

**DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
July 20, 2011 – 7:30 a.m.  
First Floor Conference Room - 301 Walnut Street  
Windsor, CO 80550**

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MINUTES

A. Call to Order

Vice Chairman Stauss called the meeting to order at 7:40 a.m.

B. Roll Call

The following Board members were present:

Vice Chairman Dan Stauss  
Secretary/Treasurer Craig Peterson  
Thomas Ladd  
Kristie Melendez  
Charlie Manweiler  
Ryan Kinnison (alternate)  
Chairman Bob Winter  
Brent Phinney

Excused:

Also present:

General Counsel	Lucia Liley - Liley, Rogers & Martell
Town Manager	Kelly Arnold
Director of Finance	Dean Moyer
Associate Planner	Elizabeth Fields
Town Clerk	Patti Garcia

C. Review of Agenda by the Board and Addition of items of New Business to the Agenda for Consideration by the Board

Secretary/Treasurer Peterson requested to add TABOR update to the agenda.  
Board Member Kinnison requested to add website update to the agenda.

D. Approval of Minutes from the July 20, 2011 Board of Directors Meetings – P. Garcia  
**Secretary/Treasurer Peterson motioned to approve the Minutes as presented; Board Member Ladd seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Peterson, Ladd, Melendez, Manweiler, Kinnison, Stauss**  
**Nayes – None. Motion carried.**

E. Report of Bills & Tax Increment Information – D. Moyer

Director of Finance Moyer stated that there had been no bills submitted for payments since the June 15, 2011 meeting. Mr. Moyer also reviewed the memo included in the packet regarding the tax increment information noted the following:

1. We need to establish a separate bank account for the DDA and provide the information to the Weld County Treasurer.
2. The DDA original base value will equal the assessed value certified at December 2010, based on how the property existed January 1, 2010.
3. Each December the Weld County Assessor will certify the assessed value of both the increment and the base.
4. We may get an incremental value for 2011 if the WCA deems that “taxable new construction” took place in the DDA during 2010.
5. This process continues each year, if the increment value has increased for that year, we should see the first payments to the DDA account in the following spring.

6. If in one year the increment value has decreased below the original base value, we will not receive any revenue in the subsequent year.
7. Weld County Treasurer will deposit funds directly into bank account that DDA has established.
8. We are by law allowed to impose up to 5 mills in property tax if the property owners in the DDA approve.

Mr. Moyer noted that preliminary TIFF numbers would be available in August.

F. Discussion of registration and attendance at DCI conference in Durango – P. Garcia

Town Clerk Garcia noted that the early bird registration for the DCI conference was extended to August 15 and that the Town would make all the necessary travel arrangements for those who wanted to attend. Chairman Winter, Board Member Manweiler and Associate Planner Fields will be attending the conference. The Board discussed stopping in other municipalities to visit on the way and will determine carpooling options as the conference gets closer.

G. Preliminary IGA discussion – L. Liley

General Counsel Liley reported on items that have been discussed including a possible TABOR election in April and the strategic plan that may not be approved until later in the year. Although it may be difficult to structure an IGA that would be good for five years, a document is needed that shapes the budget for 2012 and assures town funding. Ms. Liley noted the IGA should address the period of the time the Town will be committed to funding of the DDA. While working on the Plan of Development, both the DDA and Town Boards discussed a five-year period of funding. Ms. Liley also suggested looking out beyond the five-year period to see if there is a commitment by the Town to continue funding with the expectation of mill levy money funding coming in. The IGA being drafted was referred to as an “interim IGA” as it can be reviewed in a year once the DDA has a better idea of the cost of operations and funding. Ms. Liley recommended having the IGA in place by September as the budget needs to be established.

General Counsel Liley reviewed the purpose of the TABOR election; to issue debt to use the tax increment monies and to approve a mill levy. If the mill levy would be approved at the 2012 municipal election, it could kick in at a later date. Ms. Liley gave the example that the ballot could provide that the mill levy would be in effect in 2017 which would provide for the five year financial commitment from the Town. The Board discussed the amount of the mill levy and noted that it could be established for a total of five mills which could initially be set by the Board at a lower amount.

Ms. Liley went on to discuss the 2012 budget that will be created with the assistance of Dean Moyer, Director of Finance which needs to go to the Town Board for review and approval for appropriation of funds. Ms. Liley noted that the focus for the first year should be related to operations for 2012 and some level of capital since the strategic plan isn't done and the DDA won't have priorities established yet. Ms. Liley stated the DDA board should include a kick off project that they would like to complete in 2012; this project should accomplish both Town and DDA goal. It was recommended a provision be included that once the election is over and the strategic plan is adopted the IGA is revisited and allows for it to be firmed up for the following four years. Possible ideas for 2012 that have been discussed include website development, communication with downtown owners, election communication, a kickoff project that would be visible and meet a defined need downtown, all of which, with the help of the finance department, could help put dollars together including operational costs. Ms. Liley also stated that Town Manager Arnold had indicated the Town Board may be open to long-term sharing of the town's sales tax increment as the DDA is creating an environment that is increasing the sales tax downtown and they should to be able to channel that in to downtown projects.

Project ideas brought forward by the DDA Board include looking at the DDA district/Main Street/Windsor Lake area to be developed, look at the vacant spot next to Manweiler's, make

street corners consistent, and add more benches to Main Street. Ms. Liley recommended that the Board come up with one large project for 2012 for discussion purposes. Operational needs would include administrative expenses, legal fees and costs related to the 2012 election. Board Member Melendez recommended that the mill levy issue be included with the 2012 ballot question to alleviate any additional future election expenses.

It was suggested that the DDA Board have a work session and an outline which would then be forwarded to Ms. Liley. She would then review the information and meet with Town Manager Arnold to make sure everyone is on the same page so that numbers can start being put together. Work sessions were scheduled for July 28 at 7:00 a.m. and August 4, 2011 at 7:30 a.m.

The DDA Board requested that Ms. Liley provide what types of projects the Fort Collins DDA worked on when they were first established. The DDA Board also requested that the Town provide current budget numbers prior to their next meeting.

Legal Counsel Liley reported that as of July 20, 2011 that her rates would be reduced to what she charges the Fort Collins DDA which will reduce the legal fees related to the budget.

H. Review of August 17, 2011 agenda items

- 2012 Budget
- Historic Mill presentation by Briarhurst Trust

Town Manager Arnold reported on the August agenda items with Ms. Liley stating the election schedule should be available at the next regular meeting to review TABOR dates.

I. Other Business

Board Member Kinnison requested that any logo ideas be forwarded to him as soon as possible. It was recommended that Mr. Kinnison contact Coren Printing regarding logo development.

J. Adjourn

**Board Member Kinnison motioned to adjourn the meeting; Secretary Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Peterson, Ladd, Melendez, Manweiler, Kinnison, Stauss**

**Nays – None. Motion carried.**