M. Ashby

Motion: KM, CP with change to title from “Agenda” to “Minutes”

H. Report of Bills, Financial Report – P. Garcia, M. Ashby

Motion: CP, DS. Motion Approved.

Action: Matt to check in with Patti to ensure that financial reports are available.

I. Executive Director’s Report – M. Ashby

1. Contract Amendment Update

Action: Matt to work with Josh to provide next month.

J. COMMITTEE REPORTS:

1. Marketing Committee 5/25/16 Meeting Summary

- Sponsor Policy

Discussion: *Josh identified that he would like to see more specificity to the policy including identifying that events need to be at least partially in the DDA, as well as clarifying connection to the DDA mission (and how specifically they can achieve those goals.)*

Action: Josh to provide mark-up. Could possibly be pushed to August if the agenda is looking full.

- Rack Card

Discussion: *Mailing Tri-Fold to existing mailing list.*

Action: Matt to secure mailing list from Patti. Provide to Kristie to coordinate labelling.

Discussion: *Cancellation of Marketing Meeting next week.*

Action: Matt to notify board.

2. Beautification Committee – No Update

3. Parking Committee - No Update

Discussion: *KM heard some discussion about parking on the south side of Main and whether those lots could be striped and used. BW identified that several owners might be in favor, plus some crack fill from the Town, and signage that would enable parking for special events.*

Action: B. Winter to develop a summary of an approach.

K. COMMUNICATIONS:

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

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

Action: Matt to check with Patti on logistics for reservations.

2. Lighting and Bench Request

Note: Underlined items include attachments.



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Discussion: *B. Winter provided a letter identifying that we will not be providing a light in the parking lot.*

Action: Board members to take a look and see if the area is deficient.

Action: Matt to arrange a meeting with Bob and the Landscape Maintenance person to discuss maintenance.

L. The News on the Street is . . .

M. Adjourn

Move to Adjourn: CP, KM.

Note: Underlined items include attachments.