

**DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
August 25, 2011 – 7:30 a.m.  
301 Walnut Street  
Second Floor Conference Room  
Windsor, CO 80550**

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**MINUTES**

A. Call to Order

B. Roll Call

Chairman Bob Winter  
Vice Chairman Dan Stauss (arrived at 7:45 a.m.)  
Secretary/Treasurer Craig Peterson  
Thomas Ladd  
Kristie Melendez  
Charlie Manweiler  
Brent Phinney  
Ryan Kinnison

Also present:

General Counsel	Lucia Liley - Liley, Rogers & Martell
Town Manager	Kelly Arnold
Town Attorney	Ian McCargar
Director of Finance	Dean Moyer
Director of Planning	Joe Plummer
Business Retention Manager	Stacy Johnson
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

No new items were presented for consideration.

D. Approval of Minutes from the June 15, 2011 Board of Directors Meetings – P. Garcia  
**Board Member Ladd motioned to approve the Minutes as presented; Board Member Manweiler seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Winter, Peterson, Ladd, Melendez, Manweiler, Phinney, Kinnison,  
Nays – None. Motion carried.**

E. Report of Bills – D. Moyer

Director of Finance Moyer noted the list of bills were included in the packet along with copies of the bills; they were mostly for legal fees.

**Board Member Ladd motioned to approve the Report of Bills as presented; Board Member Phinney seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Winter, Peterson, Ladd, Melendez, Manweiler, Phinney, Kinnison,  
Nays – None. Motion carried.**

Associate Planner Fields reported on discussions she has had with Main Street Music Academy regarding a program where pianos are placed in downtown areas and citizens paint them, similar to Fort Collins and Denver. Conversations are starting with other departments and Ms. Fields will report back. Chairman Winter believes it is a good concept to pursue. Ms. Liley reported on the success of the program in Fort Collins.

F. Mill Update – K. Arnold & E. Fields

Town Manager Arnold reported the Mill has moved out of the Briarhurst Trust to Ron Lauer who is the primary owner and represents the ownership group. Mr. Lauer has met with town staff on two occasions and has noted that he no plans for the Mill other than stabilizing the structure and making it weather proof.

Associate Planner Fields commented on the items that are being cleaned up and repaired at the property including picking up a permit application to fix the roof in two areas.

Board Member Melendez stated concerns regarding the safety and deterioration of the building; Town Manager Arnold noted that SafeBuilt has inspected the building states that to date it is safe.

Town Manager Arnold stated he feels that the Town should be getting more proactive and will be taking some ideas along with potential uses to the Town Board for discussion.

G. Discussion of 2012 Operating Budget & Intergovernmental Agreement (IGA)

Town Manager Arnold stated that staff would be providing a brief overview of the operational budget format; information regarding sales tax along with fees associated with development downtown.

- Presentation of draft of 2012 budget format – D. Moyer
- IGA items
  - ✓ Presentation/Discussion of impact fees – J. Plummer
  - ✓ Sales tax generated by Downtown Development Authority – D. Moyer

Director of Finance Moyer presented copies of the detailed budget sheet and described the various line items listed. It was noted the \$50,000 revenue shown is a carry-over from previous years and is being used as a placeholder. Mr. Arnold stated all the operational expenses are currently listed at zero; they have approximately a month and a half to put numbers into the line items. The DDA budget needs to be reviewed with the Town Board by the end of October; it will be included in the November ordinance adoption of the 2012 budget. Mr. Arnold noted the opportunity to adopt the budget and modify it later through a reconciliation ordinance if needed. Ms. Liley stated that as long as that is done in advance of the April, 2012 election to provide the “story to tell” of the DDA progress and plan. Chairman Winter noted that the projects and budget numbers will be based on the Town’s financial commitment to the DDA.

Sales tax information was brought forward by Mr. Moyer who stated sales tax collections are coded by regions within Town with a description of the area coded as the “old town/downtown” area. Debbie Dressel, Sales Tax Specialist, had put together information regarding sales tax collected from the downtown area from August, 2010

through July, 2011 for a total of \$442,000. That number was drilled down further to just the DDA district area which amounted to approximately \$256,000 based on 3.2% sales tax; .2% is dedicated to pay the bonds for the recreation center which brings the sales tax collection for the DDA area to about \$240,000. Town Manager Arnold noted that amount is currently being dedicated to the general fund and capital fund of the Town. Mr. Arnold also reported that this year has been a good year and may not be typical of future years. The Town will be forecasting their revenue based on the median of the 2009, 2010 and projected 2011 revenues as we are still unsure as to the future of 2012 revenues. The DDA Board requested the 2009, 2010 and projected 2011 sales tax revenues for the DDA district so they can go through the same exercise.

Town Attorney McCargar reported on an ordinance adopted in 2002 that requires the allocation of sales tax collected to be split 60/40; 60% to the town's general fund and 40% to capital. Mr. McCargar explained the ordinance and noted that possibly the IGA with the Town could address the way the sales tax is distributed to the DDA district if those funds are requested.

Director of Planning Plummer provided a presentation related to the Road Impact Fee ordinance and how the impact fee is assessed. The initial ordinance was adopted in 2002 and Town Manager Arnold stated the intention of the 2009 ordinance was to encourage redevelopment. The ordinance takes into account that if fees had been paid before or nothing was paid prior to 2002 there would be a credit and a much better road impact fee would be provided than someone coming into town and creating a Greenfield development. A new development would create a whole new impact system. The Town did not feel it was fair to re-impose impact fees for reuse on properties that were already in place.

Mr. Plummer provided some recent examples of road impact fee assessments in the DDA district which provided partial payment, reuse of properties in which the use is more or less intensive and the ability for an applicant to request an independent fee calculation which may reduce the assessed fee.

Town Manager Arnold stated that in the cases where incentives were provided, the Town Board has held fast to the road impact fee assessment. The Town Board believes, based on the cost to build and maintain roads in Windsor, that the fee should stay in place. Mr. Arnold stated the DDA could speak to the Town Board regarding their concerns regarding the fee, but wanted to give them that perspective.

Mr. Plummer reviewed the balance of the fees and taxes that can be assessed related to building permits. Fees that were available for negotiation were noted with Mr. Arnold stating fees to SafeBuilt (Plan Development Fee) could not be negotiated as their services are outsourced and their fees are payable to them. Mr. Arnold noted that the Town Board has directed Stacy Johnson, Business Development Manager, to look at incentives in general, particularly how it relates to retail development. We currently do not have authority to negotiate an incentive package with any incoming business. The DDA board would need to discuss their intent and ideas with the Town Board related to any incentive or fee waivers.

Mr. Plummer also noted the Road Impact Fee Table which was created with the original ordinance and has been amended over time. Mr. Plummer stated it is fairly standard with our neighboring communities. The amount may increase or decrease dependent upon a yearly review of a two year running average of road capital construction costs which is required by ordinance. This difference is reported to the Town Board and the amount can be passed by resolution for approval.

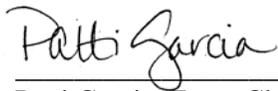
Town Manager Arnold noted the fees were an important factor, redevelopment standards were equally important for the DDA board to take into consideration.

H. Other Business

Board Member Kinnison brought forward information regarding the proposed website with a decision made to have the website address of [www.windsordda.com](http://www.windsordda.com) be included on the DDA members business cards.

I. Adjourn

Upon a motion duly made, the meeting was adjourned.



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Patti Garcia, Town Clerk