



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

SEPTEMBER 28, 2016 – 7:30 a.m.

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

APPROVED MINUTES

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

Staff: Patti Garcia, Lucia Liley, Matt Ashby. **Guests:** Steve Schroyer.

- 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.
Motion: KM, CP. Approved unanimously as presented.
- E. Executive Session
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.**Motion: Enter into Executive Session. KM moved. CP second. Approved unanimously. 7:35AM**
Introduction of the session by Chair Winter. Explanation provided by Attorney Liley.
Motion: Exit Executive Session. DS. CP. Approved Unanimously. 9:02AM
- F. **KEY INITIATIVES:**
 1. Mill Project Coordination Update – M. Ashby
L.Liley suggested motion authorizing DDA Staff and DDA legal Counsel to draft and finalize a letter of intent between the DDA, TOW and BO in connection with the financial incentives for redevelopment of the Mill Project, and to authorize the DDA Chairman to execute the letter of intent provided it is materially consistent with the terms discussed in the Executive Session. **Motion: DK. DS. Motion carried unanimously.**
 2. Backlot Boardwalk Update – M. Ashby
 - i. Review Draft Presentation
 - ii. Public Meeting October 12th
M. Ashby presented the overview. Board indicated desire to proceed with meeting and schedule the survey. Motion: Allocate up to \$6,500 to survey backlots after the meeting with landowners. CP. DK. Approved unanimously. Discussion: CP request information from the utility company to help in developing a scope of work for the design. Design process would utilize Main Street mini grant funds. **Matt to include adjusted contract at next meeting.**
 3. District Expansion – B. Winter
Discussion: Bob talked with Chris Ruff and will meet to discuss further opportunities. **Matt to explore questions related to adding Boardwalk Park into the District to sponsor events (like the Farmer's Market)? Would it be easier to clarify via a policy?**
- G. Approval of Minutes from the August 17, 2016 Board of Directors Meeting – M. Ashby
Motion: DK. CP. Accepted as written.

Note: Double Underlined items indicate attachments.



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- H. Report of Bills, Financial Report – P. Garcia, M. Ashby
Motion: CP moved to approve the report of bills in the amount of \$4,756.11. Second: DK. Approved unanimously.
- I. Executive Director’s Report – M. Ashby
1. FY 2016 YTD/Anticipated, 2017 Draft Budget
 2. Attorney Update – Meeting to be scheduled.
Discussion: With respect to the contract adjustments, Ayres keep a similar contract budget amount and allow for additional projects to be paid under other budget line items (Consulting or Board Development). 2. Mill Levy moving up to 5 mills should be discussed at the next meeting. What is everyone’s understanding related to the issue. Bob indicated there is information on how much the increase would change. 3. Provide sign-up sheet for volunteering at the appreciation BBQ. 4. Bob to head up Main Street Reinvestment Stats Effort 5. **Schedule Board Meeting on October 12.**
- J. **COMMITTEE REPORTS:**
1. Marketing Committee (September 21st)
 - Appreciation Event tonight
 - Halloween Trick or Treat
 - Local Magazine Insert
 - Shop Local (Small Business Saturday)Board discussed the opportunity to participate in the Shop Local initiative.
Also supported moving forward with advertisement in the Chamber magazine.
 2. Beautification Committee – No Update
 3. Parking Committee - No Update
 4. Executive/Organization Committee – Staff Evaluation, Main Street Kickoff & Reporting
- K. **COMMUNICATIONS:**
1. Budget Work Session w/ Town Council – October 10th 5:30PM (1st Floor Conference Room)
 2. Main Street Program – Kick off Meeting Wednesday, November 16th
 3. Meeting with Legion
 4. **Regular Meeting Change to October 12th 7:30AM.**
- L. The News on the Street is . . .
- M. Adjourn 10:15AM. CP, DK.

Note: Double Underlined items indicate attachments.