



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

[www.windsordda.com](http://www.windsordda.com)

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### BOARD OF DIRECTORS MEETING

November 14, 2018 | 7:30AM– 9:00AM

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

**Attendance:** Dan Stauss, Kristie Melendez, Dean Koehler, Sean Pike, Brent Phinney, Heidi Washburn.

**Excused:** Dan Brunk. **Staff:** Matt Ashby, Josh Liley. **Public:** Jay Hardy, Bill Wells.

#### Approved Minutes

- A. Call to Order 7:30AM**
- B. Roll Call – Welcome New Board Members
  - C. Public Invited to be Heard (*3 Minutes Per Person*) *None*.
  - D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board **DK - Accept as presented. Second - KM. Approved unanimously.**
  - E. Executive Session for the purposes of:
    - i. Regarding the status of 512 Ash Street and redevelopment of the backlot properties, to determine positions relative to matters that may be subject to negotiations, to instruct negotiators, and to receive legal advice on matters related thereto, pursuant to C.R.S. 24-6-402(b) and (e).  
**DK - Motion to Enter into Executive Session at 7:35AM. Second - KM. Approved unanimously.**  
**DK - Motion to close Executive Session at 8:45AM. Second - HW. Approved unanimously.**
- F. KEY INITIATIVES: 7:45AM**
- 1. Mill Project Update – None.
  - 2. Backlot Boardwalk Update
    - i. 512 Ash Street – Parking Lot Conditional Use Permit Process  
Ashby presented the need apply for a CUP on the property to enable parking on the property. KM – We need to apply for the new parking. We shouldn't apply for both properties. BP – Move forward on applying for 512 Ash property. We also need to get demolition cost estimate as well. JL – Coordinate with the Town on demolition due to the shared cost. KM – The Town's Public Works building was underbudget.  
**MA – Get power shut down on 512.**
  - 3. District Expansion/Sustainability – No Updates
- G. Approval of Minutes from the Regular Board of Directors Meeting October 17, 2018 – M. Ashby  
**BP – Motion to Approve as presented. Second - SP. Approved Unanimously.**
- H. Report of Bills (43,358.41) & Financial Report – M. Ashby  
**DK – Motion to Approve as presented. Second - BP. Approved Unanimously.**  
**MA – Confirm that food payment from appreciation event has been processed. Check in with Town Staff on the Expenditures table. Provide a total update on the Total cost for legal services. Check on grant amounts received.**
- I. A resolution of the Board of Directors of the Windsor, Colorado, Downtown Development Authority recommending to the Town Board of the Town of Windsor the determining and fixing of the mill levy of the Windsor Downtown Development Authority for the fiscal year ending December 31, 2019 – Resolution

Note: Double Underlined items indicate attachments.



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MA – Presented that this is the recommendation that would set the district’s mill levy. We have been at 5 Mills for the past two years. This is the maximum allowed by Statute.

**BP – Motion to Approve resolution as presented. Second - DK. Approved unanimously.**

- J. A resolution of the Board of Directors of the Windsor, Colorado, Downtown Development Authority approving and recommending to the Town Board of the Town of Windsor the budget of the estimated amounts required to pay the expenses of conducting the business of said authority, and the appropriation of funds therefor, for the fiscal year ending December 31, 2019 – Resolution, 2019 Final Budget, 2019 Final Workplan

Discussion – MA highlighted key elements and changes from the original budget as presented. Note that the Town Board will review on Dec 10. JL – We received a tax credit on 512 Ash upon closing and be aware that the tax bill will be due next year.

**DK – Motion to Adopt the budget resolution. Second - HW. Approved unanimously.**

- K. Executive Director’s Report – M. Ashby

- i. Direction on Pickaxe deliverables

Schedule Pickaxe discussion for Marketing Committee.

MA: We kicked off the pedestrian crossing plan. KM - Look at new crosswalk signage on Locust St. (Send image to Paul Mills)

MA: Check with Kristin on Windsor Wonderland attendance. We need to confirm space set up.

- L. **COMMITTEE REPORTS:**

**8:30AM**

1. Marketing Committee –

- i. Small Business Saturday planning

KM – Provided rule sheets for the program. MA – Team will distribute materials and elves on Friday along with Small Biz Saturday swag. Include DDA bags as the “free give away” for stores. Pick up window clings at Town Hall on Friday. Wednesday - distribute final playing cards to all participating stores.

MA: Set up next committee. Include Pickaxe items discussion. Add customer service/secret shopper discussion to agenda.

2. Wayfinding Project – Meeting Nov. 27<sup>th</sup> at Toast 4-7pm

- M. **COMMUNICATIONS & NEWS:**

1. Small Business Saturday – Spot the DDA Elf

December meeting will be held at regular place and time, Dec 19<sup>th</sup>, 7:30AM.

- N. **Adjourn**

**9:15AM**

**DK - Motion to adjourn. Second - HW. Adjourned At 9:23AM.**

Note: Double Underlined items indicate attachments.